



## Updates from the Cabinet

# September 13, 2021

*Cabinet Members: Superintendent Bisgard, Assoc. Superintendents Wear and Read, Mrs. Karla Christian (HR), Mr. JT Anderson (CFO), Mrs. Leisa Breifelder (Student Services), and Mrs. Jeri Ramos (Tech)*

**Summer School Update:** Associate Superintendent Bob Read reports there were 51 students enrolled in the Summer School Program with 11 kindergarten students and 40 first grade students. Kindergarten curriculum focused on letter-sound correspondence and the formation of letters. Students practiced using letters and sounds together with keywords. For example, the /m/ sound was retaught to students and they practiced blending and reading words with the /m/ sound such as /m/ /a/ /n/ - man. First grade students reviewed short vowel sounds and focused on fluency by reading text that included the specific sounds. For math, both grades focused on number sense as well as addition and subtraction, which are foundational math skills.

**Enrollment Update:** Associate Superintendent Nathan Wear reports the following enrollment data for the 2021-22 school year as of August 31, 2021:

Building	In-Person	Edmentum	2021-22 Total Enrollment
Bowman Woods Elementary	K = 73 1 = 70 2 = 76 3 = 84 4 = 73 <b>Total = 376</b>	K = 5 1 = 1 2 = 2 3 = 2 4 = 2 <b>Total = 12</b>	K = 78 1 = 71 2 = 78 3 = 86 4 = 75 <b>Grand Total = 388</b>
Echo Hill Elementary	K = 91 1 = 102 2 = 91 3 = 93 4 = 101 <b>Total = 478</b>	K = 1 1 = 3 2 = 2 3 = 1 4 = 3 <b>Total = 10</b>	K = 92 1 = 105 2 = 93 3 = 94 4 = 104 <b>Grand Total = 488</b>
Indian Creek Elementary	K = 71 1 = 71 2 = 81 3 = 112 4 = 79 <b>Total = 414</b>	K = 1 1 = 0 2 = 0 3 = 2 4 = 0 <b>Total = 3</b>	K = 72 1 = 71 2 = 81 3 = 114 4 = 79 <b>Grand Total = 417</b>
Linn Grove Elementary	K = 72 1 = 83 2 = 70 3 = 86 4 = 76 <b>Total = 387</b>	K = 0 1 = 0 2 = 1 3 = 1 4 = 0 <b>Total = 2</b>	K = 72 1 = 83 2 = 71 3 = 87 4 = 76 <b>Grand Total = 389</b>
Novak Elementary	J4 K = 62 K = 56 1 = 75 2 = 55 3 = 77 4 = 69 <b>Total = 394</b>	JrK = 0 K = 0 1 = 1 2 = 1 3 = 4 4 = 4 <b>Total = 10</b>	JrK = 62 K = 56 1 = 76 2 = 56 3 = 81 4 = 73 <b>Grand Total = 404</b>

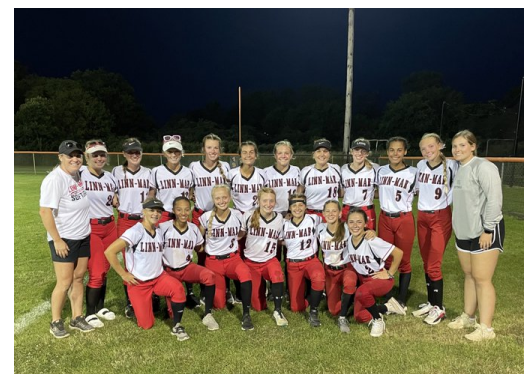
Building	In-Person	Edmentum	2021-22 Total Enrollment
Westfield Elementary	K = 84 1 = 105 2 = 105 3 = 101 4 = 92 <b>Total = 487</b>	K = 4 1 = 1 2 = 2 3 = 1 4 = 0 <b>Total = 8</b>	K = 88 1 = 106 2 = 107 3 = 102 4 = 92 <b>Grand Total = 495</b>
Wilkins Elementary	K = 54 1 = 70 2 = 54 3 = 74 4 = 60 <b>Total = 312</b>	K = 1 1 = 3 2 = 4 3 = 0 4 = 4 <b>Total = 12</b>	K = 55 1 = 73 2 = 58 3 = 74 4 = 64 <b>Grand Total = 324</b>
Boulder Peak Intermediate	5 = 302 6 = 319 <b>Total = 621</b>	5 = 6 6 = 6 <b>Total = 12</b>	5 = 308 6 = 325 <b>Grand Total = 633</b>
Hazel Point Intermediate	5 = 286 6 = 286 <b>Total = 572</b>	5 = 4 6 = 6 <b>Total = 10</b>	5 = 290 6 = 292 <b>Grand Total = 582</b>
Excelsior Middle School	7 = 319 8 = 316 <b>Total = 635</b>	7 = 5 8 = 7 <b>Total = 12</b>	7 = 324 8 = 323 <b>Grand Total = 647</b>
Oak Ridge Middle School	7 = 263 8 = 273 <b>Total = 536</b>	7 = 6 8 = 2 <b>Total = 8</b>	7 = 269 8 = 275 <b>Grand Total = 544</b>
Linn-Mar High School <i>Success Center included with 12th grade count (7 students)</i>	9 = 601 10 = 555 11 = 533 12 = 466 <b>Total = 2155</b>	9 = 7 10 = 17 11 = 11 12 = 19 <b>Total = 54</b>	9 = 608 10 = 572 11 = 544 12 = 485 <b>Grand Total = 2209</b>
Compass	<b>90</b>	<b>2</b>	<b>92</b>
Home School	<b>28</b>	<b>0</b>	<b>28</b>
Little Lions Preschool	<b>297</b>	<b>0</b>	<b>297</b>
<b>District Totals</b>	<b>7782</b>	<b>155</b>	<b>7937</b>

## Highlights & Honors



**Girls Athletics Honor:** Congratulations to the Linn-Mar girls athletics teams for winning the Mississippi Division All-Sports trophy for 2020-21!

**Softball Honors:** Congratulations to Jordyn Beck for making Second Team All-State and the 5A East All-District team. Congrats also go out to Allie Long and Samantha Gangestad for making the Academic All-State team!

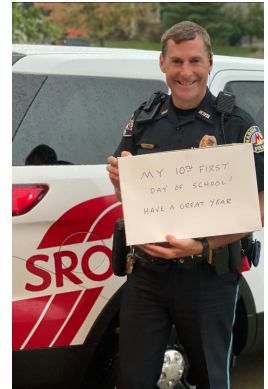




**Wilkins Honor:** Congratulations to Wilkins Elementary for achieving Level 1 certification in the Marzano High Reliability Schools Program. Level 1 certification signifies they have created a safe, supportive, and collaborative culture.

**Academic Honors:** Congratulations to the 317 sophomores, 270 juniors, and 280 seniors recognized during the high school academic assemblies. An Academic Letter is awarded to students who achieve a 3.33 grade point average or higher during the previous academic year. Great job to all the recipients!

**SRO Honor:** Congratulations to Marion Police Officer/School Resource Officer Tom Daubs for celebrating his 10th year as an SRO Officer. We are proud to salute Officer Daubs and all he does for the Linn-Mar Community School District and the Marion community!



**Diversity, Equity, and Inclusion Newsletter:** Be sure to check out the newest communication tool from the Linn-Mar Community School District that is being spearheaded by Associate Superintendent/Chief Academic Officer Nathan Wear. [Click here to access the first edition!](#)



## Linn-Mar Community School District Diversity, Equity, and Inclusion Newsletter

Welcome to Linn-Mar's newest communication tool! We are excited to share with you the wonderful diversity that we have in our school district. This monthly newsletter will highlight a var...

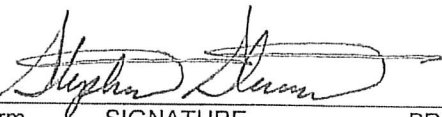
[Go to this Sway](#)

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: 2021 Roof Replacement for Excelsior Middle School  
 CONTRACTOR INFORMATION: Certificate Number: 01  
 Date: March 29, 2021 Date: August 10, 2021

OWNER: Linn-Mar Community School District  
 ARCHITECT: Shive-Hattery, Inc.  
 CONTRACTOR: Jim Giese Commercial Roofing  
 10410 Silverwood Dr., Dubuque IA

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

Shive-Hattery		Stephen Stewart	July 12, 2021
ARCHITECT (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

**WARRANTIES**

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**WORK TO BE COMPLETED OR CORRECTED**

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Fifteen (15) days from the above date of Substantial Completion.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Jim Giese Commercial Roofing		Mike Cota	General manager 8-10-21
CONTRACTOR (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE

Linn-Mar Community School District			
OWNER (FIRM NAME)	SIGNATURE	PRINTED NAME AND TITLE	DATE

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO (OWNER) Linn-Mar Community School District  
3333 North Tenth Street  
Marion, IA 52032

PROJECT: 2021 Roof Replacement for  
Excelsior Middle School  
Linn-Mar C.S.D.

APPLICATION NO.: 2

Distribution to:  
\_\_\_ OWNER  
\_\_\_ ARCHITECT  
\_\_\_ CONTRACTOR

FROM (CONTRACTOR): Jim Giese Commercial Roofing, Inc.  
10410 Silverwood Drive  
Dubuque, IA 52003

VIA (ARCHITECT): Shive Hattery  
sstewart@shive-hattery.com

PERIOD TO: 7/12/2021

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	TOTAL		
Approved this Month			
NUMBER	DATE APPROVED		
TOTALS		\$0	\$0
Net change by Change Orders		\$0	\$0

The undersigned Contractor and the individual signing on behalf of the contractor jointly and severally certify that to the best of their knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due. In order to be considered for payment, this application must include the continuation sheet and supplement

CONTRACTOR: Jim Giese Commercial Roofing, Inc.

By: Mike Cota

Date: 07/12/2021

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Application is made for Payment, as shown below, in connection with the contract. CONTINUATION SHEET, AIA DOCUMENT G703, is attached.

1. ORIGINAL CONTRACT SUM	\$161,910.00
2. Net Change By Change Orders	\$1,312.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$163,222.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$163,222.00
5. RETAINAGE:	
10% completed work (Column D + E on G703)	\$0.00
b. ___% of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a+5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$163,222.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$155,060.90
8. CURRENT PAYMENT DUE	\$8,161.10
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$0.00

STATE OF: Iowa COUNTY OF: Dubuque  
Subscribed and sworn to before me this 12th day of July, 2021  
Notary Public:  
My Commission expires:

AMOUNT CERTIFIED.....\$ 8,161.10  
(Attach explanation if the amount certified differs from the amount applied for)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OK to pay  
31 Days after Board approval  
Chris Soto 9-1-21

# CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2  
 PERIOD TO: 7/12/2021  
 ARCHITECT'S PROJECT NO: 0

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD	MATERIALS PRESENTLY STORED NOT IN D OR E	TOTAL COMP. AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE 0.0%
1	Labor	\$73,178.00	\$73,178.00			\$73,178.00	100.0%	\$0.00	\$0.00
2	Materials	\$70,491.00	\$70,491.00			\$70,491.00	100.0%	\$0.00	\$0.00
3	Equipment Rental	\$2,052.00	\$2,052.00			\$2,052.00	100.0%	\$0.00	\$0.00
4	Subcontract	\$11,516.00	\$11,516.00			\$11,516.00	100.0%	\$0.00	\$0.00
5	Warranty	\$1,816.00	\$1,816.00			\$1,816.00	100.0%	\$0.00	\$0.00
6	Miscellaneous permit bond	\$1,255.00	\$1,255.00			\$1,255.00	100.0%	\$0.00	\$0.00
		\$1,602.00	\$1,602.00			\$1,602.00	100.0%	\$0.00	\$0.00
	c/o - Sheet Metal	\$1,312.00	\$1,312.00			\$1,312.00	100.0%	\$0.00	\$0.00
<b>TOTALS</b>		\$163,222.00	\$163,222.00	\$0.00	\$0.00	\$163,222.00	100.0%	\$0.00	\$0.00

\$163,222

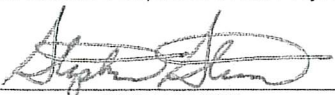
\$0

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: 2021 Roof Replacement for Transportation/Ops/Maintenance Bldg.  
 CONTRACTOR INFORMATION: Certificate Number: 01  
 Date: March 18, 2021 Date: August 27, 2021

OWNER: Linn-Mar Community School District  
 ARCHITECT: Shive-Hattery, Inc.  
 CONTRACTOR: Septagon Construction Co., Inc.  
 3500 J ST SW, Cedar Rapids, IA

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

Shive-Hattery		Stephen Stewart	August 3, 2021
ARCHITECT (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

WORK TO BE COMPLETED OR CORRECTED

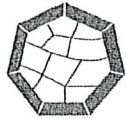
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Fifteen (15) days from the above date of Substantial Completion.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Septagon Construction Co., Inc.		Michael Russell, President	8/27/21
CONTRACTOR (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE

Linn-Mar Community School District			
OWNER (FIRM NAME)	SIGNATURE	PRINTED NAME AND TITLE	DATE



**SEPTAGON**  
CONSTRUCTION

Application for Payment

**Project:** Linn-Mar CSD Trans/Ops/Maint Bldg Repairs  
490 62nd St.  
Marion, Iowa 52302

Job No: 05-21-004	Invoice Date: 7/28/2021	Invoice No: 21-045	TERMS: Net 10 Days
Period No: 21-07	Period To: 7/31/2021	Pay App No: 4	Customer PO #:

<b>Owner:</b> Linn-Mar Community School District 2999 N. Tenth Street, Marion, Iowa 52302	<b>Contractor:</b> Septagon Construction Co., Inc -Cedar Rapids 3500 J St SW Cedar Rapids, IA 52404-4609	<b>Architect:</b> Shive-Hattery, Inc.
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**Application For Payment Summary**

Lost Weather Days: 0.0

1. Original Contract Value.....	\$91,600.00
2. Net Change by Change Orders.....	\$4,589.13
3. Contract Value To Date.....	\$96,189.13
4. Total Completed & Stored To Date.....	\$96,189.13
5. Completed Work Retainage(5.00%).....	\$0.00
6. Stored Material Retainage(5.00%).....	\$0.00
7. Total Retainage.....	\$0.00
8. Total Earned Less Retainage(5.00%).....	\$96,189.13
9. Less Previous Certificates For Payment.....	\$91,379.67
10. Current Payment Due.....	\$4,809.46
11. Balance To Finish, Including Retainage.....	\$0.00

Comments:

BY: Michael Russell  
CONTRACTOR  
  
\_\_\_\_\_  
SIGNATURE DATE 7/28/21

BY: Stephen Stewart  
ARCHITECT  
  
\_\_\_\_\_  
SIGNATURE DATE 8/24/2021

Amount Certified: 4,809.46 <sup>4/10</sup>/<sub>100</sub>

NOTICE TO OWNER

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

A finance charge of 1-1/2% per month compounded to an annual rate of 18% will be charged on all accounts 30 days past due.  
A 3.5% convenience charge will be added if use Credit Card form of payment - contact Accounts Receivable 660-827-2115  
Thank You!

OK to pay 31 days after Board approval  
Chris Sater 8-31-21





**SEPTAGON**  
CONSTRUCTION

Application for Payment

Job No: 05-21-004  
 To Company: Linn-Mar Community School District  
 From Company: Septagon Construction Co., Inc –Cedar Rapids

Invoice No: 21-045  
 Application Date: 7/28/2021  
 Period To: 7/31/2021  
 Architect's Project No:

Pay App No: 4  
 Customer PO #:

A	B	C	D	E	F	G	H	I	J	K	L
Item No	Category ID	Description	Scheduled Value	Previous Work And Material Installed	Work This Invoice	Material Installed This Invoice	Total Stored Material	Total Completed	Percent Complete	Balance To Complete Value	Total Retain Value 5%
001		Schulte Building Repairs	\$36,650.00	\$36,650.00	\$0.00	\$0.00	\$0.00	\$36,650.00	100%	\$0.00	\$0.00
002		Nucor Building Repairs	\$28,750.00	\$28,750.00	\$0.00	\$0.00	\$0.00	\$28,750.00	100%	\$0.00	\$0.00
003		TFC Canopy	\$11,650.00	\$11,650.00	\$0.00	\$0.00	\$0.00	\$11,650.00	100%	\$0.00	\$0.00
004		Additional Wall Panels - Schulte Building	\$14,550.00	\$14,550.00	\$0.00	\$0.00	\$0.00	\$14,550.00	100%	\$0.00	\$0.00
005		Material Cost Increase (PCCO 001)	\$4,589.13	\$4,589.13	\$0.00	\$0.00	\$0.00	\$4,589.13	100%	\$0.00	\$0.00
<b>Totals:</b>			\$96,189.13	\$96,189.13	\$0.00	\$0.00	\$0.00	\$96,189.13	100%	\$0.00	\$0.00



## CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: Bowman Woods Fire Alarm Upgrade

CONTRACTOR: HiTech Communications

TO (OWNER):

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street  
Marion, Iowa 52302

CONTRACT FOR:	\$37,187
CHANGE ORDER TOTAL:	\$3,850
CONTRACT TOTAL	\$41,037

CONTRACT DATE: May 6, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Upgrading the fire alarm system at Bowman Woods Elementary School.

The work performed under this contract has been reviewed and found to be substantially complete except as stated below.

No Exceptions

The date of substantial completion shall be the date that the Linn-Mar Community School Board of Education accepts the project by formal Board action.

Contractor



Name

8-27-2021

Date

Project Supervisor



Name

8-29-21

Date

Formal board action taken on \_\_\_\_\_ accepted the project.

Board of Education President \_\_\_\_\_ Date \_\_\_\_\_

Board of Education Secretary \_\_\_\_\_ Date \_\_\_\_\_

HITECH Communications  
405 N. Troy Rd.  
Robins, IA 52328  
319-294-9063

# HITECH

## COMMUNICATIONS

SOLD TO LINN MAR COMMUNITY SCHOOL DIST  
3333 N. 10TH STREET  
MARION, IA 52302

SHIP TO Linn Mar Bowman Woods FA  
151 Boyson Rd NE  
Cedar Rapids, IA 52402

JOB #	PO NUMBER	REQUISITIONER	TERMS	INVOICE DATE	PAGE
211059F			Net 30	8/25/2021	1

Job Name: Linn Mar Bowman Woods FA

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	Retention from invoice 39033	1,859.35	1,859.35

**TOTAL AMOUNT 1,859.35**

To submit an online payment visit our new website [www.hitechcommunications.us](http://www.hitechcommunications.us) To find the Submit Payment button scroll to the bottom of the homepage.

**Submit Payment**

*OK TO pay  
31 Days after  
Board approval  
Chris [Signature]  
9-1-21*

HITECH Communications  
405 N. Troy Rd.  
Robins, IA 52328  
319-294-9063

# HITECH

## COMMUNICATIONS

SOLD TO LINN MAR COMMUNITY SCHOOL DIST  
3333 N. 10TH STREET  
MARION, IA 52302

SHIP TO Linn Mar Bowman Woods FA  
151 Boyson Rd NE  
Cedar Rapids, IA 52402

JOB #	PO NUMBER	REQUISITIONER	TERMS	INVOICE DATE	PAGE
211059F			Net 30	8/25/2021	1

Job Name: Linn Mar Bowman Woods FA

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	Retention from invoice 39035	192.50	192.50

**TOTAL AMOUNT 192.50**

To submit an online payment visit our new website [www.hitechcommunications.us](http://www.hitechcommunications.us) To find the Submit Payment button scroll to the bottom of the homepage.

**Submit Payment**

*OK to pay 31 days after Board approval*  
*Chris [Signature]*  
*8-1-21*



# Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9.2.21(SO)

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

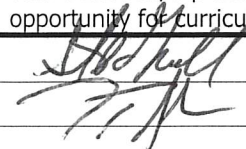
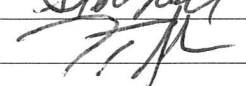
The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

**Excursion/Trip Criteria:** The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA Submitted by: Barb Schult  
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval			Date <u>9/2/2021</u>
Chief Financial/Operating Officer Approval			Date <u>9/2/21</u>
Board of Directors Approval			Date

## Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend the FBLA State Fall Leadership Conference  
October 3-4, 2021, Des Moines, IA

### **Purpose: What is the purpose of this field trip/work site visit?**

The Future Business Leaders of America State Fall Leadership Conference (SFLC) is a two-day conference which allows students interested in business to develop a more in-depth view of business practices in the “real world”. It also allows students to fine-tune their skills to make themselves more employable, more aware of careers in business fields, and it allows them to network with students from other school districts, as well as professionals that speak at and lead workshops at these conferences. The State Fall Leadership Conference consists of general sessions, special interest sessions, seminars, workshops, tours and other leadership development activities.

### **Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?**

Students are given a framework to attend sessions throughout the two-day conference but are encouraged to go to the sessions they are attracted to and feel compelled to learn more about. We feel that by putting the decisions in the hands of the students, they often are more satisfied with their experience. While many of our students may take business-related courses after high school, the career skills often addressed far outreach one area. Workshops often are related to all-encompassing skills and topics such as resume-writing, career exploration, proper business attire, college searches, and networking, to name a few.

Students have been in meetings at the local level and have joined committees within our chapter, and we feel that by doing this early, students not only can look for session in their own interest-groups, but also the interests for others and specifically in relation to these small groups. Students can talk with other students from other high schools and chapters about their committee topics and see and hear what others are doing and share their own ideas. In addition, many of the things learned here will help student later this year as they prepare to compete in selected business events at the State, and possibly National Conferences.

### **Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?**

Upon returning to Linn-Mar, students will be asked to share their experiences with those that were unable to attend, and many will also take their experiences one step further this fall when attending the National Fall Leadership Conference in November. Those that attend the National Conference will experience a similar conference, but one that is on a larger scale (bigger budget, more students, more diversity, more sessions to choose from). For all who attend, as members of our chapter’s committees (fundraising, community service, state conference, and event preparation), students can bring a knowledge of what kind of things have been done at other schools and implement similar programs here at Linn-Mar, in an effort to give our chapter a newer, fresher feel, instead of doing activities that are less than continue to be done, even attendance has been less than desirable.

### **Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?**

Students will be required to attend sessions and summarize what they learned while at the conference. Summary forms will be distributed to the students prior to their first session and are due to the advisers in attendance following the conference.

**Funding: Describe your sources of funding that meets both Department of Education and District guidelines.**

Students will pay their own registration and hotel expenses to attend this conference. Each student will pay a total of \$90 that covers registration, hotel, Sunday dinner and Monday breakfast, advisers and bus driver expenses.

**Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?**

Students should find that by attending this year’s conference, they will be able to be a more productive member of any experience they might be part of. Many of the sessions are designed with the idea that these students are not only involved in their particular CTSO, but also active in other activities at his/her respective schools. Some students may find they are less hesitant during a large group meeting while others may be inspired to challenge themselves. Many will likely find traits within themselves they never knew existed and want to share it with their peers.

**Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.**

Students who attend this year’s conference will experience a wealth of information that they can not only use right away as high school students, but also throughout their life in whatever career path they might follow. Many students will be exposed to a wealth of new opportunities, while some might be inspired to follow a specific career path. Some will learn valuable leadership skills while others will simply learn how to make a good impression upon others. Regardless of what sessions students attend, they should all discover how to act more professional, lead fellow students within our local chapter, and how to begin a path of success during and after their high school career.

**Itinerary**

**Sunday, October 3**

9:30 am	Depart Linn-Mar
11:30 am	Arrive in Des Moines-Chapter Lunch
12:00 pm	Registration & Chapter Check-in – Business Professional Dress Required
1:00 pm	Opening Session w/ Keynote Speaker
3:00 pm	Workshops
6:30 pm	Dinner/Association Meetings
9:00	Social Activities/Evening Closing Session
Midnight	Curfew

**Monday, October 4**

7:00 am	Breakfast
8:30 am	Conference Closing Session
9:30 am-11:00 am	Business Tours
11:30-12:30	Chapter Lunch
2:30	Return to Linn-Mar

**Mode of Transportation**

Linn-Mar FBLA will submit a transportation request for a bus.

**Conference Expenses**

Conference registration, payable to FBLA-PBL \$90.00  
Lodging, payable to Iowa FBLA Approximately \$800.00



## Board of Directors

### Policy Title: ~~School Board Statement of Guiding Principles~~ **Responsibilities of the Board of Directors** **Code 200.1**

It is the policy of the Linn-Mar Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the board as the legislative, governing body of the school district and those administrative activities which are to be performed by the superintendent of schools and the staff in the exercise of delegated administrative authority. ~~The board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency.~~ The functions of the board can best be described as ~~policy making, appraisal, and evaluation~~ legislative, executive, and evaluative.

~~Legislative: The board represents the people of the district and functions as a policy making body. The board has complete jurisdiction over the school district and its employees. As a representative of the citizens of the school district community, the board is responsible for legislating policy for the district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.~~

~~The board develops policy and procedure for its own business conduct and for that of the entire school corporation.~~

~~Executive: The board selects an executive officer, the Superintendent of Schools, to operate the school district on the board's behalf. The board delegates to superintendent the authority to carry out board policy, plans, and administrative details necessary to ensure that all phases of operation formulated by the board are effective to formulate and carry out rules and regulations, and to handle the administrative details in a manner which supports and is consistent with board policy.~~

~~Appraisal: The function which determines the efficiency of the operation of the district financially and examines the worth of what is to be transmitted as the result of instruction based on a sound philosophy of education.~~

~~Evaluative: The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of facts, conditions, and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the district's educational philosophy and goals for the district.~~

The Board of Directors has the duty of providing the financial means by which the educational program is delivered. It will further ensure that the community is informed on the needs, purposes, values, and status of the schools.

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Adopted: 6/70

Reviewed: 9/10; 10/11; 4/13; 9/16; 10/19

Revised 8/14

Legal Reference (Code of Iowa): §§ 274.1; 279.1, .8, .20; 280.12; 81 IAC 12.3(2)

IASB Reference: 200.3





## Board of Directors – Specific Duties of the Board

### Policy Title: School Board President Code 202.3

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected **to serve a one-year term** by a majority vote at the organizational meeting in odd-numbered years, or **in even-numbered years, at the annual meeting in even-numbered years, to serve a one-year term of office. a regular meeting held between 12 to 13 months after the most recent organizational meeting.**

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice president or another board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

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Adopted: 6/70

Reviewed: 4/13; 8/14; 9/16; 10/19

Revised: 9/13

Legal Reference (Code of Iowa): §§ 279.1-2; 291.1

IASB Reference: 206.1



## Board of Directors – Specific Duties of the Board

### Policy Title: School Board Vice President Code 202.4

The vice president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or ~~at the annual meeting~~ in even-numbered years, **at a regular meeting held between 12 to 13 months after the most recent organizational meeting**, to serve a one-year term of office.

By this election, if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the vice president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

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Adopted: 6/70

Reviewed: 4/13; 8/14; 9/16; 10/19

Revised: 9/13

Legal Reference (Code of Iowa): §§ 279.5

IASB Reference: 206.2



## Board of Directors – Meetings of the Board

### Policy Title: Board Meeting Agenda Code 204.7

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed. It is the responsibility of the board president and the superintendent to develop the agenda for each board meeting.

Individuals wishing to place an item on the agenda ~~must~~ can make a request to the superintendent or board president, who will decide whether to place the item on the agenda and, if so, the appropriate meeting date. The person making the request must state their name, address, purpose of the presentation, action desired, and pertinent background information. Requests received after the deadline for processing the agenda may only be added to the agenda for good cause. **Individuals can also submit a valid petition to the board secretary. Refer to Policy 204.9 Public Participation in Board Meetings for additional information on petitions to place a topic on the board agenda.**

The tentative agenda and supporting documents will be sent to board members at least two days prior to the scheduled board meeting. These documents are the private property of the board member.

The board will take action only on items listed on the tentative agenda posted with the public notice. Items added to the agenda after the statutorily required 24-hour notice may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying immediate action. The board will exercise this discretionary authority with great care.

Board action voted on from a previous agenda item cannot be brought forward for a second vote unless the following parameters are met:

1. There is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote
2. The proposed change must meet a clearly demonstrated mission-related need
3. The proposed change must address the impact on students, other programs, courses, services, staffing, and/or projects
4. The proposed change survives a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote

Any additional information related to the addition of the second vote on a subsequent board agenda must be distributed in a timely manner by the superintendent through the board secretary with the agenda for the meeting, at which consideration of a second vote will be reviewed.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of items under the management of the superintendent, board president, and board secretary. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that notice will be given at least 10 days before the hearing is to be held; unless it is impossible or impractical to do so or the law requires otherwise.

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Adopted: 6/70

Reviewed: 10/11; 4/13; 9/16; 10/19

Revised: 1/12; 8/14

Related Policy (Code#): 204.1; 204.4

Legal Reference (Code of Iowa): §§ 21; 279.8 (2013), 1980 Op Atty Gen 269

IASB Reference: 210.8; 210.9; 214



## Board of Directors – Meetings of the Board

### Policy Title: Public Participation in Board Meetings Code 204.9

The board encourages public attendance and participation in its public meetings. ~~Individuals or delegations are welcome at regular and special meetings, as are those wishing to present petitions to the board.~~ The board has a significant interest in maintaining the decorum of its meetings and it is expected that members of the public and the board will address each other with civility. ~~Members of the public do not have a legal right to participate in board meetings. The board makes the determination how best, if at all, to involve the public in board meetings.~~

In assuring the public is heard and board meetings are conducted efficiently and in an organized manner, the board has established a specific agenda item, *Audience Communications*, for the purpose of providing ~~speakers~~ the public an opportunity to express their points of view on items related to school business. ~~Speaker comments~~ Audience communications will be taken under consideration and a response, if appropriate, may be issued at another time. ~~Board members will not respond to or act on audience communications during the public meeting. Audience communications are limited to regular board meetings and will not be routinely offered during special meetings.~~

#### AUDIENCE COMMUNICATIONS

~~Public comment is~~ Audience communications are subject to the following regulations:

1. ~~Time Limit for Speakers:~~ Individuals Speakers will limit their ~~presentation~~ comments to three minutes, unless the time limit is ~~prescheduled or~~ waived by the board president or a majority of board members present. When there are a large number of speakers to be heard, the board may shorten the ~~allotted~~ time.
2. ~~How to Addressing the Board:~~ The speaker is asked to stand ~~at the podium during audience communications,~~ be recognized by the presiding officer, ~~sign in,~~ state ~~and record~~ their name, and ~~address,~~ identify whom they represent, ~~and state the topic and.~~ Only ~~those~~ individuals recognized by the presiding officer will be allowed to speak ~~and any comments by others are deemed out of order.~~ All comments should be ~~shared~~ in a respectful manner. ~~The speaker's comments and~~ should not contain names or other identifying information about students, teachers, administrators, or other personnel because of the ~~potentially~~ confidential nature of certain situations. ~~In such cases the speaker should instead contact the appropriate administrator with concerns.~~ Individuals, ~~including students,~~ who have a complaint about employees may bring their complaint to the board only after they have followed ~~board~~ [Policy 1003.3 Complaints about School Personnel](#) ~~in addressing their concern.~~
3. ~~Acknowledgement Receipt~~ of Speaker Comments: ~~The speaker's~~ Comments will be received ~~and filed (for written copies)~~ by the board, ~~and,~~ if appropriate, ~~and or~~ for clarification purposes, the board president or superintendent may seek additional information from the speaker. ~~The board president will thank the speaker for their comments.~~ The board, at its discretion, may choose to place the ~~speaker's~~ topic on a future agenda or delegate any action to the ~~appropriate administration~~ administrator.

4. Conduct and Remarks Deemed Out of Order: Undue interruption or other interference with the orderly conduct of board business will not be allowed. Defamatory or abusive remarks are always **deemed** out of order. The **board president or** presiding officer may terminate the speaker's comments if, after being called to order, they persist ~~in~~ **with** improper conduct or remarks. If **deemed** disruptive, the ~~individual making the comments or any~~ individual(s) causing **the** disruption will be asked to leave the ~~board~~ meeting.
5. Special Procedures: The board reserves the right to establish special procedures to deal with extraordinary issues or circumstances. If the decision is made not to ~~have~~ **include** audience communications ~~at~~ **during** a particular meeting, it will be ~~so~~ noted on the board agenda which is posted at least 24 hours before the scheduled board meeting.

### **PETITIONS TO PLACE A TOPIC ON THE BOARD AGENDA**

~~Regarding petitions or other submitted written materials, the board will only receive the petitions or materials and not act on them or their contents at the public meeting.~~

Individuals who wish for an item to be placed on a board agenda must submit a valid petition to the board secretary. For a petition to be valid, it must be signed by at least 500 eligible electors of the district or 10% of the individuals who voted in the last school election, whichever number is lower.

Upon receipt of a valid petition to place a proposal on the next board agenda for public hearing, the proposal identified in the petition will be placed on the agenda of the next regular meeting; or a special meeting will be held within 30 days of receipt of the valid petition. During the public hearing, the board will provide a sign-up sheet for all individuals who wish to speak, and the individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board that is reasonable and necessary based on the number of speakers who have signed up. The same time limit will apply to all speakers on the proposal and each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching the curriculum until the board holds the public hearing to discuss the petition.

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Adopted: 3/72

Reviewed: 10/11; 9/16; 10/19

Revised: 4/13; 8/14; 10/14

Related Policy (Code#): 1003.3

Legal Reference (Code of Iowa): §§ 21; 22; 279.8

IASB Reference: 213



The board will conduct an evaluation of the superintendent's skills, abilities, and competence. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administration leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent. **This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities, and competence.**

**The superintendent will be an educational leader who promotes the success of all students by:**

- ~~1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.~~
- ~~4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.~~
- ~~5. Acting with integrity, fairness, and in an ethical manner.~~
- ~~6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.~~

1. Mission, Vision, and Core Values: Develops, advocates, and enacts a shared mission, vision, and core values of high-quality education and the academic success and well-being of each student.
2. Ethics and Professional Norms: Acts ethically and according to professional norms to promote each student's academic success and well-being.
3. Equity and Cultural Responsiveness: Strives for equity of educational opportunities and culturally responsive practices to promote each student's academic success and well-being.
4. Curriculum, Instruction, and Assessment: Develops and supports intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. Community Care and Support for Students: Cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. Professional Capacity of School Personnel: Develops the professional capacity and practices of school personnel to promote each student's academic success and well-being.

7. Professional Community for Teachers and Staff: Fosters a professional community of teachers and staff to promote each student's academic success and well-being.
8. Meaningful Engagement of Families and Community: Engages families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. Operations and Management: Manages school operations and resources to promote each student's academic success and well-being.
10. School Improvement: Acts as an agent of continuous improvement to promote each student's academic success and well-being.

**The formal evaluation will be based upon the following principles:**

- a. The evaluation criteria will be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria ~~based on the state administrator performance criteria and the professional superintendent criteria~~ will be related to the job description, the Iowa Standards for School Leaders, and the school district's goals, and the goals of the administrator's individual professional development plan.
- b. At a minimum, the evaluation process will be conducted annually at a time agreed upon.
- c. Each board member will have an opportunity to individually evaluate the superintendent and these individual evaluations will be compiled into an overall evaluation ~~from~~ by the entire board.
- d. The superintendent will conduct a self-evaluation prior to discussing the board's evaluation and the board as a whole will discuss its evaluation with the superintendent.
- e. The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation.
- f. The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged, however, to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

~~This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.~~

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Adopted: 8/89

Reviewed: 12/10; 4/13; 12/16; 11/19

Revised: 11/11; 8/14

Related Policy (Code#): 300.1; 301.1; 302.1-4, .6; 304.1

Legal Reference (Code of Iowa): Wedergren v Board of Directors, 307 NW2d 12 (Iowa 1981); §§ 279.8, .20, .23, .23A; 281 IAC Ch 83; 12.3(4)

IASB Reference: 302.5





## Administration – Administrative Employees

### Policy Title: Administrator Evaluation Code 303.3

An ongoing process of evaluating administrators on their skills, abilities, and competence will occur at a minimum, annually, concluding with a formal evaluation. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the district are met, promote growth in effective administrative leadership for the district, clarify the administrator's role as defined by the board and the superintendent, **assess administrator competence in the Iowa Standards for School Leaders**, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator. **This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.**

The superintendent is responsible for designing an administrator evaluation instrument **to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leadership and the goals of the administrator's individual professional development plan.** The formal evaluation will include written criteria related to the job description **and the Iowa Standards for School Leaders.**

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance, and future areas of growth. The evaluation is completed by the superintendent, signed by the administrator, and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- ~~1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.~~
- ~~4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.~~
- ~~5. Acting with integrity, fairness, and in an ethical manner.~~
- ~~6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.~~

1. **Mission, Vision, and Core Values: Develops, advocates, and enacts a shared mission, vision, and core values of high-quality education and the academic success and well-being of each student.**
2. **Ethics and Professional Norms: Acts ethically and according to professional norms to promote each student's academic success and well-being.**
3. **Equity and Cultural Responsiveness: Strives for equity of educational opportunities and culturally responsive practices to promote each student's academic success and well-being.**

4. Curriculum, Instruction, and Assessment: Develops and supports intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
5. Community Care and Support for Students: Cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
6. Professional Capacity of School Personnel: Develops the professional capacity and practices of school personnel to promote each student's academic success and well-being.
7. Professional Community for Teachers and Staff: Fosters a professional community of teachers and staff to promote each student's academic success and well-being.
8. Meaningful Engagement of Families and Community: Engages families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
9. Operations and Management: Manages school operations and resources to promote each student's academic success and well-being.
10. School Improvement: Acts as an agent of continuous improvement to promote each student's academic success and well-being.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15th.

~~This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.~~

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Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code #): 300.1; 301.1; 303.1-2, .4-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .21-23A; 281 IAC 12.3(3); Ch 83

IASB Reference: 303.6



**Policy Title: Employee Expression**  
**New Policy - Code: 403.42**

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees' First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression, or who refuses to infringe on students engaging in free expression, and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board, or courts, finds that an employee who is subject to licensure, certification, or authorization by the Board of Educational Examiners has discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

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Adopted: 09/21

Legal Reference (Code of Iowa): §§ 279.73; 280.22

IASB Reference: 401.14



## Students – 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 and 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.

All weapons, dangerous objects, and look-a-likes are prohibited to be carried, possessed, transported, or otherwise stored on school district property and to district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- Law enforcement officials
- Military personnel
- Corrections officers
- Individuals approved in writing by the superintendent
- Student and individuals approved in writing by the superintendent who are actively engaging in a district-approved firearms safety course, hunter education course, or shooting sports activity

All weapons, other dangerous objects, and look-a-likes will 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 of students found to possess weapons, dangerous objects, or look-a-likes on school property will be notified of the incident. Possession or confiscation of weapons, dangerous objects, or look-a-likes will 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 will have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of the 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 will be exempt from this policy.~~

The superintendent [or designee] may develop the administrative process or procedures to implement this policy.

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Adopted: 12/94

Reviewed: 5/11; 7/13; 10/14; 1/15; 10/17; 9/20

Revised: 12/16

Related Policy (Code#): 502.1; 502.1-R; 502.2; 502.2-R; 502.8-R

Legal Reference (Code of Iowa): §§ 279.8; 280.21B; 483A.27(11); 724; 281 IAC 12.3(6); 18 USC § 921

IASB Reference: 905.3



## Students – Behavior and Discipline

### Mandatory Policy

#### Policy Title: ~~Freedom of Expression~~ **Student Expression and Student Publications** Code 502.11

#### **STUDENT EXPRESSION**

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that 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 for their level of maturity.

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 materials that may be harmful or inappropriate.

While students will generally be allowed to express their viewpoints and opinions ~~as long as the expression is responsible in certain qualifying circumstances,~~ student speech may require administrative regulation to help ensure the safety and welfare of the school community. ~~The expression will not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause material and substantial disruption to the education program.~~ The district may regulate speech that causes or is reasonably anticipated to cause material and substantial disruption to the education environment, infringes upon the rights of others, is obscene or lewd, is school sponsored, and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Furthermore, 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.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with a purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs. The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures will be to address student safety, maintain the education environment, and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for **helping to ensure** ~~ensuring~~ students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **STUDENT PUBLICATIONS**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the building principal. Official school publications include materials 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 will 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 will 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 publications will follow the grievance procedures 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 will follow the grievance procedure also outlined in Policy 502.12.

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

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Adopted: 9/98

Reviewed: 5/11; 4/12; 7/13; 10/14; 1/15; 10/17; 9/20

Revised: 11/06

**Related Policy (Code #): 502.11-R**

Legal Reference (Code of Iowa): §§ 279.8, .73; 280.22; US Const Amend I; Iowa Const Art I (Sec 7)

IASB Reference: 502.3



## Administrative Regulations Regarding Student Expression and Student Publications

Code ~~503.3-R~~ 502.11-R

### ~~Official School Publications Defined:~~

**Student Expression:** Student expression is speech, action, or other forms of expression which convey a student's beliefs, views, or opinions.

**Official School Publications:** Official school publications are materials 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:~~ **Limitations to Student Expression:**

1. No student will express, publish, or distribute ~~in an official school publication~~ material which is:
  - Obscene
  - Libelous
  - Slanderous
  - Encourages students to:
    - Commit unlawful acts
    - Violate ~~school rules~~ lawful school regulations
    - 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 will be produced under the supervision of a faculty advisor.~~

### **Responsibilities of Students for Official School Publications:**

1. Students writing or editing official school publications will 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 will strive to achieve professional standards of accuracy, fairness, objectivity, and thoroughness in each and every aspect of official school publications.
3. Students will strive to achieve professional standards of grammar, usage, punctuation, and spelling for clarity and accuracy of official school publications.

**Responsibilities of Faculty Advisors for Official School Publications:** Faculty advisors will 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. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications will supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.



### **District Employee Rights:**

Any district employee or official, acting within the scope of that person's professional ethics, if any, will not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination or nonrenewal of a teaching contract or extra-curricular contract, or otherwise retaliated against for acting to protect a student for engaging in expression protected by law, or refusing to infringe upon student expression that is protected by law.

**Liability:** Student expression, including student expression in an official school publication will 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 Procedures:**

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official school publication will 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 will also file their complaint through the citizen grievance procedure under Policy 502.12.

### **Time, Place, and Manner of Restrictions on ~~Official School Publications~~ Student Expression:**

1. Student expression may be conveyed and official student publications may be distributed in a reasonable manner on or off school premises.
2. ~~Distribution~~ Student expression and distribution of official school publications in a reasonable manner will not encourage students to:
  - o Commit unlawful acts
  - o Violate ~~school rules~~ lawful school regulations
    - o Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
    - o Disrupt or interfere with the education program
    - o Interrupt the maintenance of a disciplined atmosphere
    - o 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; 9/20

Revised: 9/09

Related Policy (Code#): 502.11

Legal Reference (Code of Iowa): §§ 279.8, .73; 280.22; US Const Amend I; Iowa Const Art I (Sec 7)

IASB Reference: 502.3



## Students – 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 building principal. Official school publications include materials 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 will 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 will 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 publications will follow the grievance procedures 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 will follow the grievance procedure also outlined in Policy 502.12.

The superintendent in conjunction with building principals will be responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent [or designee] will 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; 9/20

Revised: 1/15

Related Policy (Code #): 502.12; 503.3-R

Legal Reference (Code of Iowa): § 280.22

IASB Reference: 504.3 Option II



**Policy Title: Competent Private Instruction  
Code 602.2**

In the event a child of compulsory attendance age, over age 6 and under age 16, does not attend public school or an accredited non-public school, the child must receive competent private instruction. **Competent private instruction (CPI) means either private instruction provided on a daily basis for at least 148 days during a school year, to be met by attendance for at least 37 days each school quarter, by or under supervision of a licensed practitioner which results in the student making adequate progress; or private instruction provided by a parent, guardian, or legal guardian.**

A parent or legal custodian choosing CPI for a student must notify the school district prior to the first day of school or within 14 days of beginning CPI on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent [or designee] will determine whether the completed form is in compliance with the law. Specifically, whether the individual providing the instruction is either the student's parent, legal custodian, or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of 148 days per year; that immunization evidence is provided for students placed under competent private instruction for the first time, and that the report is timely filed.

The school district will report non-compliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent or legal custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student will request dual enrollment in the resident district. The receiving district will not bill the resident district unless the receiving district complies with the reporting requirements. If the parent fails to comply with the compulsory attendance requirements, the receiving district will notify the resident district. The resident district will then report the non-compliance to the county attorney of the county of residence of the parent or legal custodian.

Students receiving CPI from a parent or legal custodian must be evaluated annually by May 1<sup>st</sup>, unless such person is properly licensed. The parent or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a

portfolio evaluation. If the parent or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent or legal custodian of a student receiving CPI chooses portfolio assessments as the means of annual assessment, the portfolio evaluator must be approved by the superintendent [or designee]. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the students whose portfolios are being assessed. No annual evaluation is required for students receiving CPI from an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent or legal custodian of a student receiving CPI or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under CPI, the school district will refer a student who may require Special Education to the area education agency for evaluation.

Students in CPI must make adequate progress. Adequate progress includes scoring at the 30th percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under CPI provided by the student's parent or legal custodian will attend an accredited public or non-public school beginning the next school year.

The parent or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued CPI under a remediation plan. The remediation plan is for no more than one year. Before the beginning of the school year the student may be retested and if the student achieves adequate progress, the student may remain in CPI.

It is the responsibility of the superintendent [or designee] to develop administrative regulations regarding this policy.

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Adopted: 11/92

Reviewed: 6/11; 9/13; 1/18; 2/21

Revised: 7/12; 4/15

Related Policy (Code#): 602.3

Legal Reference (Code of Iowa): §§ 299; 299A; 281 IAC 31

IASB Reference: 604.1



**Policy Title: Open Enrollment - Procedures as a Receiving District  
Code 602.23**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students who meet the legal requirements to open enroll into the district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment. The policies of the school district will apply to all students attending the district under open enrollment.

The superintendent [or designee] has the authority to approve good cause applications or continuation of an educational program application. **The board will approve all other open enrollment requests according to the timelines established by law.**

The deadline for ~~regular~~ open enrollment requests **for students in grades 1 through 12** is March 1st of the previous school year. The deadline for **open enrollment requests for kindergarten students** is September 1st of the new school year.

The superintendent [or designee] will notify the sending school district of the decision made ~~by the board or superintendent [or designee]~~ to approve or deny the open enrollment request. The superintendent [or designee] will **also** notify the parents of the action to approve or deny the open enrollment request.

Open enrollment requests into the district will not be approved if insufficient classroom space exists. Open enrollment requests into the district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which they were suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the district that, if denied, would result in students from the same nuclear family being enrolled in different school districts will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the district are considered in the order received by the district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

~~Generally,~~ **S**tudents in grades 9 through 12 open enrolling into the school district will ~~not~~ be eligible for participation in interscholastic athletics, at the varsity level only,

~~during the first 90 days of open enrollment into the district~~ in accordance with applicable laws.

Parents of students whose open enrollment requests are approved ~~by the board of superintendent [or designee]~~ are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

An open enrollment request into the district from parents of a Special Education student will be reviewed on a case-by-case basis. The determining factors for approval of such open enrollment requests will be whether the Special Education program available in the district is appropriate for the student's needs and whether the enrollment of the Special Education student will cause the class size to exceed the maximum allowed. The area education agency director of Special Education serving the school district will determine whether the program is appropriate. The Special Education student will remain in the sending district until final determination is made. **For students requiring Special Education services, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.**

It is the responsibility of the superintendent [or designee] to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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Adopted: 3/99

Reviewed: 6/12; 10/13; 4/15; 1/18; 2/21

Revised: 6/11

Related Policy (Code#): 501.9-10; 602.2-3, 602.7; 602.24-26

Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1; 281 IAC 17

IASB Reference: 501.15



## Education Program – Programs of Instruction

### Policy Title: Open Enrollment - Procedures as a Sending District Code 602.24

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the district for their student will notify the sending and receiving school districts no later than March 1st in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the Linn-Mar Learning Resource Center (2999 N 10<sup>th</sup> Street, Marion) or via the district website ([www.Linnmar.k12.ia.us](http://www.Linnmar.k12.ia.us)).

Parents of students who will begin kindergarten in the school district are exempt from the open enrollment deadline of March 1<sup>st</sup>. ~~but must submit the request to open enroll by September 1<sup>st</sup>.~~ Parents of students who will begin kindergarten and pre-kindergarten students enrolled in Special Education programs and included in the district's basic enrollment will file in the same manner set forth above by September 1<sup>st</sup>. Parents who have good cause as defined by law for failing to meet the March 1st deadline may make an open enrollment request ~~in the same manner set forth above by~~ September 1<sup>st</sup> unless another deadline applies.

The superintendent [or designee] has the authority to approve good cause applications or continuation of an educational program application. The board will approve all other open enrollment requests according to the timelines established by law.

The superintendent [or designee] will notify the parents ~~by mail~~ of the action to approve or deny the open enrollment request. Approved open enrollment requests are transmitted by the superintendent [or designee] to the receiving district after action is taken on the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the district for the purposes of transportation. Parents may withdraw their open enrollment request prior to the start of the school year.

Open enrollment requests out of the district from parents of Special Education students are reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the Special Education program available in the receiving school district is appropriate for the student's needs. The area education agency's Director of Special Education serving the school district will determine whether

the program is appropriate. The Special Education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent [or designee] to maintain open enrollment request applications and notice forms. It is also the responsibility of the superintendent [or designee] to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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Adopted: 3/99

Reviewed: 6/12; 10/13; 4/15; 1/18; 2/21

Revised: 6/11

Related Policy (Code#): 501.9-10; 602.2-3, 602.7; 602.23; 602.25-26

Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 282.1, .3, .8; 299.1; 281 IAC 17

IASB Reference: 501.14





**Policy Title: School Ceremonies and Observances  
Code 603.6**

Student participation in opening and/or closing school day ceremonies or observances of a ceremonial nature will be of the student's own choosing.

The school and district will respect each student's personal beliefs, religious or non-religious, concerning patriotism as it relates to the opening or closing of school programs.

Non-participation of students in ceremonies or observances will not be cause for exclusion from the classroom, assembly hall, or group meeting place.

Per Iowa Legislative House File 847, the district will provide and maintain suitable flagstaff at each school site and raise the Iowa and United States flags each school day as weather conditions permit. The district will also display the United States flag and administer *The Pledge of Allegiance* in each 1<sup>st</sup> through 12<sup>th</sup> grade classroom on school days.

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Adopted: 6/70

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18; 6/21

Revised: 12/07

Related Policy (Code#): 603.11

Legal Reference (Code of Iowa): § 279.8; 280.5

IASB Reference: 606.2



## Education Program – Instructional Arrangements

### Mandatory Policy

#### **Policy Title: Physical Education Code 603.8**

Students in grades K-12 are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

1. The student is enrolled in academic courses not otherwise available.
2. The student has obtained a physical education waiver for the quarter because the student is actively involved in an athletic program.
3. The student is participating in the Legislative Page Program at the State Capitol for a regular session of the general assembly.
4. The student is enrolled in a Junior Reserve Officer Training Corp (JROTC).

Twelfth grade students may also be excused from physical education courses if they are enrolled in a cooperative, work study, or other education program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education courses must have a written request or statement from their parents.

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Adopted: 3/99

Reviewed: 12/09; 9/13; 4/16

Revised: 7/03; 7/08; 7/11; 9/12; 2/15

Related Policy (Code#): 602.1

Legal Reference (Code of Iowa): §§ 256.11; 281 IAC 12.5

IASB Reference: 603.6



**Policy Title: Graduation Requirements  
Code 605.3**

Students must successfully complete the courses required by the board and the Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent [or designee] to ensure that students complete grades 1 through 12 and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

**Early Graduation:** Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the high school ~~guidance~~ **counseling** office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the board for approval.

**Graduation Requirements:** Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English (40 credits): Must include English 9 or English I (10 credits each), English II (May opt out if pass English I with a 90% or higher grade), English III or Advanced English III, and one speech/acting course (5 credits).
- Mathematics (30 credits): Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra may not take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three-year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), a physical science course (Chemistry, Physics, or Earth and Physical Science) (10 credits).
- Social Studies (30 credits): Must include US History 9 or US History I (10 credits) or AP US History (15 credits), World History (10 credits), or AP World History (15 credits), American Government (5 credits) or AP American Government (10 credits), and one social studies elective (5 credits).
- Health/Fitness (20 credits): Must include Health I (5 credits). Must include a Lifetime Fitness course each school year.
- Personal Finance (Starting with the class of 2020) (5 credits): Students must receive credit for Personal Finance (5 credits) or granted a waiver through completion of designated, online Financial Literacy course with certificate.

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. This

course of study will be in alignment with the Linn-Mar High School graduation requirements. The IEP team will determine strategies to meet the graduation requirements for the student. Beginning with the class of 2022, graduation requirements for Special Education students will include successful completion of four years of English, three years of math, three years of social studies, and three years of science [4-3-3-3].

**COMPASS Credits:** High school credits are available via the COMPASS Alternative Program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor or the Academic Assistance Counselor to develop an approved plan for this option.

**Post-Secondary Opportunities (PSEO):** Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

**Advanced Placement:** Linn-Mar High School offers Advanced Placement (AP) courses in Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (B), Computer Science A, English Literature, Microeconomics, Music Theory, Comparative Government, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available in the high school counseling and TAG office.

**Legislative Page Program:** Students who complete a regular session in the Legislative Page Program of the General Assembly at the State Capitol will receive a 1/2 credit in Social Studies.

**Junior ROTC:** Students enrolled in the Junior Reserve Officer Training Corp Program will receive 1/8 credit in physical education for each semester they are enrolled in the program.

**Board Recognition:** The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholars for exceeding graduation requirements at an exemplary level.

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Adopted: 12/71

Reviewed: 9/12; 4/18; 6/21

Revised: 6/11; 10/3; 2/15; 11/18; 6/19; 2/21

Legal Reference (Code of Iowa): §§ 256.7, .11, .41; 279.8; 280.3, .14; 281 IAC 12.3(5); 12(5)

IASB Reference: 505.5



## Auxiliary Services - Transportation

### Policy Title: Local and State Transportation Regulations Code 701.1

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education **instructional** funds generated through ~~weighted funds the weighting plan. or Individuals with Disabilities Education Act (IDEA) federal funds designated for special education purposes.~~

Transportation of a student to and from a special education support service is a function of that service and is specified, when necessary, in the Individualized Education Program (IEP) or the Individualized Family Service Plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required, and the arrangements are specified in the IEP or IFSP, the district will provide one or more of the following transportation arrangements for instructional services and the area education association (AEA) for support services:

- a. Transportation from the student's residence to the location of the special education program and back to the student's residence, or childcare placement for students below the age of six.
- b. Special assistance or adaptations in getting the student to and from and on and off the vehicle enroute to and from the special education program.
- c. Reimbursement of the actual costs of transportation when, by mutual agreement, the parents provide transportation for the student to and from the special education program. Reimbursement of actual cost will be based on the rate set by the state of Iowa.

The district is not required to provide reimbursement to parents who elect to provide transportation in lieu of school-provided transportation.

A student may be required, at the school board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require parents to transport their student up to two miles to connect with school transportation at the expense of the district, when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by school vehicles is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of

the district. Parents who transport their student at the expense of the district are reimbursed at the rate per mile set by the State of Iowa.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students who choose to attend a school in a district other than their resident school district will provide transportation to and from the school at their own expense.

Students who have been granted an attendance exception request (AER) from their attendance center school to another school must provide their own transportation to the selected school.

The school board authorizes the superintendent [or designee] to establish bus routes for the district in accordance with this policy. Consideration of safe walkways, speed limits, and traffic density will be reviewed prior to the establishment of bus routes. When route changes are made the district will notify families, if possible, no later than six months prior to the change. If route changes are caused by construction, another entity, or a force majeure; the administration reserves the right to issue notice on a condensed timeline.

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Adopted: 6/70

Reviewed: 10/12; 4/15; 11/18

Revised: 9/11; 11/13; 8/14

Legal Reference (Code of Iowa): 20 USC §§ 1401-1701; 34 CFR Pt 300; 356B.4; 285; 321; 281 IAC 41.412

IASB Reference: 711.1



## Auxiliary Services - Transportation

### Policy Title: Student Conduct on School Transportation Code 701.2

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver, adult rider, and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver or adult rider will have the authority to maintain order on the school vehicle. It is the responsibility of the driver or adult rider to report misconduct to the transportation manager.

The board supports the use of ~~video cameras~~ recording devices on school vehicles used for transportation to and from school as well as for excursions/trips and curricular or co/extra-curricular events. The ~~video cameras~~ recording devices will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The ~~video~~ recordings are student records and subject to school district confidentiality, board policy, and administrative regulations.

The transportation manager can recommend the suspension or imposition of other appropriate student discipline in collaboration with the appropriate administrator.

It is the responsibility of the superintendent [or designee] in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing district transportation.

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Adopted: 6/70

Reviewed: 9/11; 10/12; 4/15; 11/18

Revised: 11/13

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

Legal Reference (Code of Iowa): §§ 279.8; 285; 321

IASB Reference: 711.2



**Policy Title: Student Transportation for  
Co/Extra-Curricular Activities  
Code 701.6**

The board ~~will require~~ **in its discretion may provide** school district transportation for co/extra-curricular activities including, but not limited to, transporting student participants to and from co/extra-curricular activities.

Students participating in co/extra-curricular activities, other than those held at district facilities, may be transported to the co/extra-curricular activity by district transportation vehicles or by another means approved by the superintendent [or designee]. Students attending co/extra-curricular activities other than those held at the district facilities may be transported to the co/extra-curricular activity by district transportation vehicles.

The board authorizes the superintendent [or designee] to recover all costs for furnishing a vehicle and driver for students and patrons attending as spectators to co/extra-curricular activities as provided by state code. A district vehicle will be used as provided in this subsection only at times when it is not needed to transport students to and from school.

Students who are provided transportation in district transportation vehicles for co/extra-curricular activities will ride both to and from the event in the school vehicle unless arrangements have been made with the coach/sponsor/licensed personnel prior to the activity. A student's parent may personally appear and request to transport their student to and/or from a school-sponsored activity.

It is the responsibility of the superintendent [or designee] to make an annual report to the board on district transportation that has been provided. In making the report to the board, the superintendent [or designee] will consider the financial condition of the district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

It is the responsibility of the superintendent [or designee] to develop administrative regulations for the transportation of students to and/or from co/extra-curricular activities.

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Adopted: 4/99

Reviewed: 10/12; 11/13; 4/15; 11/18

Revised: 9/11

Related Policy (Code#): 502.1; 502.1-R; 502.5; 502.5-R1-R3; 502.6; 503.10

Legal Reference (Code of Iowa): §§ 256B.4; 285.1-4; 321; 281 IAC 41.412

IASB Reference: 711.3





## Auxiliary Services - Transportation

### Policy Title: Transportation Insurance Program Code 701.8

The Board of Directors will carry insurance on all district-owned vehicles and see that insurance is carried by all contractors hired by the board to transport students.

The following types and minimum amounts of insurance should be carried:

1. Bodily Injury and Property Damage Liability: Combined single limit of \$1,000,000
2. Medical Payments: Minimum amount of \$5,000 per passenger
3. Collision: \$100 to \$1,000 deductible
4. Comprehensive on Each Vehicle: \$0 to \$500 deductible

Liability and medical care insurance should be purchased for the school term only, except for vehicles that are to be used for approved activities during the summer months.

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Adopted: 6/70

Reviewed: 9/11; 10/12; 11/13; 4/15; 11/18

Revised: 7/08

Delete - Included in Policy 806.1



## Administrative Regulations Regarding Meal Charges

Code: 702.1-R

In accordance with state and federal law, the Linn-Mar Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment for Meals**

Each student is assigned a computerized meal account. Parents can pre-pay into a student's meal account by sending a check to the student's school, district office, or paying online with debit/credit card at <https://intouch.linnmar.k12.ia.us>. During meal service, students scan an ID badge at the cash register. The computer debits and records purchases from the student's meal account.

### **Meal Charging**

The Nutrition Services department closely monitors student accounts to prevent negative balances and changes as follows:

#### Students:

- Students that fail to have positive account balances may charge meals under the following parameters:
  - Students will be served a full, regular meal (breakfast or lunch)
  - Allergies will be taken into consideration
  - No snacks or a la carte items may be charged, with the exception of milk
  - Families will receive email communications when the account balance is low or negative

#### Staff/Adults:

- No charges of meals or a la carte items allowed
- Adults will be notified of their balance verbally at the cash register when the balance falls below \$15.00
- Adults will receive email communications when the account balance is negative

Students who qualify for free or reduced meals will never be denied a reimbursable meal even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. However, the failure of the school district to notify families will not relieve the families' obligations to keep meal account balances current; nor will it prevent the school district from being able to take all actions legally available to collect any delinquent account balances. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Negative balances of more than \$20.00, not paid prior to the end of the school year, will be turned over to the manager of Nutrition Services [or designee] for collection. Options may include collection agencies, small claims court, or any other legal method permitted by law.

### **Unpaid Student Meal Accounts**

The district will establish an unpaid student meal account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meal accounts in accordance with law. Funds deposited into this account will be used only to pay individual student meal debt.

### **Communication of Policy**

The policy and supporting information regarding meal charges will be provided in writing to:

- All households at or before the start of each school year
- Students and families who transfer into the district, at time of transfer
- All staff responsible for enforcing any aspect of the policy

Records of how and when the policy and supporting information was communicated to households and staff will be retained. The Nutrition Services manager [or designee] may develop the administrative process to implement this policy.

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Adopted: 4/18/16

Reviewed: 8/17

Revised: 11/18

Related Policy (Code #): 702.1

Legal Reference (Code of Iowa): 42 USC 1751; 7 CFR §§ 210; 283A; 281 IAC 58

IASB Reference: 710.4



## Business Procedures - Fiscal Management

### Policy Title: Transfer of Funds Code 801.3

The board may loan monies between funds through an official board resolution. The resolution must specify the funds from which, and to which the transfer will be made. The board will exercise this authority judiciously.

A **temporary transfer**, a loan from one fund to another, will be at a rate of interest consistent with the state rate. The loan will be paid off by October 1st of the following fiscal year to which the loan was made.

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

If all requirements for district use of funds calculated under the teacher leadership supplement are met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of the remaining funds into the district's flexibility account in accordance with law.

The district may choose to request approval from the School Budget Review Committee to transfer funds to make a program whole, prior to its elimination.

It is the responsibility of the board secretary [or designee] to make recommendations to the superintendent and the board regarding loans and transfers and to provide supporting evidence for the transfer.

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Adopted: 6/70

Reviewed: 10/12; 5/15; 12/18

Revised: 7/10; 12/13

Legal Reference (Code of Iowa): §§ 24.21-22; 257.10; 279.8; 279.42; 298A; 289 IAC 6

IASB Reference: 701.2



## Facilities and Sites - Maintenance and Operations

### Policy Title: Disposition of Obsolete Equipment Code 902.6

School property such as equipment, furnishings, or supplies (**hereinafter referred to as equipment**) will be disposed of when it is determined to be of no further use to the district. It is the objective of the district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment **or property other than real property** having a value of ~~less than \$5,000 for an individual item will~~ **no more than \$25,000 may** be sold or disposed of in a manner determined by the superintendent [or designee] which may include sealed bids, donation to a non-profit group, auction, garage sale, or via electronic means. However, the sale **or disposition** of equipment, furnishings, or supplies disposed of in this manner will be published in a newspaper of general circulation. ~~The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner including only one insertion in same newspaper.~~

A public hearing will be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale **or disposition** and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, not less than 10 days but not more than 20 days, prior to the hearing date **unless otherwise required by law**. Upon completion of the public hearing, the board may authorize disposition of the equipment.

It is the responsibility of the superintendent, in collaboration with the chief financial/operating officer, to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

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Adopted: 6/70

Reviewed: 1/14; 4/16; 2/19

Revised: 11/12; 5/15

Related Policy (Code#): 704; 705.1; 803

Legal Reference (Code of Iowa): §§ **24.9**; 297.22-25

IASB Reference: 803.1



## Staff/Personnel – All Employees

### Policy Title: Public Complaints ~~about Employees~~ Code ~~403-18-1003.3~~

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

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

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

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

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

It is within the discretion of the board whether to address complaints from members of the school district community. ~~and~~ The board will only ~~do so if the~~ address complaints ~~that~~ are in writing, signed ~~by the party bringing them,~~ and ~~the individual has complied~~ ~~comply~~ with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects to address a complaint, their decision will be final. If the board elects not to address a complaint, the decision of the superintendent will be final.

*Per the State of Iowa House File 868 and Iowa Code 256.9(63), members of the school district community who have concerns about the district or the school board may refer to the Linn-Mar Student Handbook for additional guidance from the Iowa Department of Education. Please note that as of 8/12/21 and due to HF868 just recently being passed, the Iowa Department of Education is still in the process of issuing the guiding language to be included in student Handbooks.*

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Adopted 5/97

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

Revised: 1/06; 9/19; 6/20

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

Legal Reference (Code of Iowa): § 279.8; 256.9(63)

IASB Reference: 213.1



## Use of Recording Devices on District Property

**NEW POLICY**

**Code 1004.2**

### **DISTRICT-GENERATED RECORDINGS:**

The district believes in the importance of providing a safe and enriching learning environment for students. The district uses digital recording devices on school property including school vehicles to help protect the safety of students, employees, and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students and employees engaging in the district's educational and extra-curricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include, but are not limited to, health offices, restrooms, locker rooms, changing areas, lactation spaces, and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent [or designee] will establish any necessary regulations related to the secure storage, maintenance, viewing, and destruction of digital recordings.

### **NON-DISTRICT GENERATED RECORDINGS:**

The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents, and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extra-curricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee, or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy the recordings and may be asked to leave the event.

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Adopted: 9/21

Related Policy (Code#): 701.2; 1004.2-R

Legal Reference (Iowa Code): 20 USC 1232; §§ 279.8

IASB Reference: 804.6; 804.6-R1





## Administrative Regulations Regarding ~~Vehicle Video Monitoring Systems~~ Use of District-Owned Recording Devices on District Property

Code ~~701.2-R2~~ 1004.2-R

The board supports the use of ~~video cameras~~ recording devices on ~~school vehicles~~ district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses, and any other property as needed. ~~The video cameras may be used on vehicles during transportation to and from school, excursions/trips, curricular events, and co/extra-curricular events.~~ The contents of ~~surveillance~~ the recordings may be used as evidence in ~~any disciplinary proceedings regarding riders and employees~~ a student or employee disciplinary proceeding. Determination of how ~~video cameras~~ recording devices will be used, ~~and which school vehicles will be equipped with video equipment,~~ will be made by the superintendent in consultation with the building principals and the transportation manager.

**Student Records:** The contents of the recordings are considered confidential student records and are subject to federal and state law, board policy, and administrative regulations regarding confidential student records. Generally, recordings that do not capture any specific incident are not considered student records or personnel records and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances individuals with a legitimate, educational purpose may be the superintendent, building principals, transportation manager, bus drivers, classroom teachers, HR director, and special education staffing team. A parent may inspect, review, or be informed of the content of a recording without consent from any student or parent of a minor student also shown in the recording whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to, provide a copy of a recording to a parent or student upon request.

A ~~surveillance~~ recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

**Notice:** The district will provide the following notice to students, employees, and parents on an annual basis:

*The Linn-Mar Community School District Board of Directors has authorized the use of ~~video cameras~~ recording devices on school ~~vehicles~~ school district owned property. The ~~video cameras~~ recording devices will be used to ~~monitor student behavior to maintain order on school vehicles to promote and maintain a safe environment~~ enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recordings may be used in student or employee*

disciplinary proceedings. Contents of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained, if necessary, for use in student *or employee* disciplinary proceedings or other matters as determined necessary by the administration. Parents may request to view the ~~surveillance recordings of their student if the recordings are used in a disciplinary proceeding involving their student~~ recording of their child.

The following notice will also be placed on all school transportation equipped with recording devices: *This vehicle is equipped with a recording/audio monitoring system.*

### **REVIEW OF RECORDING DEVICES:**

The school district will review recordings when necessary as a result of an incident reported by a student or employee. The recordings may be recirculated for erasure after 7 days.

If not public records, the view of recordings is limited to individuals having legitimate educational purposes. A written log, as appropriate, may be kept of those individuals viewing the recordings that states the time, name of individual viewing, and the date the recording was viewed.

### **STUDENT CONDUCT:**

Students are prohibited from tampering with ~~the video cameras~~ recording devices on ~~the school vehicles~~ school property. Students found in violation of this regulation will be disciplined in accordance with the district's discipline policy and good conduct rule and will reimburse the district for any repairs or replacements necessary as a result of the tampering.

### **EMPLOYEE CONDUCT:**

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.

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Adopted: 11/93

Reviewed: 9/11; 10/12; 4/15; 11/18

Revised: 11/13

Related Policy (Code#): 701.2; 701.2-R1; 1004.2

Legal Reference (Iowa Code): 20 USC 1232; §§ 279.8

IASB Reference: 804.6; 804.6-R1



Inspire Learning.  
Unlock Potential.  
Empower Achievement.

## School Board Meeting Minutes August 23, 2021

The Linn-Mar School Board meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Lausen, Morey, Nelson, Wall, and Weaver. Administration present: Bisgard, Anderson, Breitfelder, Ramos, Read, and Wear. Absent: Christian.

### **200: Adoption of the Agenda *Motion 026-08-23***

**MOTION** by Lausen to adopt the agenda with the removal of *Item 501 – Approval of Updated Return-to-Learn Plan*, second by Weaver. Voice vote, all ayes. Motion carried.

### **300: Audience Communications**

The following audience communications were received:

1. Kara Felber, LM Teacher, shared words of appreciation for the board's service
2. Tiffany DeBow, LM Parent, shared concerns regarding Return-to-Learn Plan
3. Matt Rollinger, LM Parent, read three statements from LM teachers regarding fear to speak out
4. Amulya Gopalam, Danika Kirchner, Sanya Oli, LM Students, spoke in support of the Green Bandana Project regarding student suicide and mental health
5. Geralyn Jones, LM Parent, shared concerns regarding Return-to-Learn Plan
6. Kathy Murphy, LM Teacher, shared words of appreciation for the board's service
7. Lindsay Sullivan, LM Parent, shared concerns regarding Return-to-Learn Plan
8. Melissa Walker, LM Parent, shared words of appreciation for the board's service
9. Scott Foens, LM Parent, shared historical perspective of dealing with pandemics and civil liberties
10. Jill Brockschink, LM Teacher, shared words of appreciation for the board's service

### **400: Informational Reports, Discussions, and Presentations**

#### **401: Technology Services Report**

Jeri Ramos, Executive Director of Technology Services, shared information regarding the work her department has been doing around the district including highlights of work completed during 2020-21 due to the opening of Boulder Peak and Hazel Point, the derecho, and the COVID-19 pandemic. Ramos also highlighted some goals for district technology through 2027.

#### **402: Assessment Data Summary – Exhibit 402.1**

Associate Superintendents Nathan Wear and Bob Read shared a summary of the 2020-21 student assessment data including the FAST, NWEA, and ISASP assessments.

#### **403: Facilities Advisory Committee Report**

Superintendent Bisgard, along with Board Members Morey, Nelson, and Weaver reported that during the August 11<sup>th</sup> Facilities Advisory Committee meeting the group worked together to map out the feedback received from their small group discussions and were able to see common themes regarding future needs come forward.

#### 404: Marion City Council Report

Board Member Buchholz reported that during August 19<sup>th</sup> Marion City Council meeting the discussion covered roads, hiring, and new building.

#### 405: Superintendent's Update

Superintendent Bisgard shared that it was a good first day of the school year throughout the district and that enrollment numbers are still fluid at this time. Bisgard also reported the district's plan for use of the ESSER federal funds has been submitted and that the funds were being used for new teachers, summer school expenses, and school counselors. Finally, Bisgard stated that the Return-to-Learn Plan was to be reviewed tonight but was removed from the agenda due to the fluidity of the guidance being received from the CDC, Iowa Department of Public Health, and the Linn County Health Department.

#### 500: Unfinished Business

~~501: Approval of Updated Return to Learn Plan – Exhibit 501.1 This item was removed from agenda. MOTION to approve the updated Return to Learn Plan that includes the most recent guidance from the Iowa Department of Public Health.~~

#### 502: Resolution Regarding Indian Creek Trail Project **Motion 027-08-23**

**MOTION** by Lausen to approve the resolution of intent granting an easement to the City of Marion for the Indian Creek Trail Project and setting a public hearing for 5:00 PM on Monday, September 13, 2021, in the boardroom of the Linn-Mar Learning Resource Center. Second by Isenberg. Voice vote, all ayes. Motion carried.

#### 503: Acceptance of Completion and Final Payment – Exhibit 503.1 **Motion 028-08-23**

**MOTION** by Buchholz to accept the Linn Grove flooring project as complete and authorize final payment to Appleby and Horn Tile Company in the amount of \$8,045.35. Second by Morey. Anderson clarified that this project was due to the damage caused by the derecho. Voice vote, all ayes. Motion carried.

#### 600: New Business

#### 601: Overnight Excursion/Trip Request – Exhibit 601.1 **Motion 029-08-23**

**MOTION** by Lausen to approve the overnight excursion/trip request for the Linn-Mar FFA to attend the 2021 National Convention in Indianapolis, Indiana on October 26-30, 2021. Second by Wall. Bisgard clarified that the COVID situation will be closely monitored, and approval would be subject to change if guidance at that time was not to travel. Voice vote, all ayes. Motion carried.

#### 602: Open Enrollment Requests **Motion 030-08-23**

**MOTION** by Wall to approve the open enrollment requests, as presented. Second by Morey. Voice vote, all ayes. Motion carried.

#### **Approved IN**

Name	Grade	Resident District	Reason
Abdulsaboor, Safa	K	Cedar Rapids CSD	On time
Amisi, Remy	9 <sup>th</sup>	Marion Independent	Good cause
Bailey, Jeremiah	6 <sup>th</sup>	Cedar Rapids CSD	Good cause
Banks, Kamara	1 <sup>st</sup>	Cedar Rapids CSD	Good cause
Booker, Alaya	2 <sup>nd</sup>	Cedar Rapids CSD	Good cause

Name	Grade	Resident District	Reason
Booker, Antonio	K	Cedar Rapids CSD	On time
Cerwick, Nikolai	PreK	Marion Independent	On time
Crawford, Ja'Niya	9 <sup>th</sup>	Cedar Rapids CSD	Good cause
Crawford, Jayla	8 <sup>th</sup>	Cedar Rapids CSD	Good cause
Edaburn, Andrew	10 <sup>th</sup>	Marion Independent	Good cause
Holts, Nathan	9 <sup>th</sup>	Cedar Rapids CSD	Good cause
Potts, Malena	K	Cedar Rapids CSD	On time
Swedi, Mtombd	11 <sup>th</sup>	Marion Independent	Good cause
Thompson, Chase	6 <sup>th</sup>	Cedar Rapids CSD	Good cause
Williams, Honisti	K	Cedar Rapids CSD	On time
Wood, Gracynn	K	Cedar Rapids CSD	On time

### **Approved OUT**

Name	Grade	Requested District	Reason
Driscoll, Kinnick	1 <sup>st</sup>	Cedar Rapids CSD	Good cause
Hathaway, Tylesiana	4 <sup>th</sup>	Cedar Rapids CSD	Good cause
Hathaway, TySean	5 <sup>th</sup>	Cedar Rapids CSD	Good cause
Johnson, Isabella	8 <sup>th</sup>	Marion Independent	Good cause
Metz, Ava	11 <sup>th</sup>	Marion Independent	Good cause
Wingo, Lamar	1 <sup>st</sup>	Cedar Rapids CSD	Good cause

### **Denied OUT**

Name	Grade	Requested District	Reason
Barrette, Karson	10 <sup>th</sup>	CAM	Late, no good cause
Bell, Aiden	10 <sup>th</sup>	CAM	Late, no good cause
Floerchinger, Zachary	2 <sup>nd</sup>	Springville CSD	Late, no good cause
Kripner, Noah	8 <sup>th</sup>	Cedar Rapids CSD	Late, no good cause
Lewis, Lauren	5 <sup>th</sup>	Springville CSD	Late, no good cause
Tiegen, Jacob	11 <sup>th</sup>	Alburnett CSD	Late, no good cause

### **700: Consent Agenda Motion 031-08-23**

**MOTION** by Buchholz to approve the consent agenda, as presented. Second by Lausen. Bisgard stated the district was suffering from staffing shortages. Voice vote, all ayes. Motion carried.

### **701: Personnel**

#### **Certified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Bennett, Sarah	HS: .5 Student Support Services Teacher	8/13/21	BA, Step 1
Conrey, Mary	HS: .5 Student Support Services Teacher	8/13/21	MA, Step 6
Miller, Tiffany	EH: 1 <sup>st</sup> Gr Teacher	8/16/21	MA, Step 10
Shumaker, Rachel	From BW 1 <sup>st</sup> Gr to IC Kindergarten Teacher	8/13/21	Same
Thompson, Haley	BW: Kindergarten Teacher	8/13/21	MA, Step 8

#### **Classified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Badker, Mariah	WE: Student Support Associate	8/13/21	LMSEAA II, Step 1
Bailey, Joylene	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Bear, Bethany	WE: Student Support Associate	8/13/21	LMSEAA II, Step 1
Brinkmann, Kelly	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Collins, Jenna	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Darie, Sarah	NS: From BP Cashier to IC Satellite Manager	8/13/21	PTNS, Step 4 +.75
EGge, Natalie	EH: Part-Time Student Support Associate	8/13/21	LMSEAA II, Step 1

Name	Assignment	Dept Action	Salary Placement
Fiance, Jessica	LG: Student Support Associate	8/16/21	LMSEAA II, Step 1
Gries, Allyson	NS: WF General Help	8/18/21	PTNS, Step 1
Hediger, Jodie	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Heitland, Kayla	HS: Student Support Associate	8/13/21	LMSEAA II, Step 1
Kenneson, Laura	From LG Baker to EX Custodian	8/9/21	SEIU C, Step 1
King, Jodie	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Krause, Rhonda	WE: Student Support Associate	8/13/21	LMSEAA II, Step 1
Lang, Melanie	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Laping, Jill	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
McCloy, Jenny	EH: From .5 to 1.0 Student Support Associate	8/13/21	Same
Reeves, Allison	WF: Student Support Associate	8/13/21	LMSEAA II, Step 1
Siemering, Kevin	WF: Student Support Associate	8/13/21	LMSEAA II, Step 1
Stoecker, Kris	O&M: Certified Maintenance	8/16/21	SEIU F +2.00, Step 1
Taggart, Paula	NS: WF General Help	8/18/21	PTNS, Step 1
Vanderkamp, Amy	BW: Student Support Associate	8/13/21	LMSEAA II, Step 1
Whitlock, Doriann	HS: Student Support Associate	8/13/21	LMSEAA II, Step 1
Wyant, Donna	O&M: From District Sub Custodian to HS Custodian	8/16/21	Same

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Abbott, Christina	BP: Student Support Associate	8/17/21	Personal
Collins, Matt	NE: Student Support Associate	8/10/21	Personal
Espinosa, Carrie	EH: Student Support Associate	8/4/21	Other employment
Fuller, Krysta	WE: Student Support Associate	8/12/21	Personal
Harper, Demetrius	EX: Student Support Associate	8/6/21	Other employment
Horsey, Guy	LRC: Computer Technician	8/13/21	Personal
Houang, Amy	LG: Student Support Associate	7/10/21	Other employment
Knutsen, Lexi	BP: Student Support Associate	8/18/21	Terminated
Miller, Stephanie	EH: Student Support Associate	8/9/21	Personal
Pandy, Meena	BP: Student Support Associate	8/9/21	Personal
Pulis, Candy	HS: Student Support Associate	8/3/21	Personal
Sattizahn, Allison	HS: Student Support Associate	8/1/21	Personal
Schwickerath, Phillip	O&M: Certified Maintenance	7/23/21	Other employment
Stalin, Rosary Jasmin	BP: Student Support Associate	8/9/21	Personal
Williams, Deb	BP: Student Support Associate	8/12/21	Personal

**Co/Extra-Curricular Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Gaffney, Katie	EX: Assistant Cross Country Coach	8/23/21	\$2,948

**Co/Extra-Curricular Staff: Resignation**

Name	Assignment	Dept Action	Reason
Escamilla, Hannah	HS: Assistant 9/10 Softball Coach	8/16/21	Personal
Frangella, Nate	EX: Assistant Varsity Baseball Coach	8/12/21	Personal
Patterson, Danielle	HS: Drama Director (Spring)	8/16/21	Personal
Smith, Marcia	HS: Thespians Dinner Theater	8/16/21	Personal

702: Approval of August 9<sup>th</sup> Minutes – Exhibit 702.1

703: Approval of Bills – Exhibits 703.1-2

**704: Approval of Contracts – Exhibits 704.1-15**

1. Memorandum of understanding with Mt Mercy University Education Department for the Professional Development School Partnership with Linn-Mar High School
2. Maintenance contract with Kone Elevators for Boulder Peak and Hazel Point
3. Professional services agreement with Hall & Hall Engineers regarding Excelsior parking lot and access improvements
4. Student teaching and student clinical experience agreement with William Penn University
5. Independent contractor agreement with Ability Physical Therapy for yoga work with the boys Cross Country team
6. Independent contractor agreement with Carrie Harris for JV Dance Team POM choreography
7. Independent contractor agreement with Tribe 99 Choreography LLC for choreography work with the JV Dance Team
8. Non-commercial licensing agreement with Katie Downing, head coach of the LM Lightning 3<sup>rd</sup> grade girls basketball team
9. Non-commercial licensing agreement with Dan Duello, head coach of the LM 4<sup>th</sup> grade girls basketball team
10. Non-commercial licensing agreement with Dan Duello, head coach of the LM 2<sup>nd</sup> grade girls basketball team
11. Non-commercial licensing agreement with Michael Moran, head coach of the LM 5<sup>th</sup> grade girls basketball team
12. Non-commercial licensing agreement with Chris Robertson, coordinator of the LM basketball academy
13. Non-commercial licensing agreement with Travis Senters, head coach of the LM Red 7<sup>th</sup> grade girls basketball team
14. Non-commercial licensing agreement with Matt Wildman, head coach of the LM Red 4<sup>th</sup> grade girls basketball team
15. Professional services agreement with Shive Hattery regarding the 2022 general roof and building envelope management program

**705: Disposition of Obsolete Equipment**

Per Iowa Code (§§ 297.22-25) and school board policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. *Items for sale: Scag Turf Tigers 61" mowers (2).*

**706: Informational Financial Reports – Exhibits 706.1-2**

1. School Finance and Cash Balance Reports as of June 30, 2020
2. School Finance and Cash Balance Reports as of June 30, 2021

**800: Board Communications, Calendar, and Committees**

**801: Board Communications**

Morey shared that the remodeling at Wilkins looks great and Weaver shared there would be class reunions around the district on Friday and September 11<sup>th</sup>.

**802: Board Calendar**

Date	Time	Event	Location/Comments
August 23	All Day	First Day of School for Grades K-9	
August 24	All Day	First Day of School for Grades 10-12	
Date	Time	Event	Location/Comments
September 8	11:30 AM	Policy Committee	LRC Boardroom
September 9	5:30 PM	Marion City Council (Weaver)	City Hall/Virtual

Date	Time	Event	Location/Comments
September 13	5:00 PM	Board Meeting	LRC Boardroom/YouTube
September 15	5:15 PM	Homecoming Parade	
September 15	6:15 PM	Homecoming Powder Puff Game	
September 17	7:00 PM	Homecoming Varsity Game	
September 23	7:30 AM	Finance/Audit Committee	LRC Room 203
September 27	5:00 PM	Board Meeting	LRC Boardroom/YouTube

### 803: Committees and Advisories

Committee	2020-21 Representatives
Finance/Audit Committee	Buchholz, Isenberg, and Morey
Policy/Governance Committee	Lausen, Wall, and Weaver
Career & Technical Education Advisory (CTE)	Buchholz, Morey, and Nelson
School Improvement Advisory Committee (SIAC)	Buchholz, Isenberg, and Wall
Facilities Advisory Committee (FAC)	Morey, Nelson, and Weaver
Community Promise	Nelson
Linn County Conference Board	Buchholz

### 900: Adjournment Motion 032-08-23

**MOTION** by Lausen to adjourn the meeting at 6:30 PM. Second by Wall. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer





Unlock Potential.  
Empower Achievement.

**School Board Special Session Minutes  
September 7, 2021**

**100: Call to Order and Determination of a Quorum**

The Linn-Mar School Board special session was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Lausen, Morey, Nelson, Wall, and Weaver. Administration present: Bisgard.

**200: Adoption of the Agenda *Motion 33-09-07***

**MOTION** by Weaver to adopt the agenda, as presented. Second by Wall. Voice vote, all ayes. Motion carried.

**300: Special Session**

**301: Move into Closed Session *Motion 34-09-07***

**MOTION** by Morey to move into closed session at 5:01 PM as provided in Iowa Code Section 21.5(1)(c) of the Open Meetings Law to, "discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent, where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation". Second by Buchholz. Roll call vote, all ayes. Motion carried.

*Miriam Van Heukelem, Attorney with Ahlers and Cooney, P.C., joined the meeting via phone.*

**302: Return to Open Session *Motion 35-09-07***

**MOTION** by Lausen to return to open session at 5:58 PM. Second by Wall. Roll call vote, all ayes. Motion carried.

**400: Discernment *Motion 36-09-07***

**MOTION** by Lausen to discuss and/or the approval of joint representation and waiver of conflict of interest with Ahlers & Cooney, P.C. Second by Wall. Roll call vote, all ayes. Motion carried.

**500: Adjournment *Motion 37-09-07***

**MOTION** by Lausen to adjourn the special session at 5:59 PM. Second by Wall. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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Shannon Bisgard, Recording Secretary/Superintendent