

Note: Recommendations for policy changes are received from the Iowa Association of School Boards (IASB) and to ensure that policies and district procedures/protocols align.



School and Community Relations – Public Communications

Policy Title: Distribution of Materials Code 1001.4

The board recognizes that students, employees, parents, or citizens may want to distribute hard copy or electronic materials within the school district that are non-curricular.

Non-curricular materials to be distributed must be approved by the superintendent [or designee] and ~~meet certain standards~~ follow the guidelines included in Policy 1001.4-R prior to their distribution, including informational or promotional materials for the ~~electronic~~ virtual/digital backpack.

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

Adopted: 9/98

Reviewed: 3/13; 7/19

Revised: 4/14; 6/15

Related Policy (Code#): 1001.4-R

Legal Reference (Code of Iowa): §§ 279.8; 280.22; US Const Amend I

IASB Reference: 903.5



Administrative Regulations Regarding Distribution of Materials

Code 1001.4-R

Section I - Guidelines:

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial materials or petitions which align with the educational goals and strategic plan of the district except materials and expressions which:

- a) Are obscene
- b) Are libelous and slanderous
- c) Contain indecent, vulgar, profane, or lewd language
- d) Advertise any products/services not permitted to minors by law
- e) Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age, or ethnic origin)
- f) Present a clear and present likelihood that either because of the content or the manner of distribution will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, and/or will cause the commission of unlawful acts or the violation of lawful school regulations
- g) Promote private businesses without educational relevance
- h) Advance political candidates running for elected national, state, county, or local offices or campaign materials

Section II - Procedures:

Anyone wishing to distribute unofficial materials must first submit a copy of the materials for approval to the superintendent [or designee] at least seven working days in advance of desired distribution together with the following information:

- 1) Name and phone number of the person submitting the request
- 2) Dates and times of day of intended display or distribution
- 3) **Location where materials will be displayed or distributed**
- 4) Grades of students to whom the display or distribution is intended

Within five working days of submission, the superintendent [or designee] will render a decision whether the materials violate the guidelines in Section I of this policy or the time, place, and manner restrictions in Section III. In the event that permission to distribute the materials is denied, the person submitting the request will be informed of the reason for the denial.

Permission to distribute materials does not imply agreement with the contents by the district, administration, board, or the individual reviewing the materials submitted.

At every level of the process, the person submitting the request has the right to appeal and present the reasons, supported by relevant witnesses and materials, as to why distribution of the materials is appropriate.

Section III - Time, Place, and Manner of Distribution:

The distribution of materials is prohibited when it blocks the safe flow of traffic within corridors and entrances of schools, or otherwise disrupts school activities. The distribution of unofficial materials is limited to a reasonable time, place, and manner as follows:

- 1) The materials will be distributed in a centralized location designated by the building administrator; which location will not block the safe flow of traffic, corridors, or entrance ways; but gives reasonable access to students.
- 2) The distribution of materials will not interrupt the regular, instructional day.
- 3) **No materials may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.**

Section IV - Definitions:

These definitions apply to various terms used in this policy:

- 1) **Obscene** is defined as:
 - a. The average person, applying contemporary community standards, would find the materials, taken as a whole, appeals to the prurient interest of students to whom distribution is requested.
 - b. The materials depict or describe conduct, illustrations, sounds, lyrics, actions, pictures, or other modes such as digital or electronic that are patently offensive to prevailing standards in the community.
 - c. The materials, taken as a whole, lack serious literary, artistic, political, or scientific value for minors.
- 2) **Minor** means any person under the age of 18.
- 3) **Material and substantial disruption** of a normal school activity is defined as:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory; material and substantial disruption is defined as any disruption which interferes with or impedes the implementation of the program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) material and substantial disruption is defined as student rioting, unlawful seizure of property, widespread shouting or boisterous demonstrations, or other similar activities.
 - c. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experiences in school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the materials in question.
- 4) **School activities** means any student activities sponsored by the district that includes, by way of example but is not limited to, classroom work, library

activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

- 5) **Unofficial written materials** includes all written materials except school newspapers, literary magazines, yearbooks, and other publications funded, sponsored, or authorized by the district. Examples include, **but are not limited to**, leaflets, brochures, flyers, petitions, placards, and underground newspapers whether written by students or others.
- 6) **Libelous** is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower them in the esteem of the community.
- 7) **Distribution** means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies. Distribution includes displaying materials in areas of the district which are generally frequented by students.

Section V - Disciplinary Action:

Distribution by any student of unofficial materials prohibited in Section I or in violation of Section III of this policy may be halted and students may be subject to discipline including suspension and expulsion. Employees may also be subject to discipline for distributing unapproved materials. Any other party violating this policy may be requested to leave district property immediately and, if necessary, local law enforcement officials will be contacted.

Section VI – Notice of Policy:

A copy of this policy will be published in student handbooks, posted conspicuously in school buildings, and noted on publications as appropriate.

Adopted: 9/98

Reviewed: 3/13; 6/15; 7/19

Revised: 1/13; 4/14

Related Policy (Code#): 1001.4

Legal Reference (Code of Iowa): §§ 279.8; 280.22; US Const Amend I

IASB Reference: 903.5R1



School and Community Relations – Public Communications

Policy Title: Public Examination of District Records Code 1001.8

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

Persons wishing to view the district's public records should contact the communications office to make arrangements for viewing. **The communications office will make arrangements for viewing the records** as soon as practicable, depending on the nature of the request. Persons requesting copies of public records may make the request in writing, by phone, or electronically.

The district may require pre-payment of costs prior to copying and mailing. Persons requesting copies will be assessed a fee for the copies (~~10¢ per side/20¢ per sheet~~) and for the time needed by the employee to collect the requested information. Expenses will include the actual cost per hour of the employee's time and any legal fees associated with the review and/or retraction of the records as allowed by Iowa Code Section 22.3(2). In making a determination for charges 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, may be aggregated. For any other materials, cost will be assessed based on the individual request. Payment is due prior to the receipt of information. Printing of materials for the public at the expense of the district will only occur when the event is sponsored by the school district.

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:

- Security and emergency plans and procedures,
- Emergency preparedness procedures and response protocols,
- ~~Emergency response protocols,~~
- Evacuation procedures,
- Security codes and passwords,
- ~~Security and emergency plans,~~ and
- 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 school district. It is the responsibility of the communications office to respond in a timely manner to requests for viewing and receiving public information of the school district.~~

Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 7/19

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

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

IASB Reference: 901



Staff/Personnel – All Employees

Policy Title: Public Complaints Code 1003.3

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 item #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 item #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 secretary. *Refer to Policy 204.7 and 204.9 for additional information on requesting items be placed on the board agenda.*

It is within the discretion of the board whether to address complaints from members of the school district community. The board will only address complaints that are in writing, signed by the party submitting them, and 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 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 or directly to the Iowa Department of Education website at:
<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>.

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.

Adopted 5/97

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

Revised: 1/06; 9/19; 6/20; 9/21

Related Policy (Code#): 204.7; 204.9; 502.12

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

IASB Reference: 213.1



School and Community Relations – Between School Personnel and Public

Policy Title: School District Volunteers Code 1003.4

The Linn-Mar Board of Directors 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.

Volunteers within the district are held to the same high standards of behavior as school employees and are 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.

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

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

Adopted: 6/70

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

Revised: 10/08

Related Policy (Code#): 1003.4-R

Legal Reference (Code of Iowa): 279.8; 670

IASB Reference: 903.2



Administrative Regulations Regarding School District Volunteers

Code 1003.4-R

The Linn-Mar Board of Directors 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 Board 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, personal, or 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.
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 Linn-Mar Community School 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 **Relations Services** office
- c. Photo taken by the Community **Relations Services** office
- d. In-person meeting with the Community **Relations Services** Coordinator
- e. Once approved, submit a volunteer disclosure statement on an annual basis

For information on the district's volunteer program contact:
Karla Terry, Community Services Coordinator
[319-447-3110 / kterry@Linnmar.k12.ia.us](mailto:kterry@Linnmar.k12.ia.us)

Adopted: 10/08

Reviewed: 3/13; 6/15

Revised: 4/14; 7/19

Related Policy (Code#): 1003.4

Legal Reference (Code of Iowa): 279.8; 670

IASB Reference: 903.2



School and Community Relations – Between School Personnel and Public

Policy Title: Visitors to the Schools Code 1003.5

The board welcomes the interest of parents and other members of the 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 principal **[or designee]** prior to the visit so appropriate arrangements can be made and so classroom 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 **in buildings and on the school campus on school grounds or attending school events**. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

It is the responsibility of district 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]** and/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

Related Policy (Code#): 1005.3

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

IASB Reference: 903.3



Administrative Regulations Regarding Use of District-Owned Recording Devices on District Property

Code 1004.2-R

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 contents of the recordings are considered confidential student records and are subject to federal and state laws, 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, human resources director, **technology services**, and the 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 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 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 recording devices on school 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. 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 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. **Recordings by the technology services department regarding building security are recirculated for erasure after 15 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 the recording, and the date the recording was viewed.

STUDENT CONDUCT: Students are prohibited from tampering with recording devices on 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.

Adopted: 11/93

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

Revised: 11/13; 9/21

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



School and Community Relations – Use of School Facilities

Policy Title: Tobacco/Nicotine, Alcohol, and Drug-Free Environment Code 1004.3

~~District facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use including the use of look-a-likes where the original would include tobacco or nicotine.~~ The board prohibits distribution, dispensing, manufacturing, possession, use, or being under the influence of alcohol, tobacco/nicotine, other controlled substances, or look-alike substances that appear to be tobacco/nicotine (i.e. vaping, e-cigarettes, JUUL-like vaping devices, etc.), alcohol, or controlled substances on school district property or on property within the jurisdiction of the school district. This policy ~~extends~~ applies to students, employees, and visitors. ~~This policy applies~~ at all times, including school sponsored and non-school sponsored events.

Persons failing to abide by this ~~request policy~~ are required to ~~extinguish their smoking materials, dispose of the tobacco, nicotine, or other product~~ ~~dispose of the prohibited item(s)~~ or leave district premises immediately.

It is the responsibility of the administration to enforce this policy.

Adopted: 4/14

Reviewed: 6/15; 7/19

Related Policy (Code#): 403.4-5: 502.3; 1004.1; 1004.1-R1-R2; 1004.3-7

Legal Reference (Code of Iowa): 20 USC 608; §§ 142D; 279.8, .9; 297

IASB Reference: 905.2



School and Community Relations – Community Activities Involving Students

Policy Title: Research Requests and Procedures Code 1005.1

It is the policy of The Linn-Mar Community School District to encourage and participate in evidence-based or empirical research and experimentation opportunities or projects for the development and improvement of day-to-day educational practices or to contribute to the body of research for the field of education

Research Project Requests:

Requests for research projects from agencies or individuals outside the district, or from staff members within the district, should be submitted to the superintendent [or designee]. Permission or denial to conduct such studies will be granted by the superintendent [or designee]. In exercising this discretion, the board encourages the superintendent [or designee] to inquire into and examine the motivations of the researcher performing the study to ensure that the study furthers legitimate educational research. The superintendent [or designee] is therefore authorized to review prior research by the potential researcher and conduct any review of the credentials of said researcher deemed necessary to assist in this determination. An application in writing for research approval is to be made at least 60 days prior to the requested date for initiating the study. Approval granted by the superintendent [or designee] is conditional pending the advice and input of the building principal responsible for the students and/or records proposed to be part of the research. The superintendent [or designee] retains the right to rescind the conditional approval at any time.

The following criteria will be used in considering each request:

1. The privacy and dignity of all individuals (i.e., students, teachers, principals, parents, etc.) must be assured in any study. The research respects the privacy, informed consent, and due process rights of ~~students and employees~~ **all participants**. Procedures for maintaining ~~the confidentiality of students and staff~~ **of all participants** are required. The district requires each researcher to obtain appropriate informed consent from ~~students and/or their parents/guardians~~ **all participants**. Informing researchers of the ethical and legal requirements for obtaining informed consent of participants in action research is the responsibility of the cooperating college or university.
2. Each project must comply with federal and state laws. The study must not be detrimental, either physically or psychologically, to any of the participants. The proposal must contain full disclosure of the treatment to which the participants will be subjected. Approval of parents/guardians of students under the age of 18, or of students 18 or older, is necessary when required by federal or state law.

3. In any research project that originates outside the district, the participation of licensed, classified, administrative employees and students shall be voluntary. In studies initiated at the district, full staff participation may be necessary, and cooperation of all district personnel may be required. Teachers will be encouraged to participate in research and experimentation in the interests of the development and improvement of education. No district professional employee, including district administrators, will conduct educational research studies involving district students or conduct a survey involving district students outside the scope of their employment without the prior consent of the superintendent [or designee]. If a teacher plans to engage in a research project for use in classroom instruction, details will be made known to and approved by the building principal. If such a study results in materials which would be useful to other teachers, it is recommended that it be made available for distribution throughout the district.
4. Research must have direct application to the educational program or decision-making process of the district. The researcher agrees to provide the district with a copy of the completed research. The district reserves the right to use research findings for programmatic revision/decision-making, as appropriate. The researcher will receive appropriate acknowledgment when their findings are used or cited.
5. The research does not interfere with the educational program of the district. A balance will be maintained to assure that individuals ~~(students or teachers)~~ are **asked to** participate in a limited number of studies in any given year. Research must minimize disruption to district, school, and classroom operations.
6. All communication with parents/guardians and/or students must have the prior review and approval by the building principal before such communication is initiated.
7. All parties conducting research in the district are to assume responsibility for making themselves available to answer questions from district personnel regarding the research proposed and data to be collected.

Student Surveys Conducted by the District:

General Procedures: From time to time the district may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school building will comply with applicable laws and regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy. If prior notice and written parent/guardian consent, or the written consent of emancipated students or students over 18 years of age is absent, then students will not be required to submit to the survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents/guardians
- Mental or psychological problems of the student or the student's family
- Sexual behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behaviors
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or the student's parents/guardians
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Notice to Parents/Guardians Regarding Surveys: A copy of this policy, or a summary of this policy, will be included in the student handbook for each building.

Procedures for Inspection of Surveys and Related Materials: Parents/guardians have the right to review any survey, teacher's manual, ~~film, tape, recording~~, or other supplementary material which will be used in connection with any survey created by a third party before it is distributed or administered to students.

Parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the superintendent [or designee] within 10 days of receiving notice that a survey is to be administered. The superintendent [or designee] will make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date of the survey.

The district does not collect, use, or disseminate personal information about students for marketing or commercial purposes.

The superintendent [or designee] is responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about students is collected, disclosed, or used for marketing purposes. The district will use these procedures to safeguard the confidentiality of student education records under applicable laws.

Students over 18 and/or Emancipated Students: In the case of emancipated students or students over the age of 18, the parents'/guardians' rights described in this policy transfer to the student.

Adopted: 3/12

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



Administrative Regulations Regarding Fundraising and Student Solicitations

Code 1005.4-R

The Linn-Mar Board of Education appreciates school and community efforts of engaging in fundraising which benefits student learning, adheres to board policies and the student code of conduct, and follows safety procedures and practices required by code, regulations, and best practices.

District Fundraisers: There are two organizations whose sole purpose is to provide opportunities for Linn-Mar students to raise funds district-wide. Both organizations provide the district with annual revenue and expenditure reports showing the benefit to the students. The two organizations are:

1. The Linn-Mar Booster Club: Sells memberships, operates concession stands for all athletic events, and sells clothing items **in partnership with theROARstore**.
2. The Linn-Mar School Foundation: Conducts, annually, an auction, a golf outing, a donor campaign (Smart Money), and an ongoing endowment.

PTO groups must fill out a facility use request form if they wish to hold a fundraiser in district facilities (Refer to Policy Series 1004.1). They should also provide an annual report of revenue and expenditures to the business office by August 20th for the preceding school year. PTO groups are not required to have board approval for individual fundraising events but should work through the building principal.

PK-12 Grade Sanctioned Groups - Applications, Reports, and Deadlines:

The building principal and sponsor must submit a fundraising request form with the principal's approval, regardless of the amount of money to be raised (Refer to Policy 1005.4-E1).

Fundraising request forms should be received in the business office no later than:

- The first day of school for approval for fundraisers occurring ~~before January 1st~~ from **October 1st thru December 31st**;
- The last day of school before Thanksgiving break for approval of fundraisers occurring ~~between January 1st and March 31st~~, **from January 1st thru March 31st**;
- ~~The last day of school before spring break~~ **By February 15th** for approval of fundraisers occurring ~~between April 1st and the day before school starts the following school year~~ **from April 1st thru May 31st**; and
- **By April 15th** for approval of fundraisers occurring from June 1st thru September 30th.

The board will approve fundraising requests on the following schedule:

- The first board meeting in September;
- The December board meeting;
- The ~~first board meeting in April~~ **March** board meeting; and
- **The first board meeting in May.**

Fundraising activities may begin the day following board approval. Once approved, fundraisers will be placed on the annual fundraising calendar which is posted on the district website.

Therefore, it is advantageous to submit applications as early as possible for the current or upcoming fiscal year for approval to be placed on the district fundraising calendar.

A fundraising project summary for each event must be completed by the sponsor and submitted to the principal and the business office within six weeks following the end date of the fundraiser (Refer to Policy 1005.4-E2). If the summary is not submitted within the allotted timeframe, the school or group may not be permitted to fundraise the following year.

Student Organizations: Student organizations or groups wishing to raise funds to donate to a charity must include the minutes of their meeting where the activity was approved with their fundraising request form. Fundraisers for individuals or families will not be approved as they are disallowed by law.

External Groups: Fundraisers initiated and organized by external, charitable organizations may be done in alternating years with the approval of the chief financial/operating officer [or designee] and will be posted on the district fundraising calendar.

Exceptions Include:

- Fundraising for a large-cost item such as playground equipment or band uniforms that may extend several years;
- Fundraising in response to a natural disaster; and
- Fundraising that addresses a unique situation or unforeseen opportunity that cannot meet the deadline requirements.

A letter from the building principal and sponsor describing the fundraiser and the reason for seeking an exception should be submitted to the chief financial/operating officer [or designee] for approval prior to any fundraising request and must follow the prescribed timelines whenever possible.

Notes:

- Students or sponsors may not receive individual prizes or incentives purchased by the district or donated by the vendor for participating in fundraising efforts.
- Students in grades PK-5 will not conduct door-to-door solicitations for the purposes of fundraising.

Adopted: 12/96

Reviewed: 3/13; 6/15; 7/19

Revised: 3/12; 6/12; 3/13; 4/14; 6/16

Related Policy (Code#): 1005.4; 1005.4-E1; 1005.4-E2



Fundraising Request Form

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring before January 4th from October 1 st thru December 31 st	First meeting in September	
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
Last day of school before spring break By February 15 th for fundraisers occurring from April 1 st thru May 31 st	First meeting in April March meeting	Fundraisers should NOT start until the day immediately following board approval
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name:	Sponsoring Group:
Contact Name:	Contact Phone:
Contact Email:	District Account Code:
Description of Fundraising Activity (All information is required for the request to be considered)	
Fundraising Activity:	
Activity Start/End Dates:	Estimated Proceeds:
Purpose/Use of Funds Raised (Must be specific):	

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature: _____ Date: _____

Business Office and Board Review/Approval:

Business Office Review/Approval: _____ Date: _____

Board Review/Approval: _____ Date: _____

Summary Due Date: _____

Revised: 6/2022



Board of Directors

Policy Title: 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 legislative, executive, and evaluative.~~ As the governing board of the school district, the board has four duties to perform: legislative duty, executive duty, evaluative duty, and quasi-judicial duty.

Legislative: 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.

Executive: The board selects a chief executive officer, the Superintendent of Schools, to operate the school district on the board's behalf. The board delegates to the superintendent the authority to carry out board policy, 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.

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.

Quasi-Judicial: The board serves as a neutral arbiter for hearings related to student suspension or expulsion proceedings and certain employment termination hearings and appeals. This important power was granted by the Iowa Legislature and cannot be delegated. To preserve the board's neutrality to hear and decide upon these matters, the board does not investigate or become involved in student disciplinary matters or employment matters that may come before it and would require the board to serve in its quasi-judicial role.

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

Adopted: 6/70

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

Revised 8/14; 9/21

Legal Reference (Code of Iowa): §§ 274.1; 279; 280.12; 281 IAC 12.3(2)

IASB Reference: 200.3



Administrative Regulations Regarding Child Nutrition Programs Civil Rights Complaint Procedure

**NEW POLICY
Code: 702.1-R2**

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 five 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 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.
6. In Iowa, protected classes also include sexual orientation, gender identity, and 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, Des Moines, IA 50319-1004; phone numbers 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

Adopted:

Related Policy (Code #): 702.1, 702.1-R1; 702.1-E1-E2

Legal Reference (Code of Iowa): Bureau of Nutrition and Health, IDOE, 12/2021

IASB Reference: 710.1R1



Child Nutrition Programs Notices of Nondiscrimination

NEW POLICY
Code: 702.1-E1

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:

1. Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington DC 20250-9410
2. Fax: 202-690-7442
3. 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 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, Des Moines, IA 50319-1004; phone numbers 515-281-4121 or 800-457-4416; or website: <https://icrc.iowa.gov/>.

Adopted:

Related Policy (Code #): 702.1, 702.1-R1-R2; 702.1-E2

Legal Reference (Code of Iowa): 216.6; 216.7; 216.9

IASB Reference: 710.1E1



Child Nutrition Programs Civil Rights Complaint Form

NEW POLICY
Code: 702.1-E2

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 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, 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, Des Moines, IA 50319-1004; phone numbers 515-281-4121 or 800-457-4416; website <https://icrc.iowa.gov/>.

This institution is an equal opportunity provider. 12/2021

Adopted:

Related Policy (Code #): 702.1, 702.1-R1-R2; 702.1-E1

Legal Reference (Code of Iowa): Bureau of Nutrition and Health, IDOE, 12/2021

IASB Reference: 710.1E2