

Second Reading of Policy Recommendations: The following policies were reviewed by the Policy Committee on 8/3/26, presented for first reading on 8/17, and are now being presented for second reading on 9/14.

Edit Key:

- Edits in **green** within the policies are recommended additional language.
- Edits in **red** within the policies are recommended removed language.

Annual Review and/or Contact Updates		
Policy #	Title	Status
102.1	Long-Range Needs Assessment	Reviewed
103.1-R	Anti-Bullying/Harassment Policy Investigation Procedures	Revised
103.1-E1	Anti-Bullying/Harassment Complaint Form	Revised
103.1-E2	Anti-Bullying/Harassment Witness Disclosure Form	Revised
104.3	Prohibition of Discrimination/Harassment Based on Sex Per Title IX	Revised
105.1-E	Abuse of Students by District Employees Reporting Form	Revised
400.3	Personnel: Qualifications, Recruitment, Selection	Revised
403.33	Affirmative Action	Revised
Miscellaneous Policies		
502.3	Student Substance Use	Reviewed
2026 Legislative Session Required Edits		
201.4	School Board Elections	Revised
204.1	School Board Meeting Notice	Revised
400.1	Equal Employment Opportunity	Revised
403.28	Responsible Technology Use	Revised
502.1	Student Conduct	Revised
502.11	Student Expression and Student Publications	Revised
502.16	Disruptive Behavior	New
502.16-R1	Disruptive Behavior Removal Procedures	New
502.16-R2	Disruptive Behavior Removal Procedures for Nonviolent Behavior for Students with an IEP	New
503.4	Student Activity Program	Revised
504.31	Administration of Medication to Students	Revised
504.31-E2	Authorization-Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form	Revised
504.31-E3	Parent/Guardian Authorization and Release Form for Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student	Revised
504.32	Stock Prescription Medication Supply	Revised
504.32-E	Parental Authorization and Release Form for the Administration of Voluntary School Supply of Stock Medication for Life-Threatening Incidents	Revised
602.1	Basic Instruction Program	Revised
602.2	Private Instruction	Revised
602.5	Special Education	Revised
602.23	Open Enrollment Transfers-Procedures as a Receiving District	Revised
603.8	Physical Education	Revised
603.10	Religion-Based Exclusion from a School Program	Revised
603.12	Technology and Instructional Materials	Revised
603.12-R3	One-to-One Digital Device Program Technology Adoption Checklist	New
604.1	Student Guidance and Counseling Program	Revised
604.4	Talented and Gifted Program	Revised
604.4-R	Program for Gifted and Talented Regulation	New
1001.8	Public Examination of District Records	Revised

**Policy 102.1
Long-Range Needs Assessment**

Long-range needs assessment enables the district to analyze assessment data, get feedback from the community about its expectations of students, and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessments by soliciting information from business, labor, industry, higher education, and community members regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the district, the board will authorize the appointment of a School Improvement Advisory Committee (SIAC) representing administrators, employees, parents, students, community members, and board members to make recommendations and assist the board in determining the priorities of the district, in addition to the basic skills areas of the education program.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The School Improvement Advisory Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making process and guidance in making recommendations to the board.

It is the responsibility of the superintendent [or designee] to ensure the community is informed of student progress on state and locally determined indicators. The superintendent [or designee] will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order, develop long-range goals and plans to meet the needs, establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance, evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects, and annually report the district's progress made under the plan to the committee, the community, and the Iowa Department of Education.

**Policy 103.1-R
Anti-Bullying/Harassment Policy Investigation Procedures**

FILING A COMPLAINT

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in Policy 103.1-E1. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The complainant shall receive assistance as needed.

INVESTIGATION

The district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The district's Nondiscrimination Coordinators (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment.

The district's Nondiscrimination Coordinators are:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@linnmar.k12.ia.us

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / chad.lang@linnmar.k12.ia.us nathan.wear@linnmar.k12.ia.us

Special Education/Student Services Nondiscrimination Coordinator:

Anne Faber, Executive Director of Student Services
319-730-3663 / anne.faber@linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302
Fax: 319-403-8008

The investigation may include, but is not limited to the following:

1. Interviews with the complainant and the individual named in the complaint ("respondent");

2. A request for the complainant to provide a written statement regarding the nature of the complaint;
3. A request for the respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or to the superintendent if the investigation involved the building principal.

The complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

DECISION

The investigator, building principal, or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Name of Person Filing Complaint (Complainant):_____

Date of Complaint:_____

Name of Alleged Bully/Harasser:_____

Date and Place of Alleged Incident:_____

Names of Witnesses (if any):_____

In the space below, please describe what happened and why you believe that you or someone else has been bullied/harassed. Please be as specific as possible and attach additional pages if necessary.

[illegible]

Evidence of bullying/harassment such as letters, photos, etc. (Attach evidence, if possible):

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

Complainant's Signature: _____ **Date:** _____

Please return this completed form to:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

Karla Christian, Chief Human Resources Officer

319-447-3036 / kchristian@Linnmar.k12.ia.us

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent

319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~

Special Education/Student Services Nondiscrimination Coordinator:

Anne Faber, Executive Director of Student Services

319-730-3663 / anne.faber@linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Reviewed: 5/14; 9/16; 3/23

Revised: 6/20; 10/23; 9/24; 9/25

Related Policy: 103.1; 103.1-R; 103.E2-E3

IASB Reference: 104-E(1)

LM LINN-MAR
Community
School District

Name of Witness:_____

Date of Interview:_____

Description of Incidents Witnessed (Include date and place of incidents):_____

[illegible][illegible]

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

Witness's Signature: _____ Date: _____

Return this completed form to:

Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linnmar.k12.ia.us

Nondiscrimination Coordinator:

Chad Lang ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~

Special Education/Student Services Nondiscrimination Coordinator:

Anne Faber, Executive Director of Student Services
319-730-3663 / anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Reviewed: 5/14; 9/16; 3/23

Revised: 6/20; 10/23; 9/24; 9/25

Related Policy: 103.1; 103.1-R; 103.E1; 103.1-E3

IASB Reference: 104-E(2)

Policy 104.3

Prohibition of Discrimination and Harassment Based on Sex Per Title IX

In accordance with Title IX of the *Education Amendments Act of 1972*, the Linn-Mar Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 CFR § 106.30), against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

Sexual discrimination involves treating a student or employee (including applicants for employment) unfavorably because of that person's sex, including the person's sexual orientation, transgender status, or pregnancy.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- 3) The following specific offenses as defined by federal law: sexual assault, domestic violence, dating violence, and stalking.

The board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the district's Title IX coordinators, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the district's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the district's designated Title IX coordinators:

Title IX Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@linnmar.k12.ia.us

Title IX Deputy Coordinator:

Chad Lang **Nathan Wear**, Associate Superintendent

319-447-3028 / **chad.lang@Linnmar.k12.ia.us** **nathan.wear@Linnmar.k12.ia.us**

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this policy should immediately contact the district's Title IX coordinators.

Adopted: 9/20

Reviewed: 3/23

Revised: 10/23; 9/24; 11/25

Related Policy: 103 Series; 104 Series

Legal Reference: 20 USC § 1681 et seq; 34 CFR § 106 et seq

IASB Reference: 106

Mandatory Policy

LM LINN-MAR
Community
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Please complete the following as fully as possible. If you need assistance, contact the district's Nondiscrimination Coordinators as listed at the end of the form. *Please print all information.*

Student's School: _____

Allegation is of: Physical Abuse Sexual Abuse**

____ Yes ____ No Telephone Number: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Were there any witnesses to the incident or are there students or persons who may have information about this incident? ____Yes ____No

If yes, please list by name (if known) or classification:

(Example: Third grade class, fourth period geometry class, etc.)

Complainant's Signature: _____ **Date:** _____

Complainant's Relationship to Student: _____

Please return this completed and signed form to:

- Karla Christian, Chief Human Resources Officer, Equal Employment/Nondiscrimination Coordinator, Title IX Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.ia.us
- **Chad Lang** ~~Nathan Wear~~, Associate Superintendent and Nondiscrimination Coordinator
 - 319-447-3028 / **chad.lang@Linnmar.k12.ia.us** ~~nathan.wear@Linnmar.k12.ia.us~~
- Anne Faber, Executive Director of Student Services and Special Education/Student Services Nondiscrimination Coordinator
 - 319-730-3663 / anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302
Fax: 319-403-8002

Related Policy: 105.1
Reviewed: 9/14; 3/17; 3/23; 10/25
Revised: 6/20; 10/23; 8/24; 9/25

Policy 400.3
Personnel Qualifications, Recruitment, Selection

Persons interested in a position, other than administrative positions which will be employed in accordance with board policies in Series 300-Administration, will have an opportunity to apply and qualify for positions in the district without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, familial status, or any other classification that is protected in accordance with the applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies.

Job applicants for positions will be considered on the basis of the following qualifications:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated competence; and
4. Possession of, or ability to obtain, state or other license or certificate, if required for the position.

All job openings will be submitted to **the Iowa Department of Education Workforce Development** for posting on **TeachIowa.gov IowaWORKS.gov**, the online state job posting system. Additional announcements of the positions may occur in a manner which the superintendent or superintendent's designee believes will inform potential applicants about the positions.

Applications for employment may be obtained and completed online using the district's employment website, or applicants may contact the office of Human Resources for assistance in completing an online application.

Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or superintendent's designee concerning a person's employment and possible assignment. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The board will employ licensed and unlicensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ:

1. Classified personnel upon the recommendation of the Chief Human Resources Officer; and

2. Licensed personnel on a temporary basis based on the recommendation of the Chief Human Resources Officer, until action can be taken by the board on the position.

The superintendent or superintendent's designee will follow the requirements stated in the bargained agreement between employees in that collective bargaining unit and the board regarding qualifications, recruitment, and selection of such employees.

Adopted: 6/70
Reviewed: 1/11; 2/14; 9/14; 12/16; 4/20; 4/23; 8/25
Revised: 2/10; 12/11; 4/13; 4/16; 9/16; 8/24
Related Policy: 302.4; 303.1; 400.1-E
Legal Reference (Code of Iowa): §§ 20; 35C; 216;
256.27; 279.13; 281 IAC 12; 282 IAC 14
IASB Reference: 405.02; 411.02
Mandatory Policy

Policy 403.33
Affirmative Action

The Linn-Mar Community School District is committed to identifying and eliminating past and present effects of discrimination in employment including policies and practices that pose barriers to equal employment opportunity.

To achieve equal opportunity the district recognizes the need to take affirmative action to identify classifications with under-representation of minorities, members of diverse racial/ethnic groups, females, and persons with disabilities; to set goals and timetables for increasing the employment of under-represented groups; and to develop an Affirmative Action Plan for implementing those reasonable goals through outreach, recruitment, training, and other special activities and commitments.

The Affirmative Action Plan helps enable the district to:

- Employ the most qualified person for the position;
- Fully utilize the available talent pool;
- Be fair and just;
- Provide diverse role models for students and better prepare students for living and working in diverse communities and for success in a global economy;
- Reduce stereotypes;
- Increase credibility with all stakeholders; and
- Encourage and support economic development and entice investment in Iowa.

The Linn-Mar Community School District Affirmative Action Plan will be distributed annually to each covered location. Staff will be provided periodic professional development regarding their responsibilities for implementation of the Affirmative Action Plan. A report shall be given to the Board of Directors annually.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action should be directed to the Linn-Mar Equal Employment Coordinator and the Nondiscrimination Coordinators who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007).

- **Equal Employment/Nondiscrimination Coordinator and Title IX Coordinator:**
 - Karla Christian, Chief Human Resources officer
319-447-3036 / kchristian@linnmar.k12.ia.us

- **Nondiscrimination Coordinator:**

- **Chad Lang** ~~Nathan Wear~~, Associate Superintendent
319-447-3028 / chad.lang@linnmar.k12.ia.us ~~nathan.wear@linnmar.k12.ia.us~~

Address: 3556 Winslow Road, Marion IA 52302

Fax: 319-403-8008

Inquiries may also be directed in writing to the following:

- Equal Employment Opportunity Commissions
Milwaukee Area Office
Reuss Federal Plaza
310 W Wisconsin Avenue, Suite 800
Milwaukee WI 53203-2292
800-669-4400 or TTY 800-669-6820
<http://www.eeoc.gov/field/milwaukee/index.cfm>
- Iowa Civil Rights Commission
6200 Park Avenue, Suite 100
Des Moines IA 50321-1270
515- 281-4121 or 800-457-4416
<https://icrc.iowa.gov/>

Adopted: 2/09

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 8/17; 6/20; 4/23

Revised: 10/23; 9/24; 8/25

Policy 502.3
Student Substance Use

The board believes it is imperative to promote the health and well-being of all students in the district. The district will provide a substance use prevention program and set restrictions on substance use by students in accordance with applicable law.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or “look alike” substances that appear to be tobacco/nicotine products, alcohol, or other controlled substances (ex: schedule I; schedule II-V drugs without a valid prescription) by students while on district property or on property within the jurisdiction of the district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the district.

Controlled substances in this policy refers to the misuse of both licit and illicit drugs.

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

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of tobacco/nicotine products for those under the age of 21 may be reported to the local law enforcement authorities. Possession, use, or being under the influence of alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

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

The board believes the substance use prevention program will include:

- a. Age-appropriate, evidence-based substance use prevention curriculum for students in grades kindergarten through 12, which address the legal, social, and health consequences of tobacco/nicotine products, drug, and alcohol use and which provide information about effective

techniques for resisting social pressure to use tobacco/nicotine products, drugs, or alcohol;

- b. A statement to students that the use of controlled substances and the unlawful possession and use of tobacco/nicotine products and alcohol is harmful to student well-being;
- c. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of controlled substances, tobacco/ nicotine products, and/or alcohol by students on school premises or as part of any of its activities;
- d. A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- e. A statement that students may be required to complete a substance use evaluation to determine whether substance use disorder treatment is recommended and, if recommended, successfully complete an appropriate rehabilitation program;
- f. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- g. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- h. Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Adopted: 6/70

Reviewed: 3/12; 10/14; 10/17; 9/20

Revised: 5/11; 7/13; 1/15; 3/23; 8/24

Related Policy: 502.1; 502.2; 502.2-R; 502.3-R; 502.4; 1004.3

Legal Reference (Code of Iowa): §§123.46; 124; 279.8-9; 453A;

281 IAC 12.3(6), .5(3)(e), .5(4)(e), .5(5)(e); 34 CFR Pt 86

IASB Reference: 502.07

Mandatory Policy

Policy 201.4
School Board Elections

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a seven member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the **county commissioner of elections board secretary, or the board secretary's designee in accordance with the timelines established by law.**

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the County Commissioner of Elections to conduct school elections.

As specified by law, special elections may be called by the school board with regard to those matters stipulated in the Code of Iowa.

Adopted: 9/85
Reviewed: 10/11; 4/13; 8/14; 10/19; 10/22
Revised: 11/08; 9/16; 11/18; 10/25
Related Policy: 204.5
Legal Reference (Code of Iowa): §§ .39; .45; .63; .69; 274.7; 277; 278.1; 279.7
IASB Reference: 201

Policy 204.1 School Board Meeting Notice

The regular meeting time and dates will be set by the board at the organizational meeting in odd-numbered years or at the annual meeting in even-numbered years.

Board meetings are normally scheduled for the second and fourth Mondays of the month when the school calendar allows. The board will adhere to the established meeting dates and times unless the board requires additional meetings or, due to circumstances beyond the board's control, the meetings cannot be held on the regular meeting dates, and the meetings will then be rescheduled in accordance with law and policy. Public notice of the meetings will be given, and board meeting dates and times will be posted on the district website upon board approval.

Meetings of the board are conducted for the purpose of carrying out the business of the school district. Only board members have the authority to make and second motions and vote on issues before the board. The board may establish rules for its own governance and determine the procedures that will be followed during board meetings. Meetings may be closed to the public to allow the board to discuss a specific topic as defined by law. (Refer to Policy 204.3)

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The public notice will be posted in a prominent **and conspicuous place that is annually designated for that purpose and always visible to the public. Public notice will also be posted on the primary internet site owned or maintained by the district.** ~~place clearly designated for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed.~~ The agenda will be posted at a minimum, 24 hours **before a scheduled meeting or work session** ~~prior to the start of the meeting.~~

If the district amends the tentative agenda after posting and it is within 24 hours of the meeting, the amended agenda will be clearly marked as "amended" and the specific amended portions identified. Public notice of the amended agenda must be given in the same manner as notice of the original tentative agenda.

A copy of the public notice, either electronic or print, will be provided to **news media** ~~those~~ who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public

notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting electronically. ~~Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.~~

It is the responsibility of the board secretary to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

Adopted: 9/85

Reviewed: 10/11; 9/16; 10/19; 10/22

Revised: 8/23; 9/24; 10/25

Related Policy: 204.2-8; 204.16

Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2; ~~173 N.W.2d 837~~

IASB Reference: 210.02; 210.05

Policy 400.1
Equal Employment Opportunity

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will utilize affirmative action standards which are based on the population of the district community, the student population served, or the individuals who can reasonably be recruited. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an Equal Employment Coordinator. The Equal Employment Coordinator will have the responsibility of drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

The district will provide a workplace that fosters respect and appreciation for the cultural diversity found in our country; an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society; and reduce stereotyping and bias on the basis of race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.

Individuals who file an application with the district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy **or related conditions**, or familial status. In keeping with the law, the board will consider the veteran status of applicants.

Background checks and employment eligibility checks for candidates selected for hire will be performed in accordance with applicable laws. ~~Prior to final offer~~

~~of employment, the district will perform the background checks required by law. Based upon the results of the background checks, the district will determine whether an offer will be extended.~~ If the candidate is a teacher who has an initial license from the Board of Educational Examiners, then the requirement for a background check is waived, **but the employment eligibility check will still be performed.** The district will perform repeat background checks on the applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Linn-Mar Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Linn-Mar Community School District Equal Employment Coordinator and/or by writing to:

Linn-Mar Community School District Equal Employment Coordinator

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@linnmar.k12.ia.us
Address: 3556 Winslow Road, Marion IA 52302
Fax: 319-403-8008

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and/or affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

Equal Employment Opportunity Commissions

Milwaukee Area Office - Reuss Federal Plaza
310 West Wisconsin Avenue, Suite **500 800**
Milwaukee, WI 53203-2292
414-662-3680 800-669-4000 or TTY 800-669-6820
Website: <http://www.eeoc.gov/field/milwaukee/index.cfm>

Iowa Civil Rights Commission

6200 Park Avenue, Suite 100
Des Moines, IA 50321-1270
515-281-4121 or 800-457-4116
Website: <https://icrc.iowa.gov/>

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint to the local level.

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

Adopted: 7/81
Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23
Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24; 9/24; 9/25; 2/26
Related Policy: 400.1-E; 401.1; 403.11
Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; **256**; 279.8; **280**; 281 IAC 12.4; 95
IASB Reference: 401.01
Mandatory Policy

Policy 403.28
Responsible Technology Use

Computers, electronic devices, and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies, and materials. This policy outlines the board's expectations in regard to these different aspects of the district's technology resources. Students, staff, and volunteers must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to and including student discipline under all relevant district policies and discharge for employees. **Responsible use includes compliance with applicable laws including, but not limited to, state instructional technology requirements governing student use.**

All employees are responsible for maintaining systems security. Employees with access to a computer are responsible for safeguarding their passwords to ensure that no transaction takes place under that password for which they are not responsible. Under no circumstances should employees reveal their password to another individual. Passwords and encryption keys must be made available to the district's technology services department upon request. If a district need should arise in which it is necessary to obtain access to a specific computer in the absence of the assigned user, appropriate management authorization must be obtained. Passwords should be changed and reset when the employee returns to work.

Although employees may have their own passwords for accessing email, the Internet and computers issued to them, other district computers, and the information that is received or transmitted through them is the property of the district. In the case of a paid coach or paid activity sponsor who is not a regular employee who has the need to communicate with students as a representative of the district, they should use a district email account created by the technology services department. An individual utilizing a district email address for the purpose of support activities must be approved by the superintendent and will be subject to this policy and Policy 603.12-R1 regarding the conduct and expectations for employees.

The district reserves the right to monitor the use of district equipment by employees and others. As the district is a public employer, employees should have no expectation of privacy with regard to any information contained on computers to which they have access. The district reserves the right to access and view any material stored on school district equipment, within district-owned software, or any materials used in conjunction with the district's network.

Employees with access to a district computer will not:

- a. Download software without approval from technology services. Software that is approved for downloading must be registered to the district.
- b. Knowingly introduce a computer virus, worm, trojan horse, or any other contaminating or destructive features into the district's computers.
- c. Transmit copyrighted materials without permission (Policy 603.14).
- d. Download files from the Internet except for an express business purpose.
- e. Transmit, forward, or download material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, inflammatory, fraudulent, or otherwise unlawful.
- f. Transmit/use email or the Internet for any purpose that is illegal, against district policy, or contrary to the district's best interest.
- g. Use artificial intelligence (AI) tools to access or create information that is discriminatory, constitutes bullying or harassment, share confidential or personally identifiable information of others, or access/create material that is harmful to minors, obscene, or child pornography.
- h. Disseminate the district's confidential information (such as student information, etc.) to any outside source without an express business purpose or authorization.
- i. Gamble and/or participate in fantasy sport leagues.
- j. Participate in instant messaging that is not related to the employee's work.
- k. Solicit non-district business or use district email or Internet for personal gain including outside employment, self-employment, and family-owned businesses.
- l. Write or participate in blogs or other Internet-based collaboration software that injure, disparage, and/or defame the district, its students, staff, community, and/or its employees' reputations by name or implication.
- m. Receive or forward unsolicited emails that violate district policy.
- n. Attempt to defeat any security mechanisms to gain unauthorized access to computer files or other information on the district's telephone systems, electronic communication systems, or information systems.
- o. Attempt to read, intercept, copy, or delete emails between other users.
- p. Post or transmit any message anonymously, under a false name, or permit any other individual to do so.
- q. Impersonate another person.
- r. Collect information about others without their consent.
- s. Establish or foster relationships that are inappropriate.

Employees may encounter information on the Internet that relates to the district or its services. Should such information be encountered, employees should not respond but instead should bring the information to the attention of their immediate supervisor. The district will determine if a response is appropriate to the information.

Brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, does not occur during work time, does not violate any of the prohibitions listed above, and does not result in expenses to

the district. The superintendent reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates this policy.

Adopted: 2/09

Reviewed: 12/11; 4/13; 8/17; 6/20; 4/23

Revised: 1/11; 3/13; 9/14; 8/24

Related Policy: 403.29; 403.35; 603.12; 603.12-R1-R2; 603.12-E2;
603.13; 603.13-R; 603.14; 603.14-R; 603.16; 603.16-R

Legal Reference (Code of Iowa): § 279.8; 282 IAC 25-26

IASB Reference: 605.08-R(1); 713; 713-R(1)

Policy 502.1 Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

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

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

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

Removal from the classroom means a student is **taken out of their regular learning environment and sent to an alternative location. Removal of students from the classroom for violent or nonviolent disruptions shall occur in accordance with the district's disruptive behavior policy (Policy #502.16). Removal of students from the classroom for reasons other than violent or nonviolent disruption shall occur at the discretion of the licensed staff member in charge of the classroom** ~~sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.~~

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

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-

school suspension will not exceed 10 consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed 10 consecutive school days unless due process is provided as required by federal and state law.

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

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

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

This policy is not intended to address the use of seclusion rooms for students.

Discipline of students who have been identified as special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

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

Adopted: 6/70

Reviewed: 5/11; 3/12; 10/14; 1/15; 9/20

Revised: 7/13; 12/16; 10/17; 2/21; 2/24

Related Policy: 502.1-R; 502.2; 502.2-R; 502.5; 502.5-R1-R3; 502.6; 502.7; 502.8; 502.8-R; 503.1; 602.5

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

IASB Reference: 503.01

Mandatory Policy

Policy 502.11
Student Expression and Student Publications

STUDENT EXPRESSION

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

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

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that causes or is reasonably anticipated to cause a material and substantial disruption to the education environment, infringes upon the rights of others, is obscene or lewd, is school sponsored, and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the district.

Decisions will be made consistent with applicable laws.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with a purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment, and promote communication during demonstrations while remaining viewpoint neutral.

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

STUDENT PUBLICATIONS

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedures outlined in board policy 502.12. Students who believe their freedom of expression in a student-produced official school publication has been restricted will also follow the grievance procedure outlined in Policy 502.12.

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

Adopted: 9/98
Reviewed: 5/11; 4/12; 7/13; 10/14; 1/15; 10/17; 9/20; 10/23
Revised: 11/06; 9/21
Related Policy: 502.11-R
Legal Reference (Code of Iowa): §§ 279.8, .73; 280.22; US Const Amend I
IASB Reference: 502.03
Mandatory Policy

Policy 502.16 *New Policy*
Disruptive Behavior

The district supports creating an orderly educational environment for students. Classroom teachers have authority to remove students from the classroom who cause violent or nonviolent disruptions to instruction; however, this authority is not absolute. Students who are removed from the classroom must be afforded due process that is consistent with applicable laws and board policy.

Discipline will be administered consistent with law and board policy and accompanying regulations. Removal and discipline of students with disabilities will comply with the provisions of applicable federal and state laws.

Each teacher providing instruction to a student with a plan under Section 504 of the Federal Rehabilitation Act shall review the plan and provide written confirmation of that review to the student's 504 case manager.

Each district employee who is responsible for implementation of a student's Individualized Education Program (IEP) shall provide written confirmation to the building administrator that they have read the entire IEP and all changes to the IEP including the accommodations or modifications to a student's IEP.

The district will also ensure that at least one paraeducator or other employee who assists a teacher in providing classroom instruction to the student attends meetings related to the student's Individualized Education Program (IEP) or Section 504 plan.

All members of a student's IEP team will be provided training on the least restrictive environment requirements under the Individuals with Disabilities Education Act.

Teachers who become injured due to a student's violent disruption occurring in the performance of the teacher's work duties shall be granted a leave of absence for physical recovery no more than three (3) days with full pay. If the teacher requests additional physical recovery time, the school board will consider the request if accompanied by a note from a physician indicating a need for longer absence. It is within the discretion of the school board to grant or deny such requests.

Upon the request of a teacher as defined by Iowa Code 256.145, the principal will ensure that students have access to school resources, such as school counselors, to address immediate trauma arising from a violent or nonviolent disruption.

Students less than the age of 18 must have consent from a parent or guardian in order to receive mental health services unless they are an emancipated minor.

Upon the request of an employee, the district will ensure that teachers and other school employees have access to the Employee Assistance Program (EAP) to address immediate trauma arising from a violent or nonviolent disruption.

Each attendance center within the district must create an oversight committee that is responsible for developing building level regulation that establishes when a student who has been removed from the classroom for violent or nonviolent disruption may be readmitted to the classroom. ~~It is the responsibility of the superintendent to develop administrative regulations regarding this policy.~~

Adopted:

Related Policy: 502.1; 502.16-R1; 502.16-R2

Legal Reference (Code of Iowa): §§ 256.145; 279.8; 279.65B; 279.89; 279.90

IASB Reference: 503.11

Policy 502.16-R1 *New Regulation*
Disruptive Behavior Removal Procedures

It is the building level regulation to implement procedures for the removal and readmittance of students as a result of violent and non-violent behavior. Specific considerations and all applicable legal requirements must be observed when addressing disciplinary actions and readmittance decisions involving students with Individualized Education Programs (IEP) and 504 Plans.

NONVIOLENT DISRUPTION

A nonviolent disruption is defined as a disruption to classroom instruction that results from the disorderly conduct, abusive or profane language, bullying as defined by Iowa Code 280.28, or repeatedly disruptive behavior. If the disruption is a nonviolent disruption, a teacher may remove the student from the classroom and place the student under the supervision of the principal or the principal's designee for at least 30 minutes. A teacher may appeal to the school board a principal's decision not to remove a student for nonviolent disruptive behavior, as well as a decision to return the student to the classroom too soon.

A student enrolled in kindergarten through grade four cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades five through twelve cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss readmission. Even so, the student is not allowed to be readmitted to the teacher's classroom until the immediate subsequent school day at the earliest. The student may attend another class on their schedule if the principal or their designee deems it appropriate.

Should there be disciplinary action taken against the student, the principal or the principal's designee will inform the teacher of the actions taken as soon as reasonably possible after the student's removal.

Students who have been removed from class will be provided alternative learning arrangements and must make up any work that the student missed while under alternative supervision.

MULTIPLE NONVIOLENT DISRUPTION REMOVALS

Should a student be removed from a teacher's classroom more than once, the teacher(s) who removed the student, the principal, the **school guidance** counselor, the student's parent/legal guardian (if the student is not an emancipated minor), and the student must participate in a meeting to discuss the student's nonviolent disruptions and establish a behavior plan and a course of discipline. Considerations may include relocating the student to an alternative learning environment.

If a student is removed from a teacher's classroom two or more times in a semester then the principal will discipline the student in any of the following manners:

- **Assigning the student to either in-school or out-of-school suspension; or**
- **Recommend to the superintendent the student be relocated in an alternative learning environment that has been approved by the superintendent.**
- **Removal and discipline of students with disabilities under any of these categories must comply with the provisions of applicable federal and state law.**

VIOLENT DISRUPTION

A violent disruption is defined as a disruption to classroom instruction that results from a threat of violence or an incident of violence resulting in injury, property damage, or assault as defined in Iowa Code 708.1. If the disruption is a violent disruption, the teacher must remove the student from the classroom and place the student under the supervision of the principal or the principal's designee.

A student enrolled in kindergarten through grade four cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss the readmission of the student.

A student enrolled in grades five through twelve cannot be readmitted into the teacher's classroom until the principal or the principal's designee and the teacher meet to discuss readmission. The student is not allowed to be readmitted to the teacher's classroom until the immediate subsequent school day at the earliest.

A student cannot be readmitted into a teacher's classroom if all the following criteria are met:

- The student was removed due to an assault on the teacher; and
- The teacher does not consent to allowing the student to return to the teacher's classroom.

Should there be a determination of disciplinary action, the principal will take the disciplinary action and notify the parent/guardian of the student in writing and, if possible, through electronic notice.

The principal must impose the maximum disciplinary action allowed under district policy when a student's conduct, statements, or other actions:

- are severe or pervasive; and
- result in a request from the teacher for maximum disciplinary consequences.

MULTIPLE VIOLENT DISRUPTION REMOVALS

If a student is removed from a teacher's classroom two or more times in a semester, then the principal will discipline the student in any of the following manners:

- Assigning the student to either in-school or out-of-school suspension; or

- Recommend to the superintendent the student be relocated in an alternative learning environment that has been approved by the superintendent.
- Removal and discipline of students with disabilities under any of these categories must comply with the provisions of applicable federal and state law.

Adopted:

Related Policy: 502.1; 502.16; 502.16-R2

Legal Reference (Code of Iowa): §§ 280.28; 708.1

IASB Reference: 503.11-R(1)

Policy 502.16-R2 *New Regulation*

Disruptive Behavior Removal Procedures for Nonviolent Behavior for Students with an IEP

Should a student with an Individualized Education Program (IEP) be removed from the classroom due to nonviolent disruptive behavior, an IEP team meeting will take place immediately subsequent to the removal of the student from the classroom. The meeting participants should additionally include the following individuals if practicable:

- Teacher who removed the student from the classroom;
- Any teacher who provides classroom instruction to the student;
- Any other employee of the district who was directly involved in the student's conduct.

If a teacher or district employee listed above cannot attend the IEP meeting, they must review the IEP team's minutes, prior written notice, or summary of the meeting and provide written confirmation to the IEP team that they have done so.

The IEP team must discuss the following during the meeting:

- The appropriateness of the student's current educational programming.
- Whether adjustments need to be made to the student's IEP to address the student's behaviors.
- The student's current placement, consistent with Iowa Code, and whether an alternative learning environment would best provide the student with a free appropriate public education.
- The accommodations, modifications, and adaptations required to allow the student's success in a general education setting; and whether the district has the capacity to provide such supports and services.
- Whether and to what extent the provision of special education services and activities in the general education environment will impact the student and the other students in the classroom.

If a student is removed from the classroom five (5) or more times within a fifteen (15) consecutive school day period, then the student's IEP team will meet to discuss the student's behavior.

A teacher has the authority to request a meeting of the student's IEP team at any time by submitting an electronic or written request to the building principal. The request may be denied, in writing, with a description of why applicable laws do not require the meeting of the student's IEP team.

Adopted:

Related Policy: 502.1; 502.16; 502.16-R1

Legal Reference (Iowa Code): 281 IAC 41.115-116

IASB Reference: 503.11-R(2)

Policy 503.4 Student Activity Program

Participation in school activities is a privilege. **School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. ~~Students may participate in interscholastic athletic activities, music, speech, and other contests or events approved by the administration.~~** Any such events must be directed or guided by licensed school personnel.

Students will have the opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons.

Student activity events must be approved by the superintendent unless they involve unusual travel and expense, in which case the board will take action. **The events must not disrupt the education program or other district operations.**

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

ATHLETICS

If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, **which are the promotion of additional interests and abilities in the students.**

With permission from a parent or guardian, an eighth grade student may participate in interscholastic athletic contests or competitions at the high school level instead of the eighth grade level. Although parent permission is required, the decision regarding whether an eighth grade student may participate at the high school level will be made by the relevant district staff such as the activities director, principal, coach, or superintendent on a case-by-case basis; decisions of the district staff are final and are not able to be appealed. An eighth grade student who participates at the high school level cannot also participate on an eighth grade team in the same sport during the same season. Students may not compete in both programs during the same sport season. Any eighth grade

student participating in high school athletics must meet the annual athletic physical examination requirements applicable to include the Supplemental Provider Attestation, eligibility requirements, and good conduct applicable to all student athletes. Factors that will be considered in this decision include but are not limited to compliance with all applicable Iowa High School Athletic Association (IHSA) and Iowa Girls High School Athletic Union (IGHSAU) rules, student safety, roster capacity, facility capacity, coaching capacity, and eligibility requirements. The superintendent, in conjunction with the athletic director, will develop administrative regulations and procedures necessary to administer this policy.

A high school student who participates in school sponsored **athletics activities** may participate in a non-school sponsored **sport activity** during the same season. Such outside participation will not conflict with the school-sponsored **athletic** activity.

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

Adopted: 6/70

Reviewed: 5/11; 4/12; 10/14; 1/15; 10/17; 9/20; 10/23

Revised: 7/13

Related Policy: 502.5-R3; 502.6; 503.5-6

Legal Reference (Code of Iowa): 216.9; 280.13-14; 281 IAC 12.3(6), 12.6, 36.8

IASB Reference: 504.06

Mandatory Policy

Policy 504.31
Administration of Medication to Students

The board is committed to the inclusion of all students in the education program and recognizes that some students may prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board Policy 504.32-Stock Prescription Medication Supply.

When administration of medication requires ongoing professional health judgement, an Individual Health Plan (IHP) shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider, or education team pursuant to Iowa Code 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use an epinephrine **delivery system auto-injectors** may self-administer their medication upon the written approval of the student's parent and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the Department of Education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or pharmacist. A record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;

- Signature and title of the person administering medication; and
- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law.

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

Adopted: 5/91

Reviewed: 4/11; 7/13; 10/14; 12/20

Revised: 4/12; 4/16; 10/17; 4/18; 6/20; 8/21; 3/23; 8/23; 2/26

Related Policy: 504.31-E1-E2; 504.32

Legal Reference (Code of Iowa): §§ 124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23;

481 IAC 620; 281 IAC §14.1-2

IASB Reference: 507.02

Mandatory Policy

Policy 504.31-E2

Authorization – Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form

Student's Name: (Last, First, Middle): _____

Birthday: _____ School: _____ Date: _____

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use an epinephrine **delivery system auto-injector** may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, other airway constricting disease medication, or to self-administer an epinephrine **delivery system auto-injector**:

- a. Parent/guardian provides a signed/dated copy of the authorization for student medication self-administration.
- b. Parent/guardian provides a written statement from the student's licensed health care professional (*A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician's assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C*) containing the following:
 1. Name and purpose of the medication;
 2. Prescribed dosage; and
 3. Times or special circumstances under which the prescribed medication is to be administered.
- c. The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student's name, name of the medication, directions for use, and date.
- d. Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of the prescribed medication by a student while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the district and its employees are to incur no liability, except for gross negligence, as a result of injury arising from self-administration of medication or use of an epinephrine **delivery system auto-injector** by the student. The parent or guardian of the student shall sign a statement acknowledging that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine **delivery system auto-injector** by the student as provided by law.

This section to be completed by prescriber

Medication: _____ **Dosage:** _____

Route: _____ **Time:** _____

Purpose for Medication & Administration/Instructions:

Special Circumstances: _____

Discontinue/Re-Evaluate/Follow-Up Date: _____

Prescriber's Signature: _____ **Date:** _____

Prescriber's Address: _____

Emergency Phone: _____

This section to be completed by parent/guardian

1. I request the above-named student possess and self-administer asthma medication, bronchodilator canisters or spacers, or other airway constricting disease medication(s) and/or an epinephrine **delivery system auto-injector** at school and in school activities according to the authorization and instructions;
2. I understand the district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine **delivery system auto-injector** or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine **delivery system auto-injector**. I acknowledge that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine **delivery system auto-injector** by the student;
3. I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change;
4. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment;
5. I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws;
6. I agree to provide the school with back-up medication approved on this form; and
7. I agree that the student will maintain their own self-administration records.

Parent/Guardian Signature: _____ **Date:** _____

Address: _____

Home Phone: _____ **Cell#:** _____ **Work#:** _____

Self-Administration Authorization Additional Information:

Policy 504.31-E3 Parental Authorization and Release Form for Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student

Student's Name (Last, First, Middle): _____

Birthday: _____ **Building:** _____ **Date:** _____

I request the above-named student: *(Parent/guardian initial below all that apply)*

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use an epinephrine **delivery system auto-injector** may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication: _____ **Dosage:** _____ **Route:** _____ **Time:** _____

_____ Co-administer, participate in planning, management, and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery: _____

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

Prescriber's Signature *(and credentials when indicated for health service delivery):* _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Phone: _____ **Address:** _____

Policy 504.32 Stock Prescription Medication Supply

The Linn-Mar Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress, and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine **delivery systems auto-injectors, bronchodilator canisters and spacers;** and/or opioid antagonists from a licensed health care professional, in the name of the district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress, or acute opioid overdose.

PROCUREMENT AND MAINTENANCE OF SUPPLY

The district shall stock a minimum of the following for each attendance center:

- a) Two epinephrine **delivery systems auto-injectors;**
- ~~b) Two bronchodilator canisters and spacers;~~
- c) Two doses naloxone or other opioid antagonist.

The supply of such medications shall be maintained in a secure, easily accessible area for an emergency within the school building, or in addition to other locations as determined by the district. Each Automated External Defibrillator (AED) box in each school building must contain one dose of Naloxone or another opioid antagonist, stored in a temperature-controlled environment. **Naloxone nasal spray kits stored within the AED boxes will be inspected, at a minimum of one time per month to ensure the medication is present, secure, and within its expiration date.**

The school nurse or trained and authorized personnel shall routinely check the stock of medication, **Naloxone nasal spray,** and AED and document in a log monthly:

1. The expiration date;
2. Any visualized particles or color change for epinephrine **delivery systems auto-injectors;**
- ~~3. Bronchodilator canister damage;~~
- 3. Inspection and monitoring of Naloxone nasal spray supplies;** or
4. AED safety check, AED battery expiration, and pad expiration date(s).

The school nurse or trained and authorized personnel shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine **delivery system auto-injector, bronchodilator canister or spacer,** or opioid antagonist that is empty after use, damaged, or close to expiration. The

district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

TRAINING

A school nurse or personnel trained and authorized may provide or administer any of the medications listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, asthma or other airway-constricting disease, or opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine **delivery system auto-injector**, ~~bronchodilator canister or spacer~~, or opioid antagonist shall consist of the requirements of medication administration established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Iowa Department of Education.

Authorized personnel will be required to retake the medication administration course, training program, and provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine **delivery systems auto-injectors**, ~~bronchodilator canisters or spacers~~, or opioid antagonist to retain authorization to administer these medications if the following occur:

- a. Failure to administer an epinephrine **delivery system auto-injector**, ~~bronchodilator canister or spacer~~, or opioid antagonist according to generally accepted standards of practice ("medication error"); or
- b. Accidental injury to school personnel related to improperly administering the medication ("medication incident").

REPORTING

~~Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock bronchodilator canister is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilator and whether to contact emergency medical services in accordance with Iowa laws.~~

The district will contact emergency medical services (911) immediately after a stock epinephrine **delivery system auto-injector** or stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Any administration of Naloxone nasal spray provided through the district's Naloxone Program shall be reported to the Department of Health and Human Services (Iowa HHS) within 30 calendar days of administration. Reports shall be submitted by email to the State Opioid Response Help Desk at sor@hhs.iowa.gov and shall include only the date of administration and the outcome of the intervention.

Within 48 hours, the district will report to the Iowa Department of Education:

1. Each medication incident with the administration of stock epinephrine; ~~bronchodilator canister or spacer~~, or opioid antagonist;
2. Each medication error with the administration of stock epinephrine, ~~bronchodilator canister or spacer~~, or opioid antagonist;
3. Administration of any Naloxone nasal spray; and
4. Administration of a stock epinephrine delivery system ~~auto-injector~~, ~~bronchodilator canister or spacer~~, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine delivery system ~~auto-injector~~, ~~bronchodilator canister or spacer~~, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

Adopted: 4/16

Reviewed: 11/17; 12/20

Revised: 3/23; 4/23; 8/23; 2/26

Related Policy: 504.31; 504.31-E1-E4

Legal Reference (Code of Iowa): §§ 135.185, .190; 279.8; 281 IAC 14.3; 481 IAC 620

IASB Reference: 804.05

Mandatory Policy

Policy 504.32-E

Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life-Threatening Incidents

Student Name: _____

Student Birthdate: _____ **Building:** _____ **Date:** _____

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life-threatening incidents that are listed below. Generic brands may be substituted. *(Select all that apply)*

- ☐ Epinephrine **Delivery Systems Auto-Injectors**
- ☒ **Bronchodilator**
- ☒ **Bronchodilator Canisters and Spacers**
- ☐ Opioid Antagonist

Pursuant to state law, the district or its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the district for life-threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medications listed for life-threatening incidents and sign a statement acknowledging that the district is to incur no liability as a result of administration of a prescription medication for life-threatening incidents provided the district to have acted reasonably and in good faith. Electronic signatures meet the requirement of written signatures.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the district, by a school nurse or personnel trained and authorized to administer to a student who, acting reasonably and in good faith, perceives the student may be experiencing symptoms associated with a life-threatening incident following the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements.
- I understand the district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life-threatening incidents provided the district to have acted reasonably and in good faith.

Parent/Guardian Signature: _____ **Date:** _____

(Agreed to above statements)

Policy 602.1
Basic Instruction Program

The basic instruction program will include, ~~but not be limited to,~~ the courses required for each grade level by the Iowa Department of Education. ~~and reflect educational standards. The instructional approach will be gender-fair and multicultural.~~

The basic instruction program of students enrolled in early childhood programming will include curricula and instruction designed to develop and extend literacy skills in expressive and receptive language, **mathematics numeracy**, social and interaction skills, and fine and gross motor skill acquisition.

The basic instruction program of students enrolled in junior kindergarten or kindergarten is designed to develop **growth in healthy emotional and social habits, language arts literacy** and communication skills, **mathematics numeracy**, the capacity to complete individual tasks, **character education**, and the ability to protect and increase physical wellbeing with attention given to experiences relating to the development of life skills ~~and human growth and development.~~

The basic instruction program of students enrolled in grades 1 through 6 will include English-language arts, social studies, mathematics, science, health, ~~age-appropriate and research-based human growth and development~~, physical education, traffic safety, music, visual arts, and computer science. Career planning and pathways will also be taught in grades 5 and 6. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 7 and 8 will include English-language arts; social studies including instruction related to civics; mathematics; science; health; ~~age-appropriate and research-based human growth and development~~; family and consumer science; career instruction, exploration, and development; technology education; physical education; music; visual arts; **world languages**; and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades 9 through 12 will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), ~~age-appropriate and research-based human growth and development~~, physical education (1 unit), fine arts (2 units), foreign language (2 units), financial literacy (1/2 unit), vocational education (12 units), and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities, and the method for student evaluation.

~~An individual student may advance through the academic sequence offered in the instruction program at an accelerated pace provided the age, appropriateness, and affordability can be reasonably accommodated.~~

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for early childhood, junior kindergarten, kindergarten, grades 1 through 6, grades 7 and 8, and grades 9 through 12.

Adopted: 6/70

Reviewed: 6/11; 1/18; 2/24

Revised: 7/12; 9/13; 4/15; 9/19; 2/21; 6/21; 8/24; 1/25; 9/25

Legal Reference (Code of Iowa): §§216.9; 256.9, .11; 279.8; 280.3-14;

281 IAC 12.5, .11; 20 USC § 1232h; 34 CFR Pt 98

IASB Reference: 603.01

Policy 602.2 Private Instruction

The Linn-Mar Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction including but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction; two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means either private instruction provided on a daily basis for at least 148 days during a school year, to be met by attendance for at least 37 days each school quarter by or under supervision of a licensed practitioner, which results in the student making adequate progress, or private instruction provided by a parent, guardian, or legal custodian.

Independent private instruction means private instruction that meets the following criteria:

1. It is not accredited;
- ~~2. Enrolls not more than four unrelated students;~~
- ~~3. Does not charge tuition, fees, or other remuneration for instruction;~~
2. Provides private or religious-based instruction as its primary purpose;
3. Provides **enrolled** students **in all grade levels** with instruction in mathematics, reading and language arts, science, and social studies;
4. Provides, upon written request from the superintendent of the district in which the independent private instruction is provided, or from the director of the Department of Education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students **receiving the instruction, who need not be related to the primary instructor enrolled;**
5. Is not a nonpublic school and does not provide competent private instruction as defined herein; and

6. Is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Adopted: 11/92

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

Revised: 7/12; 4/15; 9/21; 2/24

Related Policy: 602.3

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

IASB Reference: 604.01

Policy 602.5 Special Education

The board recognizes some students have different educational needs than other students. The board will provide a free, appropriate, public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age 21 or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in non-academic and extracurricular services and activities, and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Plan (IEP).

The district will ensure that each student's IEP is accessible to all employees responsible for its implementation and that such employees are informed of their specific responsibilities and the accommodations, modifications, and supports required under the IEP. Each responsible employee must review updates to the IEP and provide written confirmation of the review.

Special education students are required to meet the requirements listed for special education **in the district's graduation requirements policy** (Policy 605.3) and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children ages 3 through 5 are provided comprehensive special education services within the public education system. The district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

Adopted: 6/70

Reviewed: 6/11; 6/12; 9/13; 4/15; 1/18; 2/24

Revised: 10/07; 2/21

Related Policy: 605.3

Legal Reference (Code of Iowa): §§ 256.11(7); 256B; 273.1-2, .5, .9(2-3); **279.90**; 280.8; 281 IAC 41.109; 41.404; 20 USC §§ 1400 et seq; 34 CFR Pt 300

IASB Reference: 603.03

Mandatory Policy

Policy 602.23

Open Enrollment Transfers – Procedures as a Receiving District

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

The school board will take action on the open enrollment request later than June 1st in the year preceding the first year desired for open enrollment. The superintendent [or designee] has authority to approve good cause applications in emergency or extenuating circumstances.

The superintendent [or designee] will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

If an open enrollment request into the district is denied, the reasoning behind a denial of a request and information related to the denial will be documented and submitted to the Iowa Department of Education (IDOE) in a manner prescribed by the IDOE.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which they were suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

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

Students in grades 9 through 12 open enrolling into the school district will be eligible for participation in interscholastic athletics at the varsity level, in accordance with applicable laws.

Parents of students whose open enrollment requests are approved by the school board or superintendent [or designee] are responsible for providing transportation to and from the receiving school district without reimbursement.

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district if the total enrollment of the student's resident district is less than 2,000 students, the student's resident district is contiguous to the receiving district, and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa Code 282.18(10)(b)(2).

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

The policies of the school district will apply to students attending the school district under open enrollment.

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

Adopted: 3/99
Reviewed: 1/10; 6/11; 6/12; 10/13; 4/15; 1/18; 2/21
Revised: 6/11; 9/21; 10/22; 2/24; 8/24; 5/26
Related Policy: 501.9-10; 602.2-3; 602.7; 602.24-26
Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1; 281 IAC 17
IASB Reference: 501.15
Mandatory Policy

Policy 603.8
Physical Education

Students in grades K-12 are required to participate in physical education courses. **Students who are physically able will be assessed using the presidential physical fitness test. Otherwise, students may be excused from physical education courses unless they are excused** by the principal of their attendance center.

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

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

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

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

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

Adopted: 3/99

Deleted: 9/16

Re-Adopted: 9/21

Reviewed: 12/09/9/13; 4/16; 2/24

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

Related Policy: 602.1

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

IASB Reference: 603.06

Mandatory Policy

Policy 603.10
Religious-Based Exclusion from a School Program

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

1. The notice is in writing;
2. The objection is based on religious beliefs;
3. The objection will state which activities or studies violate their religious beliefs;
4. The objection will state why these activities or studies violate their religious beliefs; and
5. The objection will state a proposed alternate activity or study.

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to:

- a. Staff available to supervise a student who wishes to be excluded;
- b. Space to house the student while the student is excluded;
- c. Available superintendent-approved alternative course of study or activity while the student is excluded;
- d. Number of students who wish to be excluded;
- e. Whether allowing the exclusion places the school in a position of supporting a particular religion; and
- f. Whether the program or activity is required for promotion to the next grade level or for graduation.

Decisions will be made consistent with applicable laws.

Adopted: 8/89
Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18; 6/21; 2/24
Revised: 1/10
Related Policy: 603.6; 603.09; 603.09-R
Legal Reference (Code of Iowa): §§ 256.11(6); 279.8; US Const Amend I
IASB Reference: 604.05

Policy 603.12 Technology and Instructional Materials

The board supports the use of innovative methods and the use of technology in the delivery of the education program **in accordance with applicable state instructional technology requirements**. The board encourages employees to investigate **economical** ~~efficient and effective~~ ways to utilize **instructional technology which include laptops, tablets, computers, smart devices, software platforms and other technologies** ~~technological advances~~ as a part of the curriculum ~~and instruction practices~~. Instructional technology shall support, and not supplant, foundational learning.

For grades kindergarten through five, the district limits digital instruction to no more than up to 60 minutes. Digital instruction means the use of instructional technology to deliver lessons, assignments, assessments, or instructional activities. A student's parent or guardian may request additional reductions in the student's digital instruction. Students in these grades will not have access to and use digital services during recess.

The board will adopt or renew any district one-to-one digital device program for all participating grade levels. Prior to adoption or renewal, the board shall complete a technology adoption checklist in accordance with applicable laws. The checklist must be retained by the district and made available to the Iowa Department of Education for audit purposes.

This policy will not apply in the following circumstances:

- **Use required pursuant to an Individualized Education Plan (IEP) or plan developed pursuant to Section 504.**
- **Assistive or adaptive technology used to provide a student access to instruction or to accommodate differing student abilities.**
- **Teacher directed demonstrations using a projector, smartboard, or similar display device when students are not individually operating a digital device.**
- **State assessments, screenings, progress monitoring, and local diagnostic assessments that require the use of one-to-one digital devices.**
- **Dedicated computer science and technology curriculum.**
- **Students enrolled in an online learning program operating pursuant to Iowa Code 256.43.**

~~It is the responsibility of the superintendent, or designee, to develop guidelines to monitor the use of technology. Any objections to materials used as a result of instructional technology will be processed under board policies 602.27, 602.27-R, 602.28, 602.29, 602.29-R, and 602.29-E.~~

It is the responsibility of the superintendent, or designee, to develop a plan for the use of **instructional** technology in the curriculum and to evaluate it annually. The superintendent, or designee, will report the results of the evaluation and make a recommendation to the board annually regarding the use of **instructional** technology in the curriculum.

Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18; 6/21; 2/24

Revised: 1/10; 8/24

Related Policy: 602.27; 602.27-R; 602.28-29; 602.29-R; 602.29-E; 603.12-R1-R2; 603.12-E1

Legal Reference (Code of Iowa): §§ 279.8; **279.89**; 281 IAC 12.3(12), 12.5(10), .5(17)

IASB Reference: 605.04

Mandatory Policy

Policy 603.12-R3 *New Regulation*

One-to-One Digital Device Program Technology Adoption Checklist

Prior to adopting or renewing any one-to-one digital device programming, the board will consider all of the following when making programming decisions:

- a. The instructional purpose of the device;
- b. The age appropriateness of the device and associated software;
- c. Content-filtering limitations and the district's capacity to mitigate those limitations; and
- d. Whether student data is collected, stored, or shared and the nature of such data practices.

The board delegates to the superintendent or their designee(s) the responsibility to bring forth a recommendation on the use of one-to-one instructional technology. The district maintains this checklist in its records for the purpose of compliance with Iowa Department of Education audit requests.

Adopted:
Related Policy: 603.12; 603.12-R1-R2; 603.12-E1
IASB Reference: 605.04

Policy 604.1
Student Guidance and Counseling Program

The board will provide a student guidance and counseling program. The school counselors will be certified with the Iowa Bureau of Educational Examiners and hold the qualifications required by the board. The guidance and counseling program will serve grades PK-12. The program will assist students with their **social-personal, academic educational**, and career development. The program is coordinated with the education program and involve licensed **employees school counselors working to develop a program in collaboration with parents or guardians, students, teachers, support staff, and administrators to support the curricular goals of the school.**

Adopted: 6/70

Reviewed: 7/11; 9/12; 2/15; 6/21; 2/24

Revised: 10/13; 4/18; 4/23

Related Policy: 505.6; 505.6-R; 602.1; 604.5

Legal Reference (Code of Iowa): §256.7(24); **256.111(9A)**; 280.14; 622.10; 281 IAC 12.3(11)

IASB Reference: 607.01

Mandatory Policy

Policy 604.4
Program for Gifted and Talented Students

The board recognizes some students require programming beyond the regular education program. **Systematic and uniform procedures are used for screening, referring, identifying, and serving gifted and talented students. The board will review the progress of gifted and talented students at least annually for the purposes of ensuring the district-provided services meet the academic needs of gifted and talented students. ~~The district will identify students with special abilities and provide education programming.~~**

It is the responsibility of the superintendent to develop a talented and gifted program which provides ~~for identifying students,~~ for program evaluation and training of employees.

Adopted: 8/89

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

Revised: 10/13; 2/24

Legal Reference (Code of Iowa): §§ 257.42-49; 281 IAC 12.5(12); 59

IASB Reference: 604.03

Policy 604.4-R *New Regulation*
Program for Gifted and Talented Students Regulation

The district shall use systematic and uniform procedures for screening, referral, identification, and serving gifted and talented students enrolled in kindergarten through grade twelve.

SCREENING, REFERRAL, AND IDENTIFICATION

A reasonable effort (which may include outreach, data review, and multiple identification pathways) will be made to identify gifted and talented students among all student populations, including special education and English language learners. Identification of gifted and talented students is based on evidence from multiple data sources (objective and subjective), including local comparisons within the district and, when appropriate, within individual attendance centers. This may include, but is not limited to:

- Standardized testing
- Student achievement
- Cognitive ability
- Qualitative and quantitative data
- Teacher and parent input
- Observation of gifted characteristics and behaviors

No single criterion prohibits a student from participating in the district's programming for gifted and talented students.

SERVING PROGRAMMING

The educational services provided to gifted and talented students must include, but are not limited to:

1. Addressing cognitive needs of the gifted and talented student
2. Addressing character development or common challenges of gifted and talented children and promoting skills to support personal growth and academic success;
3. Be in alignment with the gifted and talented child's identification data;
4. Correspond to the academic strengths and interests of the gifted and talented child;

Acceleration options, including subject acceleration and whole grade acceleration, will be implemented in accordance to district policy and applicable laws.

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 Executive Director of Communications and make arrangements for the viewing. The 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.~~ **Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile 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 Executive Director of Communications to respond in a timely manner to requests for viewing and receiving public information of the district.

The district works to make available public records that are requested. However, in rare and unusual circumstances, the district may pursue any available legal remedies, in accordance with applicable laws, to forestall vexatious requestors of records.

Adopted: 3/00

Reviewed: 4/14; 6/15

Revised: 3/13; 7/19; 7/22; 10/22; 7/25

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