

Policy Recommendations for Board Approval – July 7, 2025

The following policies were reviewed by the Policy Committee on May 1, 22, and 27 and approved by the Board of Directors for first reading on June 9, 2025. Those marked “revision recommended” are being submitted for second reading.

Policy #	Policy Title	Reviewed/Revised/New
104.2	Section 504 Compliance	Reviewed
105.1	Abuse of Students by District Employees	Reviewed
202.5	School Board Secretary	Revisions recommended
400.4	Limitations to Employment References	Reviewed
401.15	Child Abuse Reporting by Licensed Personnel	Revisions recommended
401.15-R	Child Abuse Reporting by Licensed Personnel Regulation	Revisions recommended
403.16	Employee Records	Reviewed
501.4	Student Attendance Records	Revisions recommended
502.15	Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence	Reviewed
502.15-R	Student Threats of Violence and Incidents of Violence Regulation	Reviewed
504.14	Student Disclosure of Identity	Reviewed
504.14-E1	Report of Student Disclosure of Identity	Reviewed
504.14-E2	Request to Update Student Identity	Reviewed
505.6	Education Records Access	Revisions recommended
505.7-R	Parent & Family Engagement Building Level Regulation	Reviewed
602.27	Selection of Instructional Materials	Reviewed
702.1	Nutrition Services Program	Reviewed
702.1-R1	Meal Charges Regulation	Reviewed
702.1-R2	Child Nutrition Program Civil Rights Complaint Procedures Regulation	Revisions recommended
702.1-E1	Child Nutrition Program Notices of Discrimination	Revisions recommended
702.1-E2	Child Nutrition Program Civil Rights Complaint Form	Revisions recommended
702.4	Eligibility for Free or Reduced Cost Meals	Reviewed
702.4-R	Eligibility for Free or Reduced Cost Meals Regulation	Revisions recommended
807.2	District Emergency Operations Plans	Revisions recommended
1000 Series – School & Community Relations		
1001.1	Board and Community Relations	Revisions recommended
1001.2	News Media Relations	Revisions recommended
1001.2-R	Public Communications Including Media Inquiries, Live Broadcasting, and Photographs Regulation	Proposed new regulation
1001.3	Unmanned Aircraft/Drones	Revisions recommended
1001.3-E	Hold Harmless Agreement-Use of Unmanned Aircraft/Drones	Revisions recommended
1001.4	Distribution of Materials	Revisions recommended
1001.4-R	Distribution of Materials Regulation	Reviewed, tabled for deeper review
1001.8	Public Examination of District Records	Revisions recommended
1002.2	District-Community Groups	Revisions recommended
1003.4	District Volunteers	Revisions recommended
1003.4-R	District Volunteers Regulation	Revisions recommended
1003.5	Visitors to Schools	Revisions recommended
1004.2	Use of Recording Devices on School Property	Revisions recommended
1004.2-R	District Owned Recording Devices Regulation	Revisions recommended
1004.3	Tobacco/Nicotine, Alcohol & Drug Free Environment	Reviewed
1004.4	Use of School Facilities for Private Profit	Reviewed
1004.5	Gratuities for Use of School Facilities	Reviewed
1004.6	Loan of District Equipment	Reviewed

1004.7	Shared Use of District Equipment	Reviewed
1005.1	Research Requests and Procedures	Reviewed
1005.3	Public Conduct on School Premises	Revisions recommended
1005.6	Transporting Students in Private Vehicles	Revisions recommended
1005.6-E	Transporting Students in Private Vehicles Permission Form	Reviewed

Policy 202.5
School Board Secretary

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It is the responsibility of the board secretary, as custodian of district records, to preserve and maintain the records and documents pertaining to the business of the board, to keep complete minutes of special and regular board meetings including closed sessions, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, to sign warrants drawn on the school funds after board approval, and collect data on truant students. **The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district.** The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the superintendent will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond or insurance policy will be paid by the district.

Adopted: 6/70
Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22
Revised: 8/14; 8/24
Legal Reference (Code of Iowa): §§ 64; 279.3, .5, .7, .32-33, .35;
291.2-4, 6-8, 10-11; 299.10; 281 IAC 12.3(1)
IASB Reference: 206.03, Option 1

Policy ~~401.15~~ **403.18**
Child Abuse Reporting ~~by Licensed Personnel~~

In compliance with state law and to provide protection to victims of child abuse, the Linn-Mar Board of Directors believes incidents of alleged child abuse should be reported to proper authorities. All licensed school employees, nurses, teachers, coaches, paraeducators, and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Health and Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Health and Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will ~~submit evidence they've completed the required~~ **take a training course involving the identification and reporting of child abuse or submit evidence they've taken the course** within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have completed the required training will take the ~~one-hour~~ follow up training course every three years and prior to the expiration of their certificate.

Adopted: 7/79

Reviewed: 1/11; 12/11; 4/13; 4/23

Revised: 9/14; 12/16; 4/20; 10/22; 3/23; 8/23; 8/24

Related Policy: Series 401, ~~401.15-R~~; ~~403.18-R~~; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175

IASB Reference: 402.02-03

Mandatory Policy

Policy ~~401.15-R~~ 403.18-R

Child Abuse Reporting by Licensed Personnel Regulation

The Code of Iowa requires licensed school personnel to report to the Department of Human Services all instances of suspected child abuse involving students.

The law further specifies that any licensed school personnel who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and may also leave the employee open to civil liability for the damages caused by their failure to report.

Iowa Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report.

CHILD ABUSE DEFINED

Child abuse or abuse means harm occurring through:

1. ******Any non-accidental physical injury or injury that is at variance with the history given of it suffered by a child (that is any person under 18 years of age) as a result of the acts or omissions of a person responsible for the care of the child.
2. ******The commission of any sexual abuse with or to a child as defined by Chapter 709, Iowa Code, as a result of the acts or omissions of the person responsible for the child.
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

******Teachers in public schools are not "persons responsible for the care of the child" under these clauses. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however, a court may still order that medical services be given to the child if the child's health requires it.

REPORTING PROCEDURES

Iowa Code establishes reporting and investigation procedures for alleged cases of child abuse. All licensed school personnel, nurses, teachers, coaches, and paraeducators are mandatory reporters as provided by law and are to report

alleged incidents of child abuse, they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse the mandatory reporter is required to orally report within 24 hours to the Iowa Department of Human Services when the person "reasonably believes a child has suffered from abuse." *The requirement to report is mandatory.* Within 48 hours of filing the oral report, a written report must be forwarded to the Iowa Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit:

- Name, age, and address of the suspected, abused child
- Name and address of parents/guardians or persons legally responsible for child's care
- Description of injuries, including evidence of previous injuries
- Name, age, and condition of other children in the home
- The child's whereabouts if different from parents/guardians or persons legally responsible for the child
- Any other information considered helpful
- Name and address of person making the report

The law specifies that a report will be considered valid even if it does not contain all of the above information.

It is not the responsibility of school personnel to prove that a child has been abused or neglected. School personnel should not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The Iowa Department of Human Services has the responsibility to follow up on the report.

Adopted: 7/79

Reviewed: 12/11; 4/13; 9/14; 4/20; 4/23

Revised: 12/16

Related Policy: Series 401, ~~401.15~~; 403.18; 505.52; 505.52-R

Policy 501.4
Student Attendance Records

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

It is the responsibility of the principals to ensure that such reports are filed with the board secretary **or their designee** as the custodian of **school district** records.

Adopted: 6/70

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23

Related Policy: 500.1; 501.1; 505.6

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

IASB Reference: 501.08

Policy 505.6
Education Records Access

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

The district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent/guardian or legal/actual custodian.

Confidential information shared between the district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The district may discontinue information sharing with an agency if the district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal [or designee] of the attendance center where the student is currently or was enrolled. The principal [or designee] will then forward copies of the records within a reasonable time following receipt of the request.

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

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

The notice will be given in the native language of the parents or eligible student. Should the district collect personal information from students for the purposes of marketing or selling that information, the district will annually notify parents of such activity.

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

Adopted: 6/70
Reviewed: 4/11; 4/12; 7/13; 10/14; 12/20
Revised: 8/07; 8/17; 10/19; 10/23
Related Policy: 505.6-R; 505.6-E2-E7
Legal Reference (Code of Iowa): §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3(4); 41
IASB Reference: 506.01
Mandatory Policy

Policy 702.1-R2

Child Nutrition Programs Civil Rights Complaints Regulation

**USDA CHILD NUTRITION PROGRAMS IN IOWA
PROCEDURES FOR HANDLING A CIVIL RIGHTS COMPLAINT**

1. Civil rights complaints related to the National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, Summer Food Service Program, Seamless Summer Option, or Child and Adult Care Food Program are written or verbal allegations of discrimination based on USDA protected classes of race, color, national origin, sex, age, and disability.
2. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. See below for additional Iowa Civil Rights information. A civil rights complaint based on the protected classes listed in #1 above must be forwarded to the address on the nondiscrimination statement.
3. All complaints, whether written or verbal, must be accepted by the School Food Authority (SFA)/Sponsor/Organization and forwarded to the USADA at the address or link on the nondiscrimination statement within 5 calendar days of receipt. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description of the complaint.
4. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:
 - a. Name, address, and telephone number or other means of contacting the complainant;
 - b. The specific location and name of the organization delivering the program service or benefit;
 - c. The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination;
 - d. The basis on which the complainant feels discrimination occurred (race, color, national origin, sex, age, or disability);
 - e. The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and

- f. The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).
5. USDA is the cognizant agency for the Child Nutrition Programs listed and, therefore, is the first contact for the six protected classes listed in #1 above, for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within 5 calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov.
6. ~~In Iowa,~~ In accordance with applicable federal and/or state laws, protected classes also include sexual orientation, ~~gender identity~~, religion, or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is Iowa Civil Rights Commission, ~~Grimes State Office Building, 400 E 14th Street~~ 6200 Park Avenue, Suite 100, Des Moines, IA ~~50319-1004~~ 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

Adopted: 7/22

Reviewed: 2/24

Related Policy: 702.1; 702.1-R1; 702.1-E1-E2

Legal Reference (Code of Iowa): §283A; 281 IAC 58;

Bureau of Nutrition and Health, IDOE, 12/2021

IASB Reference: 710.1-R(1)

Policy 702.1-E1
Child Nutrition Programs Notices of Discrimination

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees; and institutions participating or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted of funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested on the form. To request a copy of the complaint form, call 866-632-9992. Submit the completed form or letter to the USDA by:

US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington DC 20250-9410
Fax: 202-690-7442
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

IOWA NONDISCRIMINATION STATEMENT

It is the policy of this Child Nutrition Program provider not to discriminate in accordance with applicable federal and/or state laws on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by Iowa Code Sections 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP provider, please contact the Iowa Civil Rights Commission, ~~Grimes State Office Building, 400 E 14th~~

~~Street~~ 6200 Park Avenue, Suite 100, Des Moines, IA ~~50319-1004~~ 50321-1270;
phone numbers 515-281-4121 or 800-457-4416; or website: <https://icrc.iowa.gov/>.

Adopted: 7/22

Reviewed: 2/24

Related Policy: 702.1; 702.1-R1-R2; 702.1-E2

Legal Reference (Code of Iowa): 216.6-9

IASB Reference: 710.01-E(1)

Policy 702.1-E2
Child Nutrition Programs Civil Rights Complaint Form

COMPLAINT CONTACT INFORMATION

Name: _____

Address, City, State, Zip: _____

County: _____ Phone: () _____

Email: _____

COMPLAINT INFORMATION

1. Specific name and location of entity and individual delivering the service or benefit.

2. Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants.

3. On what basis does the complainant feel discrimination **in accordance with applicable federal and/or state laws** exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, **gender identity**, political party affiliation, actual/potential parental/family/marital status)?

4. List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action.

5. List the dates during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

6. Date complaint received: _____

7. Person receiving complaint: _____

8. Action(s) taken:

The USDA is the cognizant agency for the Child Nutrition Programs listed and, therefore, is the first contact for the six protected classes of race, color, national origin, sex, age, and disability for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is program.intake@usda.gov.

~~In Iowa,~~ In accordance with applicable federal and/or state laws protected classes also include sexual orientation, ~~gender identity~~, religion, or creed; and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is Iowa Civil Rights Commission, ~~Grimes State Office Building, 400 E 14th Street~~ 6200 Park Avenue, Suite 100, Des Moines, IA ~~50319-1004~~ 50321-1270; phone numbers 515-281-4121 or 800-457-4416; website <https://icrc.iowa.gov/>.

This institution is an equal opportunity provider.

Adopted: 7/22
Reviewed: 2/24
Related Policy: 702.1; 702.1-R1-R2; 702.1-E1
IASB Reference: 710.01-E(2)

Policy 702.4-R
Eligibility for Free or Reduced Cost Meals Regulations

The Linn-Mar Community School District agrees to participate in the National School Breakfast/Lunch Program, to receive commodities donated by the USDA, and accepts responsibility for providing either free or reduced price meals to eligible children in the schools under its jurisdiction.

The School Food Authority assures the Child Nutrition Programs Division that the school system will uniformly implement the following policy to determine the children's eligibility for free and reduced price meals in all National School Breakfast/Lunch Program schools under its jurisdiction. In fulfilling its responsibilities, the School Nutrition Authority:

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced price meals.
- C. Agrees to provide these benefits to foster children and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of meals. The names of the children eligible to receive either free or reduced price meals will not be published, posted, or announced in any manner and there will not be overt identification of any such children by use of special tokens, tickets, or any other means. Further assurance is given that children eligible for either free or reduced price meals shall not be required to:
 - o Work for meals
 - o Use a separate lunchroom
 - o Go through a separate serving line
 - o Enter the lunchroom through a separate entrance
 - o Eat meals at a different time
 - o Eat meals different from those sold to children paying full price
- E. Agrees that in the operation of Child Nutrition Programs no child will be discriminated against **in accordance with applicable federal and/or state laws** because of race, color, national origin, sex, ~~physical or mental ability~~ or disability, religion, creed, age, marital status, sexual orientation, ~~gender identity~~, socioeconomic status, ~~physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status.~~
- F. Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials'

challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free or reduced price meals. During the appeal and hearing process, the child will continue to receive free or reduced price meals. A record of all appeals and challenges and their dispositions will be retained for three years.

Prior to initiating the hearing procedure, the parent or school official may request a conference to provide an opportunity to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference will not in any way prejudice or diminish the right to a fair hearing. The hearing procedure will provide the following:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue influence.
6. An opportunity to question or refute any testimony, or other evidence, and to confront and cross examine any adverse witnesses.
7. The hearing be conducted, and the decision made, by a hearing official who did not participate in the decision under appeal or in any previous conference.
8. The parties concerned, and any designated representative thereof, be notified in writing of the decision of the hearing official.
9. For each hearing a written record be prepared; including the decision under appeal, any documentary evidence and summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
10. Such written record be preserved for a period of three years and be available for examination by the parties concerned, or their representatives, at any reasonable time and place during such period.

G. Agrees to designate the *Manager of Nutrition Services** for the Linn-Mar Community School District (3556 Winslow Road, Marion, IA 52302) as the determining official who will review applications and make determinations of eligibility. The official will use the criteria outlined in this policy to determine which individual children are eligible for either free or reduced price meals.

H. Agrees to develop and send to each child's parent a letter as outlined herein, including an application for either free or reduced price meals, at the beginning of each school year and whenever there is a change in eligibility criteria.

On an annual basis, parents will need to complete the application and return it to the determining official (Nutrition Services Manager) for review. Such applications and documentation of action taken will be maintained for three years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time at any time during the year will be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, eligibility for either free or reduced price meals will be transferred to, and honored by, the receiving school. All children from a family will receive the same benefits. Within 10 working days of receipt of applications, parents/guardians will be notified individually, in writing, of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the *Superintendent of Schools** (3556 Winslow Road, Marion, IA 52302). **Must be different people.*

- I. Agrees to submit to the news media, local employment offices, and major employers contemplating or experiencing large layoffs the public release, which is attached.
- J. Agrees to collect racial and ethnic data on all applicants for free and reduced price benefits and keep this information on file for the processed applications.

The following attachments are adopted with and considered part of the preceding policies. Should the School Food Authority wish to develop its own format for any of these attachments, it must be certain that all essential elements are retained, and all meanings remain obvious and correctly presented in any such modifications.

- o Attachment A: Income guidelines for free and reduced price meals
- o Attachment B: Sample letter to parents/guardians
- o Attachment C: Application form
- o Attachment D: Sample notification form
- o Attachment E: Public release
- o Attachment F: Collection procedures

Attachments A through F are reviewed annually by the Chief Financial/Operating Officer of the Linn-Mar Community School District. Attachments A, B, and C are published annually in the district's back to school booklet found on the district website: www.Linnmar.k12.ia.us.

Adopted: 6/70
Reviewed: 9/11; 10/12; 4/15; 8/17; 11/18; 9/21; 2/24
Revised: 10/10; 11/13; 4/16; 9/24

Policy 807.2 District Emergency Operations Plans

The safety and security of the school community is paramount to the Linn-Mar Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent [or designee] shall be responsible for the development, review, and implementation of the district emergency operations plans. The plans shall include procedures for transmitting alerts regarding emergency situations to students, school personnel, and employers for non-school employees whose presence is regularly required in the school buildings. **The plans will also identify methods that a parent or guardian of a student may use to communicate with their student during an emergency situation.** The district emergency operations plans shall be updated and reviewed annually by the board and shall address responses to natural disasters, active shooter scenarios, and other emergencies as determined by the district. The district emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, parents and family members, and school personnel to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel will participate and whether local law enforcement and students participate in annual drills.

Adopted: 9/19

Reviewed: 1/22

Related Policy: 504.7; 504.10; 701.11; 807.1; 902.12

Legal Reference (Code of Iowa): §280.30

IASB Reference: 507.05; 804.02

Policy 1001.1 Board and Community Relations

The board recognizes the right of the public to **access** information concerning all of its actions and policies and details of its educational and business operations. The board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the board to seek the advice and assistance of all interested individuals and groups in meeting its educational and financial goals.

The board may, from time to time, appoint Citizen Advisory Committees to study matters pertaining to the educational issues of the district.

- a. Such committees will deal with specific issues as identified by the board;
- b. Citizen Advisory Committees appointed by the board are subject to the open meetings law;
- c. The term of the committee will be at the discretion of the board;
- d. The sole function of the committee will be to advise the board on matters for which the committee was convened; and
- e. Progress on the activities and goals of Citizen Advisory Committees, as defined by the board at the outset, will be reported to the board on a regular basis.

The superintendent [or designee] may convene administrative committees to review or develop recommendations on issues, practices, programs, or initiatives affecting the educational or operational practices of the district.

1. Committee membership and duration of the committee's service will be determined by the superintendent [or designee];
2. The board will receive updates on administrative committee work at least annually for a standing committee, and periodically for a task-driven committee; and
3. Recommendations made by administrative committees to the board are for advisory purposes only.

It is the responsibility of the superintendent to develop administrative regulations for board-appointed Citizen Advisory Committees and administrative committees, as appropriate.

Adopted: 6/70
Reviewed: 3/13; 6/15; 7/19; 7/22
Revised: 4/14

Policy 1001.2 News Media Relations

The board recognizes the value of, and supports open, fair, and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the district.

Members of the news media seeking information about the district will direct their inquiries to the superintendent ~~[or designee]~~ or the Executive Director of Communications. The superintendent ~~[or designee]~~ or Executive Director of Communications will work with district leadership to accurately and objectively provide the facts and board position in response to inquiries from the news media about the district.

Press Releases: ~~The superintendent [or designee] will determine when a press release about district or board matters will be issued and the format in which it is issued. Press releases will be accurate and objective with the purpose of creating or maintaining a positive image for the district. Approval of the press release prior to issue is the responsibility of the superintendent [or designee]. Questions about press releases should be directed to the superintendent [or designee].~~

Press Conference and Interviews: ~~The superintendent [or designee] may hold a press conference or respond to a request for an interview with the media on behalf of the district or board. Press conferences and interviews planned or pre-arranged for district or school activities will include the superintendent [or designee]. It is within the discretion of the superintendent to determine whether a press conference or interview will be held to provide a timely response to either a media request or in response to a district issue.~~

Live Broadcast or Video of School or District Events: ~~Media or individuals may broadcast or videotape public school or district events, including open board meetings, as long as the process or people do not interfere with or disrupt the school or district event and the broadcast or video does not create an undue burden on adaptation of the building or site to accommodate the request. All copyright requirements and privacy rights must be followed. The superintendent [or designee] will determine whether the individual or media presence will interfere with or disrupt the school or district event.~~

~~The media or individual will request permission to photograph, videotape, or broadcast in a specific school or district facility during hours of operation. Media or individual presence in a classroom for the purpose of featuring selected programs or practices may be approved provided that the presence does not disrupt the normal operation of the classroom or service, and the purpose for the broadcast or video is to advance the mission of the district. Requests for photography, video, or broadcasting in school and district facilities should be made to the Executive Director of Communications. Requests may be denied because of insufficient time or reasonableness.~~

~~The superintendent is responsible for developing guidelines and procedures for press releases, press conferences, interviews, broadcast and video, and any other requests from media for information about school and district events.~~

Adopted: 3/00

Reviewed: 4/14; 6/15; 7/19; 7/22

Revised: 1/13

Related Policy: 1001.2-R; 1004.2

Legal Reference (Code of Iowa): §§ 21.4; 22; 279.8

IASB Reference: 902.01

(Proposed new regulation)

Policy 1001.2-R Public Communications Including Media Inquiries, Live Broadcasting, and Photographs Regulation

MEDIA INQUIRIES AND INTERVIEW REQUESTS

It is within the discretion of the superintendent and the Executive Director of Communications to determine how to respond to inquiries from the news media. In making this determination, the superintendent and Executive Director of Communications will strive to keep the media and the district community accurately and objectively informed. It is the responsibility of the superintendent to approve information released from the district prior to its release.

LIVE BROADCASTING

Media or individuals may broadcast or videotape public school or district events, including open board meetings, as long as the process or people do not interfere with or disrupt the school or district event, and the broadcast or video does not create an undue burden on adaptation of the building or site to accommodate the request. All copyright requirements and privacy rights must be followed. The superintendent [or designee] will determine whether the individual or media presence will interfere with or disrupt the school or district event.

PHOTOGRAPHY AND VIDEOGRAPHY ON DISTRICT PROPERTY

Rules for photographing and video recording at the district are outlined in [Policy 1004.2-Use of Recording Devices on District Property](#).

Additionally, the media shall request permission to photograph, videotape, or broadcast in a specific school or district facility during hours of operation. Media or individual presence in a classroom for the purpose of featuring selected programs or practices may be approved provided that the presence does not disrupt the normal operation of the classroom or service, and the purpose for the broadcast or video is to advance the mission of the district. Requests for photography, video, or broadcasting in school and district facilities should be made to the Executive Director of Communications. Requests may be denied because of insufficient time or reasonableness.

Adopted:
Related Policy: 1001.2; 1004.2

Policy 1001.3 Unmanned Aircraft/ [Drones]

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircraft/drones. For purposes of this policy, the term “unmanned aircraft/drones” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The district believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts/drones is prohibited on district property or in the space above the property that reasonably can be considered part of district property.

The superintendent [or designee] may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft/drone operators shall:

1. Supply proof of insurance meeting liability limits established by the district;
2. Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
3. Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
4. Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts/drones are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts/drones shall be operated in accordance with Iowa High School Athletic Association (IHSAA) and Iowa Girls High School Athletic Union (IGHSAU) policies.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

Adopted: 6/16
Reviewed: 7/19; 7/22
Related Policy: 602.1; 1001.3-E
Legal Reference (Code of Iowa): §§ 279.8; IHSAA Drone Policy
FFA Modernization and Reform Act of 2012
IASB Reference: 906

Policy 1001.3-E Use of Unmanned Aircraft/ ~~[Drones]~~ Hold Harmless Agreement

I, _____, understand that my use of an unmanned aircraft/ ~~drone~~ on Linn-Mar Community School District property carries with it the potential for certain risks, some of which may not be reasonably foreseeable.

By signing this agreement I agree to release, indemnify, and hold the Linn-Mar Community School District harmless from any claims of harm to individuals or damage to property due to the operation of an unmanned aircraft/ ~~drone~~.

I have provided proof of insurance and appropriate registration and authorization by the Federal Aviation Administration (FAA).

- Insurance policy number: _____
- FAA registration number: _____
- Date(s) of aircraft/drone operation: _____

Reason for use of unmanned aircraft/ ~~drone~~: _____

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Approved: _____ **Denied:** _____

Superintendent's Signature: _____ **Date:** _____

Policy 1001.4 Distribution of Materials

The board recognizes that students, employees, parents, or citizens may want to distribute ~~hard copy or electronic~~ materials within the district that are noncurricular. Noncurricular materials to be distributed must be approved by the superintendent [or designee] and ~~follow the guidelines included in Policy 1001.4-R prior to their distribution, including informational or promotional materials for the virtual/digital backpack~~ **meet certain standards as detailed in Policy 1001.4-R prior to their distribution.**

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

Adopted: 9/98
Reviewed: 3/13; 7/19
Revised: 4/14; 6/15; 7/22
Related Policy: 1001.4-R
Legal Reference (Code of Iowa): §§ 279.8; 280.22;
US Const. Amend I
IASB Reference: 903.05
Mandatory Policy

Policy 1001.8 Public Examination of District Records

Public records of the district may be viewed by the public during regular business hours of the administration office of the district. These hours are 7:30 AM to 4:00 PM Monday through Friday, except for holidays (including school holidays).

Persons wishing to view the district's public records will contact the ~~Communications Office~~ Executive Director of Communications and make arrangements for the viewing. The ~~Communications Office~~ Executive Director of Communications will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a reasonable fee for the copies and for the time needed by the employee to review and collect the requested information. The district will make every effort to provide the public records requested at no cost other than copying costs for a record which takes less than 30 minutes to produce. For requests that take more than 30 minutes to produce, expenses will include the actual cost per hour of the employee's time.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the district will only occur when the event is sponsored by the district.

In making a determination for charges for a series of requests from one person or organization within a 30-day period, or a series of requests from persons in a single organization, the charges may be aggregated. For any other materials, cost will be assessed based on the individual request.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- a. Security procedures;
- b. Emergency preparedness procedures;
- c. Evacuation procedures;
- d. Security codes and passwords, and
- e. Information contained in records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructure.

It is the responsibility of the board secretary to maintain accurate and current records of the district. It is the responsibility of the ~~Communications Office~~ Executive Director of Communications to respond in a timely manner to requests for viewing and receiving public information of the district.

Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 7/19; 7/22; 10/22

Related Policy: 505.6; 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): §§ 21.4; 22.7; 291.6

IASB Reference: 901

Mandatory Policy

Policy 1002.2 District-Community Groups

The board values the participation and support of district-community groups including, but not limited to, the Booster Club and Parent-Teacher Organizations (PTOs) which strive for the betterment of the district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fundraising for the purchase of goods or services for the district, the group will confer with the superintendent [or designee] to assist the group in purchasing goods or services to meet the district's needs.

Funds raised by these groups for the district ~~shall not be kept as part of~~ **are separate from** the accounts of the district. ~~However, any school related fundraising group must have a federal identification number for tax filing purposes.~~

It is the responsibility of the building principal to be the liaison with the district-community groups affiliated with the building principal's attendance center ~~and the superintendent [or designee].~~

Adopted: 6/70
Reviewed: 4/14; 6/15; 7/19; 7/22
Revised: 3/13
Legal Reference (Code of Iowa): §§ 279.8
IASB Reference: 903.01

Policy 1003.4 ~~District Volunteers~~
Community Resource Persons and Volunteers

~~The board encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program. The board may allow volunteers to serve the schools on a regular basis.~~

The board recognizes the valuable resource it has in the members of the district community. When possible and in concert with the education program, members of the district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of district volunteers is the responsibility of the Community Services Coordinator.

Volunteers within the district are held to the same high standards of behavior as school employees and will be subject to background checks prior to interacting with the students in a volunteer capacity. ~~Volunteers, when in contact with students, are required to serve in public areas of the school.~~ It is the responsibility of the superintendent [or designee] to create regulations necessary to carry out this policy.

Adopted: 6/70
Reviewed: 3/13; 4/14; 6/15; 7/19
Revised: 10/08; 7/22
Related Policy: 1003.4-R
Legal Reference (Code of Iowa): §279.8; 670
IASB Reference: 903.02
Mandatory Policy

Policy 1003.4-R ~~Regulations Regarding District Volunteers~~
Community Resource Persons and Volunteers Regulation

The board recognizes the important contributions that volunteers provide in assisting educational programs of the school system. For consistency, equity, and safety the following regulations shall frame the integration of volunteers and community resources within the Linn-Mar schools:

1. Community members volunteering their time will follow employee guidelines in regard to conduct and appearance as described in [Policy 403.21](#). As a role model for students, the board expects appropriate dress, conduct, and respect to maintain an atmosphere that enhances the student educational processes;
2. Community members serving as school Volunteer Coordinators are provided access to district email accounts and will not use the information for profit or personal/professional gain and will not share the information without prior consent of the superintendent [or designee]. The purpose of this access is to provide continuity for the Volunteer Program as volunteers assume and/or leave the position of school Volunteer Coordinator; and
3. Information about students and staff that is obtained while visiting district schools or through volunteer responsibilities will remain confidential.

To become an active volunteer for the district the following items must be completed prior to volunteering:

- a. Submit a volunteer application and volunteer disclosure statement;
- b. Background screening performed by the Community Services office;
- c. Photo taken by the Community Services office;
- d. In-person meeting with the Community Services Coordinator; and
- e. Once approved, the submission of a volunteer disclosure statement on an annual basis.

For information on the district's volunteer program contact:

Angela Burke, Community Services Coordinator
319-447-3110 / angela.burke@linnmar.k12.ia.us

Adopted: 10/08
Reviewed: 3/13; 6/15
Revised: 4/14; 7/19; 7/22
Related Policy: 1003.4

Policy 1003.5 Visitors to ~~the Schools~~ District Buildings & Sites

The board welcomes the interest of parents and other members of the district community and invites them to visit the school buildings and sites. Visitors, which includes persons other than employees or students, must check in at the school/building office upon arrival. Visitors will be issued a visitor's badge that must be visible at all times.

Persons who wish to visit a classroom while school is in session ~~will request approval from the building~~ are asked to notify the principal ~~[or designee]~~ and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors. However, should a visitor wish to discuss a topic with teachers or other employees, appointments, phone calls, or emails may be used to answer questions.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors are required to follow board policies and administrative rules and regulations while on school grounds or attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. ~~Children who wish to visit school must be accompanied by a parent or responsible adult.~~

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent [or designee] and building principals to take the action necessary to cease inappropriate conduct. If the superintendent [or designee] or building principals are not available, a district employee will act to cease the inappropriate conduct. If the visitor continues their inappropriate conduct, the district employee has the authority to request aid from local law enforcement.

Adopted: 11/73
Reviewed: 11/10; 4/14; 6/15; 7/19
Revised: 3/13; 7/22
Related Policy: 1005.3
Legal Reference (Code of Iowa): §§ 279.8; 716.7
IASB Reference: 903.03
Mandatory Policy

Policy 1004.2 Use of Recording Devices on District Property

DISTRICT-GENERATED RECORDINGS

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on district property including school transportation vehicles to help protect the safety of district students, employees, and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the 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 the school nurse's office, restrooms, locker rooms, changing areas, ~~and~~ 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* (FERPA) and the district's policy on student records.

Employees should not record students or staff without their knowledge. Doing so may subject employees to disciplinary measures consistent with board policy and applicable employee handbooks.

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 ~~work with the custodian of records to~~ 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 district property and at district events ~~will~~ may be regulated ~~at the discretion of the district.~~ Students, parents, ~~media,~~ and community members will not be permitted to take recordings of other students, ~~or~~ employees, ~~or community members during school hours~~ when the recording is related to education or co-curricular matters unless the recording is authorized in advance by building administration. Students and employees found to violate this policy ~~will~~ may 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 extracurricular 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 their recording and may be asked to leave the event.

Adopted: 9/21

Reviewed: 7/22

Related Policy: 505.6; 1001.2-R, 1004.2-R

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

IASB Reference: 804.06

Policy 1004.2-R ~~Regulations Regarding Use of District-Owned Recording Devices on District Property~~ Use of Recording Devices on District Property – Use of District-Owned Recording Devices Regulation

The board supports the use of recording devices on 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 contents of the recordings may be used as evidence in a student or employee disciplinary proceeding. ~~Determination of how recording devices will be used will be made by the superintendent in consultation with the building principals and the transportation manager.~~

STUDENT RECORDS

The content of the recordings ~~are considered confidential~~ ~~may be a~~ student records ~~and are~~ subject to federal and state law, board policy, and administrative regulations regarding confidential student records. Generally, ~~recordings~~ ~~surveillance video~~ that does not capture any specific incident ~~are is~~ not ~~considered~~ a 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 principal, classroom teacher, transportation director, bus driver, human resources director, technology services, and special education staffing team. A parent may inspect, review, or be informed of the content of the 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 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 will be treated like other evidence in the proceeding.

NOTICE

The district will annually provide the following notice to students, employees, and parents:

The Linn-Mar Community School District Board of Directors has authorized the use of recording devices on district-owned property. The recording devices will be used to 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. The content of the recordings may be considered 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 recording of their child.

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

REVIEW OF RECORDING DEVICES

The district will review recordings, when necessary, as a result of an incident reported by an employee or student. ~~The recordings may be recirculated for erasure after 7 days.~~ Recordings by the Technology Services department regarding building security are ~~recirculated for erasure after 15~~ **overwritten every 30 calendar** days.

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

STUDENT CONDUCT

Students are prohibited from tampering with recording devices on district 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 replacement 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 district 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.

Adopted: 11/93
Reviewed: 9/11; 10/12; 4/15; 11/18
Revised: 11/13; 9/21; 7/22
Related Policy: **1001.2-R**, 1004.2
Legal Reference (Code of Iowa): §279.8
IASB Reference: 804.06-R(1)

Policy 1005.3 Public Conduct on School Premises

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the district and, as a condition, they must comply with the district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the district, and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

1. Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities, or at other individuals will not be tolerated.
2. Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
3. The use of vulgar, obscene, or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity, or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive; uses vulgar, obscene, or demeaning expressions; or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. ~~The superintendent [or designee] may recommend the exclusion of the individual at future sponsored or approved activities or from school facilities.~~

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building ~~or facility~~ or attends a sponsored or approved activity, the individual will be advised that their attendance will result in prosecution. The district may obtain a court order for permanent exclusion from the school building ~~or facility~~ or from future school-sponsored or approved activities. ~~For the purpose of this policy, facility includes all buildings, grounds, and outdoor facilities which are considered district property or on which district business is conducted.~~

Adopted: 12/99

Reviewed: 3/13; 4/14; 6/15; 7/19; 7/22

Revised: 2/08

Related Policy: 1003.3

Legal Reference (Code of Iowa): §§ 279.8, .66; 716.7

IASB Reference: 903.04

Policy 1005.6 Transporting Students in Private Vehicles

Generally, transporting students for school purposes is done in a vehicle owned by the district and driven by a licensed school bus driver. ~~In case of emergency or special circumstances,~~ Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. ~~Prior to transporting students in private vehicles, will be used only when~~ the district may require the following:

- a. The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- b. The driver transporting the student(s) possesses a valid driver's license;
- c. Vehicles used for private transportation must have enough passenger restraints to accommodate the number of passengers being transported;
- d. Proof of insurance has been supplied to the superintendent [or designee] and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the state of Iowa; and
- e. The parents of the students to be transported have given written permission to the superintendent [or designee]. ([Refer to Policy 1005.6-E](#))

The district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the district, or if transportation provided by the district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

Adopted: 6/85
Reviewed: 3/13; 4/14; 6/15; 7/19; 7/22
Revised: 4/16
Related Policy: 1005.6-E
Legal Reference (Code of Iowa): §§ 279.8; 285; 321; 281 IAC 43
IASB Reference: 904.01