### Policy Recommendations for Board Approval – June 9, 2025

The following policies were reviewed by the Policy Committee on May 1, 22, and 27. Those marked "revision recommended" are being submitted for board approval.

Policy #	Policy Title	Reviewed/Revised/New
104.1	Equal Educational Opportunity	Revisions recommended
104.1-R	Equal Educational Opportunity Regulation	Revisions recommended
104.1-E1	Annual Notice of Nondiscrimination	Revisions recommended
104.1-E2	Continuous Notice of Nondiscrimination	Revisions recommended
104.1-E3	Discrimination Complaint Form	Revisions recommended
104.1-E4	Discrimination Witness Disclosure Form	Revisions recommended
104.1-E5	Discrimination Disposition of Complaint Form	Revisions recommended
104.2	Section 504 Compliance	Reviewed
104.2-E	Notice of Section 504 Student/Parental Rights	Revisions recommended
105.1	Abuse of Students by District Employees	Reviewed
105.1-E	Abuse of Students by District Employees Reporting Form	Revisions recommended
202.5	School Board Secretary	Revisions recommended
302.1	Superintendent: Role, Recruitment, and Appointment	Revisions recommended
303.1	Administrator: Qualifications, Recruitment, and Appointment	Revisions recommended
400.1	Educational and Employment Equity	Revisions recommended
400.1-E	Equity Complaint Form	Revisions recommended
400.3	Personnel Qualifications, Recruitment, Selection	Revisions recommended
400.4	Limitations to Employment References	Reviewed
401.1	Code of Professional Conduct and Ethics	Revisions recommended
401.15	Child Abuse Reporting by Licensed Personnel	Revisions recommended
401.15-R	Child Abuse Reporting by Licensed Personnel Regulation	Revisions recommended
403.16	Employee Records	Reviewed
403.33	Affirmative Action	Revisions recommended
501.4	Student Attendance Records	Revisions recommended
502.15	Discipline of Students Who Make Threats of Violence or Cause	Reviewed
502.15	Incidents of Violence	nevieweu
502.15-R	Student Threats of Violence and Incidents of Violence Regulation	Reviewed
504.14	Student Disclosure of Identity	Reviewed
504.14-E1	Report of Student Disclosure of Identity	Reviewed
504.14-E2	Request to Update Student Identity	Reviewed
505.6	Education Records Access	Revisions recommended
505.7	Parent & Family Engagement	Revisions recommended
505.7-R	Parent & Family Engagement Building Level Regulation	Reviewed
505.11	Use of Personal Electronic Devices by Students	Proposed new policy
600.2	Objectives of the Education Program	Revisions recommended
602.27	Selection of Instructional Materials	Reviewed
602.27-R	Selection of Instructional Materials Regulation	Revisions recommended
605.7	Multicultural/Gender-Fair Education	Revisions recommended
702.1	Nutrition Services Program	Reviewed
702.1-R1	Meal Charges Regulation	Reviewed
702.1-R2	Child Nutrition Program Civil Rights Complaint Procedures Regulation	Revisions recommended
702.1-E1	Child Nutrition Program Notices of Discrimination	Revisions recommended
702.1-E2	Child Nutrition Program Civil Rights Complaint Form	Revisions recommended
702.4	Eligibility for Free or Reduced Cost Meals	Reviewed
702.4-R	Eligibility for Free or Reduced Cost Meals Regulation	Revisions recommended
805.2	Care, Maintenance, and Disposal of District Records	Revisions recommended

807.2	District Emergency Operations Plans	Revisions recommended		
1000 Series – School & Community Relations				
1001.1	Board and Community Relations	Revisions recommended		
1001.2	News Media Relations	Revisions recommended		
1001.2-R	Public Communications Including Media Inquiries, Live	Proposed new regulation		
1001.2-11	Broadcasting, and Photographs Regulation	Proposed new regulation		
1001.3	Unmanned Aircraft/Drones	Revisions recommended		
1001.3-E	Hold Harmless Agreement-Use of Unmanned Aircraft/Drones	Revisions recommended		
1001.4	Distribution of Materials	Revisions recommended		
1001.4-R	Distribution of Materials Regulation	Reviewed, tabled for deeper review		
1001.8	Public Examination of District Records	Revisions recommended		
1002.2	District-Community Groups	Revisions recommended		
1003.3	Public Complaints	Revisions recommended		
1003.4	District Volunteers	Revisions recommended		
1003.4-R	District Volunteers Regulation	Revisions recommended		
1003.5	Visitors to Schools	Revisions recommended		
1004.2	Use of Recording Devices on School Property	Revisions recommended		
1004.2-R	District Owned Recording Devices Regulation	Revisions recommended		
1004.3	Tobacco/Nicotine, Alcohol & Drug Free Environment	Reviewed		
1004.4	Use of School Facilities for Private Profit	Reviewed		
1004.5	Gratuities for Use of School Facilities	Reviewed		
1004.6	Loan of District Equipment	Reviewed		
1004.7	Shared Use of District Equipment	Reviewed		
1005.1	Research Requests and Procedures	Reviewed		
1005.3	Public Conduct on School Premises	Revisions recommended		
1005.6	Transporting Students in Private Vehicles	Revisions recommended		
1005.6-E	Transporting Students in Private Vehicles Permission Form	Reviewed		



Policy 104.1
Equal Educational Opportunity

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

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

The Linn-Mar Community School District does not to discriminate in accordance with applicable federal and/or state laws on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. In the delivery of the educational program, students will treat the employees with respect and students will receive the same in return. Employees have the best interest of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with school counselors or other employees.

Board policies, rules, and regulations affect students while they are 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 misconduct will directly affect the good order, efficient management, and welfare of the district.

Board policy refers to the term "parents" in many policies. The term "parents" for purposes of the Linn-Mar Community School District means the legal parents, the legal guardians or custodians of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all

applicable federal and state laws, executive orders, rules, and regulations pertaining to bullying/harassment, contract compliance, and equal opportunity.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's equity coordinators.

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Equal Employment/Nondiscrimination Coordinators by writing to:

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer 319-447-3036 / <a href="mailto:kchristian@Linnmar.k12.ia.us">kchristian@Linnmar.k12.ia.us</a>

Equity Nondiscrimination Coordinator: Nathan Wear, Associate Superintendent 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

<u>Special Education/Student Services Equity Nondiscrimination Coordinator:</u>

<u>Melissa Frick Anne Faber</u>, Executive Director of Student Services

319-730-3663 / <u>melissa.frick@Linnmar.k12.ia.us</u> anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, John C. Kluczynski Federal Building, 230 S Dearborn Street, 37th Floor, Chicago, IL 60604 / 312-730-1560 / Fax 312-730-1576 / OCR.Chicago@ed.gov / the lowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270 / https://icrc.iowa.gov / 515-281-4121; or the lowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319 / 515-281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Adopted: 11/08

Reviewed: 10/11; 5/14; 9/16; 3/23

Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20; 2/21; 10/23; 9/24

Related Policy: 104.1-R; 104.1-E1-E5; 400.1

Legal Reference (Code of lowa): §§ 216.6; 216.9; 256.11; 280.3; 281 IAC 12

IASB Reference: 102 Mandatory Policy



#### **Policy 104.1-R**

#### Regulations Regarding Equal Educational Opportunity Grievances Procedures

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Students, parents of students, employees, volunteers, and applicants for employment in the district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. Please note

that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).

# LEVEL ONE: (Informal and Optional – May be bypassed by the complainant) FILING A COMPLAINT

Employees or volunteers with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. This paragraph is for employees and marital status isn't a protected class for employees.

An applicant for employment with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to first discuss it with the Chief Officer of Human Resources. This paragraph is for employees and marital status isn't a protected class for employees.

A student or a parent/guardian of a student with a complaint of discrimination based upon their race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

#### **LEVEL TWO: FILING A GRIEVANCE AND INVESTIGATION**

Filing a Grievance: If the complaint is not resolved at Level One and the complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's equity coordinators. A complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the Equal Employment/Nondiscrimination Coordinator. An alternate investigator will be designated in the event it is claimed that the equity Equal Employment/Nondiscrimination Coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

The complainant will provide a written statement of the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the

grievance or from the date the complainant could reasonably become aware of such occurrence. Complaints shall be filed within 15 calendar 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 Equal Employment/ Nondiscrimination Coordinator shall assist the complainant as needed.

The complainant may request that a meeting concerning the grievance be held with the equity coordinators. The complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. The equity coordinators shall assist the complainant as needed.

#### **LEVEL TWO: INVESTIGATION**

Within 15 working days, the Equity Equal Employment/ Nondiscrimination Coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "Equal Employment/ Nondiscrimination Coordinator) and attempt to resolve it. If the complainant is under 18 years of age, the Equal Employment/Nondiscrimination Coordinator shall notify his or her parents/guardians that they may attend investigatory meetings in which the complainant is involved. The grievance 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. The investigation may include but is not limited to the following:

- a. A request for the complainant to provide a written statement regarding the nature of the complaint;
- b. A request for the individual named in the grievance complaint to provide a written statement;
- c. A request for the witnesses identified during the course of the investigation to provide a written statement;
- d. Interviews of the complainant, respondent, or witnesses;
- e. An opportunity to present witnesses or other relevant information; and
- f. Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the Equity Equal Employment/Nondiscrimination Coordinators shall complete the investigation and issue a report with respect to the findings.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

#### **LEVEL THREE: DECISION AND APPEAL TO THE SUPERINTENDENT**

The Equity Equal Employment/Nondiscrimination Coordinator shall notify the complainant and respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

#### LEVEL THREE: DECISION AND APPEAL

If the grievance is not resolved at Level Two, the complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the decision should be reconsidered to the superintendent within 10 working days after the complainant receives the report from the equity coordinators.

The complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the complainant to discuss the appeal. The complaint is closed after the Equal Employment/Nondiscrimination Coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The Equal Employment/Nondiscrimination Coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days the superintendent shall affirm, reverse, or amend the decision or direct the Equity Equal Employment/Nondiscrimination Coordinator to gather additional information. The superintendent shall notify the complainant, respondent, and the Equity Equal Employment/Nondiscrimination Coordinator within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

#### LEVEL FOUR: APPEAL TO THE SCHOOL BOARD

If the complainant is not satisfied with the superintendent's decision, they can file a written appeal with the school board president within 5 days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person filed a grievance complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Adopted: 9/10

Revised: 10/11; 9/16; 3/23 Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20; 10/23; 9/24

> Related Policy: 104.1; 104.1-E1-E5 IASB Reference: 102-R(1)



# Policy 104.1-E1 Annual Notice of Nondiscrimination

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

- Agricultural-Science
- Business
- Design, Engineering, and Materials
- Family & Consumer Sciences

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, pregnancy, or familial status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Equal Employment/ Nondiscrimination Coordinators.

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer 319-447-3036 / <a href="mailto:kchristian@Linnmar.k12.ia.us">kchristian@Linnmar.k12.ia.us</a>

Equity Nondiscrimination Coordinator:

Nathan Wear, Associate Superintendent 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

<u>Special Education/Student Services Equity Nondiscrimination Coordinator:</u>

<u>Melissa Frick Anne Faber</u>, Executive Director of Student Services

319-730-3663 / <u>melissa.frick@Linnmar.k12.ia.us</u> anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 5/14; 9/16; 3/23

Revised: 7/17; 10/17; 11/18; 6/20; 10/23; 9/24 Related Policy: 104.1; 104.1-R; 104.1-E2-E5

IASB Reference: 102-E(1)



Policy 104.1-E2
Continuous Notice of Nondiscrimination

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity Equal Employment/Nondiscrimination Coordinators.

<u>Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator</u>:

Karla Christian, Chief Human Resources Officer 319-447-3036 / <a href="mailto:kchristian@Linnmar.k12.ia.us">kchristian@Linnmar.k12.ia.us</a>

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23

Revised: 11/18; 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1, E3-E6

IASB Reference: 102-E(2)



Policy 104.1-E3
Discrimination Complaint Form

Name of Complainant:  Are you filling out this form for yourself or someone else? (Please identify the individual i you are submitting this form on behalf of someone else):						
	Who or what entity do you believe discriminated against you (or someone else)?					
Do	ate and Place of Alleged Inci	dent:				
N	ames of Witnesses:					
	ature of alleged discriminatio ws: (Check all that apply)	n in accordance with applica	able federal and/or state			
Ť	Age	Marital Status	Other – Please specify			
	Color	Sex	<del>below:</del>			
	Creed	Sexual Orientation				
	National Origin/Ethnic	Gender Identity				
	Background/Ancestry					
	Race	Political Party Preference				
	Religion	Political Beliefs				
	Ancestry	Socioeconomic Status				
	Physical Attributes	Familial Status	_			
	Genetic Information  Physical/Mental Ability or Disability	Pregnancy  Military Status				
	the space below, please des	scribe what happened and w				
at	tach additional pages, if nec	essary.				

I agree that all the information on this form knowledge.	is accurate and true to the best of my
Complainant's Signature:	Date:

#### Return this completed form to:

<u>Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:</u>

Karla Christian, Chief Human Resources Officer 319-447-3036 / <a href="mailto:kchristian@Linnmar.k12.ia.us">kchristian@Linnmar.k12.ia.us</a>

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23 Revised: 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1-E2, E4-E5

IASB Reference: 102-E(4)



Policy 104.1-E4
Discrimination Witness Disclosure Form

Name of Witness:				
Date of Interview:				
Date of Initial Complaint:				
Name of Complainant (Include	de whether the complainant is	a student or employee):		
_	cident:ion in accordance with applica			
Age	Marital Status	Other - Please specify		
Color	Sex	below:		
Creed	Sexual Orientation	-		
National Origin/Ethnic Background/Ancestry	Gender Identity	_		
Race	Political Party Preference	7		
Religion	Political Beliefs	7		
Ancestry	Socioeconomic Status			
Physical Attributes	Familial Status	7		
Genetic Information	Pregnancy			
Physical/Mental Ability or Disability	Military Status			
Description of incident witnes	sed (Attach additional sheet, if	needed):		

Additional Pertinent Information (Attach additional sheet, if needed):		
agree that all the information on this fo knowledge.	orm is accurate and true to the best of my	
Vitness' Signature:	Date:	

#### Return this completed form to:

Equity Equal Employment/Nondiscrimination Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Nondiscrimination Coordinator:
Nathan Wear, Associate Superintendent

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

Special Education/Student Services Equity Nondiscrimination Coordinator: Melissa Frick Anne Faber, Executive Director of Student Services 319-730-3663 / melissa.frick@Linnmar.k12.ia.us anne.faber@Linnmar.k12.ia.us

Address: 3556 Winslow Road, Marion, IA 52302

Fax: 319-403-8008

Adopted: 10/17 Reviewed: 3/23 Revised: 6/20; 10/23; 9/24

Related Policy: 104.1; 104.1-R; 104.1-E1-E3; E5

IASB Reference: 102-E(5)



Policy 104.1-E5 Discrimination Disposition of Complaint Form				
Today's Date:				
Name of Complainant (includ	le whether the complainant	is a student or employee):		
Date of Initial Complaint:				
Date and Place of Alleged Inc	cident:			
Name of Respondent (Include volunteer):  Nature of alleged discriminatilaws: (Check all that apply)				
Age	Marital Status	Other - Please specify below		
Color	Sex			
Creed	Sexual Orientation			
National Origin/Ethnic Background/Ancestry	Gender Identity			
Race	Political Party Preference			
Religion	Political Beliefs			
Ancestry	Socioeconomic Status			
Physical Attributes	<del>Familial Status</del>			
Genetic Information	<del>Pregnancy</del>			
Physical/Mental Ability or Disability	Military Status			
Summary of Investigation:				
agree that all the information cnowledge.  Equity Equal Employment/Not				

Adopted: 10/17 Reviewed: 3/23

Revised: 6/20

Related Policy: 104.1; 104.1-R; 104.1-E1-E4

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



Policy 104.2-E
Notice of Section 504 Student/Parental Rights

The following statement is to be published in written and electronic form in the district's official documents and on the district website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent you have the right to the following:

- 1. Participation of your child in district programs and activities including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
- 2. Receipt of free educational services to the extent they are provided students without disabilities;
- 3. Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language;
- 4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child;
- 5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate in accordance with applicable federal and/or state laws on the basis of race, color, national origin, sex, physical or mental ability or disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, socioeconomic status (for programs), physical attributes, genetic information, ancestry, political party preference, political belief, military status,

pregnancy, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Section 504 coordinator:

#### **Section 504 Coordinator:**

Megan Brunscheen Associate Director of Student Services

Address: 3556 Winslow Road, Marion, IA 52302

Phone: 319-447-3359 Fax: 319-403-8002

Email: megan.brunscheen@Linnmar.k12.ia.us

Adopted: 11/08

Reviewed: 10/11; 4/13; 5/14; 9/16; 3/23

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

Related Policy: 104.1; 104.1-R; 104.1.E1-E5; 104.2

IASB Reference: 102-E(3)

# Policy Series 100 – School District Allegations of Injury or Abuse



# Policy 105.1-E Abuse of Students by District Employees Reporting Form

Please complete the following as fully as possible. If you need assistance, contact the district's Level I investigators as listed. Please print all information.

Student's Name and Address:				
Student's Telephone Number:				
Student's School:				
Name and place of employment of school employee accused of injuring/abusing the student:				
Allegation is of:Physical AbuseSexual Abuse**				
**Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witness to sexual abuse have the right to see and hear any interviews of their children in the investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:				
YesNo Telephone Number:				
Please describe what happened (Include date, time, and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury. Attach an additional sheet if needed):				

Were there any witnesses to the incident or ar may have information about this incident?	·		
If yes, please list by name (if known) or classif (Example: Third grade class, fourth period geo			
Complainant's Signature:	Date:		
Complainant's Relationship to Student:			

#### Please return this completed and signed form to the Level I investigators:

- Karla Christian, Chief Human Resources Officer, Equity Equal Employment/Nondiscrimination Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
  - o 319-447-3036 / <u>kchristian@Linnmar.k12.ia.us</u>
- Nathan Wear, Associate Superintendent and Equity Nondiscrimination Coordinator
  - o 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
- Melissa Frick, Anne Faber, Executive Director of Student Services and Special Education/Student Services Equity Nondiscrimination Coordinator
  - o 319-730-3663 / melissa.frick@Linnmar.k12.ia.us 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 Revised: 6/20; 10/23; 8/24

### Policy Series 200 – Board of Directors Specific Duties of the Board



### Policy 202.5 School Board Secretary

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

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

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

Adopted: 6/70

Reviewed: 10/11; 4/13; 9/16; 10/19; 10/22

Revised: 8/14; 8/24

Legal Reference (Code of Iowa): §§ 64; 279.3, .5, .7, .32-33, .35; 291.2-4, 6-8, 10-11; 299.10; 281 IAC 12.3(1)

IASB Reference: 206.03, Option 1

### Policy Series 300 – Administration Superintendent



**Policy 302.1** 

Superintendent: Role Qualifications, Recruitment, Appointment

The school board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the district, and to implement board policy with the power and duties prescribed by the board and law.

The board will consider applicants that meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials, and records of the applicants in accordance with applicable federal and/or state laws without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental ability or disability, marital status, attributes, genetic information, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 302.2-302.6; 304.1

Legal Reference (Code of lowa): §§ 21.5(1)(i); 35C; 216; 279.8, .20; 281 IAC 12.4(4)

IASB Reference: 302.01

Mandatory Policy

### Policy Series 300 – Administration Administrative Employees



# Policy 303.1 Administrator Qualifications, Recruitment, Appointment

The board will employ building principals, and other administrators, and managers in addition to the superintendent, to assist in the daily operations of the district.

The board will consider applicants who meet or exceed the standards set by the lowa Department of Education and the qualifications established in the job descriptions for the position. In employing an administrator or manager, the board will consider the qualifications, credentials, and records of the applicants in accordance with applicable federal and/or state laws without regard to race, color, creed, religion, sex, national origin, 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. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of choosing an administrator or manager, the board will also consider the district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative or managerial position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators or managers.

Adopted: 8/14

Reviewed: 12/16; 11/19; 3/23

Related Policy: 300.1; 301.1; 303.2-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21; 281 IAC 12.4

IASB Reference: 303.02

Mandatory Policy

### Policy Series 400 – Staff/Personnel Employment, Equity, Opportunity, and Qualifications



#### **Policy 400.1**

#### **Educational and Employment Equity 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 (EEO) and affirmative action (AA) 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 take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. 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 Affirmative Action Equal Employment Coordinator. The Affirmative Action 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 in accordance with applicable federal and/or state laws 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 familial status. In keeping with the law, the board will consider the veteran status of applicants.

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 (BOEE), then the requirement for a background check is waived. 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 Equity Equal Employment Coordinator and/or Affirmative Action Coordinator by writing to:

# Linn-Mar Community School District Equity Equal Employment Coordinators

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

Nathan Wear, Associate Superintendent 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

#### **Affirmative Action 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 800 Milwaukee, WI 53203-2292 800-669-4000 or TTY 800-669-6820

Website: http://www.eeoc.gov/field/milwaukee/index.cfm

#### **Iowa Civil Rights Commission**

400 E 14th Street 6200 Park Avenue, Suite 100

Des Moines, IA 50319-1004 50321-1270

515-281-4121 or 800-457-4116

Website: http://www.state.ia.us/government/crc/index.html

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

Related Policy: 400.1-E; 401.1; 403.11

Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95; HF672

IASB Reference: 401.01

Mandatory Policy

# Policy Series 400 – Staff/Personnel Employment, Equity, Opportunity, and Qualifications



# Policy 400.1-E Equity Complaint Form

Distribution of	Form: (Equity Equal E	mployment Coordinator)		
Name of Com	nplainant:			
Building:				
Date Violation	n Occurred:			
Date Level I M	Neeting was Held: (Op	otional)		
Parties Presen	t at Level I Meeting: _			
Nature of Cor	nplaint:			
Remedy Requ	vested:			
	Signature		Date	
	Address/City			
	Phone			
Disposition of	Chief Officer of Humo	an Resources/ <del>Equity</del> <mark>Equa</mark> l	Employment Co	ordinator:

Signature of Chief Officer of HR/Equity Equal Employment Coordinator	Date:
Chief Officer of HR/Equity Equal Employment Coordinator's Disposition	
(Accepted or Rejected):	
Signature of Complainant Date	
Disposition of Superintendent:	
Signature of Superintendent Date	

### Policy Series 400 – Staff/Personnel Employment Equity, Equal Opportunity, and Qualifications



# 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 in accordance with applicable laws and school district policies regarding equal employment. 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 Iowa Workforce Development for posting on <a href="IowaWORKS.gov">IowaWORKS.gov</a>, 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

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 lowa): §§ 20; 35C; 84A.6(4)(b); 216;

279.13; 281 IAC 12; 282 IAC 14

IASB Reference: 405.02; 411.02

Mandatory Policy

# Policy Series 400 – Staff/Personnel Licensed Personnel



# Policy 401.1 Code of Professional Conduct and Ethics

#### **CHAPTER 25**

#### 282 - 25.1(272) Scope of Standards:

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code, Chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

#### 282 - 25.2(272) Definitions: (Except where otherwise specifically defined by law)

- a. "Administrative and Supervisory Personnel" means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.
- b. "Board" means the Iowa Board of Educational Examiners (BOEE).
- c. "Discipline" means the process of sanctioning a license, certificate, or authorization issued by the board.
- d. "Ethics" means a set of principles governing the conduct of all persons governed by these rules.
- e. "Fraud" means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.
- f. "License" means any license, certificate, or authorization granted by the board.
- g. "Licensee" means any person holding a license, certificate, or authorization granted by the board.
- h. "Practitioner" means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.
- i. "Responsibility" means a duty for which a person is accountable by virtue of licensure.
- j. "Right" means a power, privilege, or immunity secured to a person by law.
- k. "Student" means a person, regardless of age, enrolled in a pre-kindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.
- I. "Teacher" means any person engaged in the instructional program for prekindergarten through grade 12 students, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held. [ARC 7979B, IAB 7/29/09, effective 9/2/09].

#### 282 - 25.3(272) Standards of Professional Conduct and Ethics:

Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

**25.3(1) Standard I:** Conviction of crimes, sexual or other immoral conduct with or toward a student, and/or child and dependent adult abuse. Violation of this standard includes:

- a. Fraud: Means the same as defined in Rule 282 25.2(272).
- b. Criminal Convictions: The commission of or conviction for a criminal offense as defined by lowa law provided that the offense is relevant to or affects teaching or administrative performance.
  - I. Disqualifying Criminal Convictions. The board will deny an application for licensure and will revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses regardless of whether the judgment of conviction or sentence was deferred:
    - Any of the following forcible felonies included in lowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
    - 2. Any of the following criminal, sexual offenses as provided in Iowa Code chapter 709 involving a child:
      - First-, second-, or third-degree sexual abuse committed on or with a person who is under the age of 18;
      - Lascivious acts with a child;
      - Assault with intent to commit sexual abuse;
      - Indecent contact with a child;
      - Sexual exploitation by a counselor;
      - Lascivious conduct with a minor;
      - Sexual exploitation by a school employee;
      - Enticing a mind under lowa Code section 710.10; or
      - Human trafficking under Iowa Code section 710A.2;
    - 3. Incest involving a child as prohibited by Iowa Code section 726.2;
    - 4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code Section 728.2;
    - 5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
    - 6. Any offense specified in the laws of another jurisdiction or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1); or
    - 7. Any offense under prior laws of this state or another jurisdiction or any offense under prior law that was prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1)"b"(1).
  - II. Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction including a conviction for an offense listed in 25.3(1)"b"(1) which occurred before July 1, 2002 or a founded report of abuse of a child, the board shall consider:
    - 1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
    - 2. The time elapsed since the crime or founded abuse was committed;
    - 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;

- 4. The likelihood that the person will commit the same crime or abuse again;
- 5. The number of criminal convictions or founded abuses committed; and
- 6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. Sexual Involvement or Indecent Contact with a Student. Includes but is not limited to the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus, or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in lowa Code section 702.17.
- d. Sexual Exploitation of a Minor. The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709, or 18 USC Section 2252A(a)(5)(B).
- e. Student Abuse. Licensees will maintain professional relationships with all students both inside and outside the classroom. The following acts or behaviors constitute unethical conduct without regard to the existence of a criminal charge or conviction:
  - Committing any act of physical abuse of a student;
  - II. Committing any act of dependent adult abuse on a dependent adult student;
  - III. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
  - IV. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
  - V. Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
  - VI. Failing to report any suspected act of child or dependent adult abuse as required by state law; or
  - VII. Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

#### **25.3(2) Standard II:** Alcohol or Drug Abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

# **25.3(3) Standard III:** *Misrepresentation/Falsification of Information.* Violation of this standard includes:

a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credits, staff development credits, degrees, academic awards, or employment history when applying for employment or licensure.

- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282-Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel including improper administration of any standardized tests including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

# **25.3(4) Standard IV:** Misuse of Public Funds and Property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

# **25.3(5) Standard V:** Violations of Contractual Obligations. Violation of this standard includes:

- 1. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)"b"(2).
- 2. Abandoning a written professional employment contract without prior unconditional release by the employer.
- 3. As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
- 4. As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
  - a. In addressing complaints based upon contractual obligations, the board will consider factors beyond the practitioner's control. For purposed of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
    - 1. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
    - 2. The practitioner provided notice to the employing board no later than the latest of the following dates:
      - The practitioner's last workday of the school year;
      - The date set for return of the contract as specified in statue; or
      - June 30th.

**25.3(6) Standard VI:** Unethical Practice Toward Other Members of the Profession, Parents, Students, and the Community. Violation of this standard includes:

a. Denying the student, without just cause, access to varying points of view.

- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination or otherwise denying a student or practitioner participation in the benefits of any program in accordance with applicable federal and/or state laws on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including but not limited to unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees will comply with state and federal laws and local school board policies relating to the confidentiality of student records unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- I. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under lowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under lowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.
- s. Failure of an administrator to protect the safety of staff and students.
- t. Failure of an administrator to meet mandatory reporter obligations.
- u. Refusal of the practitioner to implement provisions of an Individualized Education Plan (IEP) or Behavioral Intervention Plan (BIP).
- v. Habitual nonparticipation in professional development by the practitioner.

**25.3(7) Standard VII:** Compliance with State Law Regarding Obligations to State or Local Governments, Child Support Obligations, and Board Orders. Violations of this standard includes:

- a. Failing to comply with 282-Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282-Chapter 10 concerning child support obligations.
- c. Failing to comply with a board order.

**25.3(8) Standard VIII:** *Incompetence.* Violation of this standard includes but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the State of lowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

Adopted: 4/16 Reviewed: 4/20

Revised: 9/16; 12/19; 4/23 IASB Reference: 404.R(1)

# Policy Series 400 – Staff/Personnel Licensed Personnel



# Policy 401.15 403.18 Child Abuse Reporting by Licensed Personnel

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

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

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

Adopted: 7/79

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

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

Related Policy: Series 401, 401.15-R; 403.18-R; 505.52; 505.52-R Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175

IASB Reference: 402.02-03

Mandatory Policy

### Policy Series 400 – Staff/Personnel

#### **Licensed Personnel All Employees**



### Policy 401.15-R 403.18-R

### Child Abuse Reporting by Licensed Personnel Regulation

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

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

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

#### **CHILD ABUSE DEFINED**

Child abuse or abuse means harm occurring through:

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

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

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

#### **REPORTING PROCEDURES**

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

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

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

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

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

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

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

Adopted: 7/79

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

Revised: 12/16

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

# Policy Series 400 – Staff/Personnel All Employees



# 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 lowa.

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 Equity Coordinators and/or Affirmative Action Coordinator 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).

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

### • Equity Nondiscrimination Coordinator:

Nathan Wear, Associate Superintendent
 319-447-3028 / 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

### Policy Series 500 - Students Student Attendance



## Policy 501.4 Student Attendance Records

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

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

Adopted: 6/70

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

Related Policy: 500.1; 501.1; 505.6

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

IASB Reference: 501.08

### Policy Series 500 - Students Miscellaneous Matters



### Policy 505.6 Education Records Access

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

#### **DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14; 12/20 Revised: 8/07; 8/17; 10/19; 10/23

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

Legal Reference (Code of Iowa): §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3(4); 41

IASB Reference: 506.01 Mandatory Policy

### Policy Series 500 - Students Miscellaneous Matters



# Policy 505.7 Parent and Family Engagement

Parent and family engagement are important components in a student's success in school. The school board encourages parents and families to become involved in their student's education to ensure their academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students.

#### The board will:

- 1. Involve parents and families in the development of the District Title I Plan, the process for school review of the plan, and the process for improvement by:
  - a. Jointly reviewing and revising the Title I Plan at an annual evaluation in the spring of each school year;
  - Ensuring evaluation tools are included, but not be limited to, a parent survey, contact logs, and information gathered at the annual Parent Advisory meeting; and
  - c. Utilizing findings from the annual evaluation to design and implement evidence-based strategies for more effective parent and family involvement.
- Provide the coordination, technical assistance, and other supports necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:
  - a. Collaborating between the district and schools to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance;
  - b. Providing professional learning opportunities regarding effective parent and family engagement during Title I parent events;
  - c. Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools;
  - d. Fostering community partnerships to engage parent and families more effectively;
  - e. Providing parents and families timely responses to all parent recommendations; and
  - f. Providing opportunities for all parents to participate in Title I activities and any appropriate training/learning experiences.
- To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant federal, state, and local laws and programs by:

- a. Ensuring the Title I program works cooperatively with other programs and integrates parent involvement programs and activities, as appropriate, such as Junior Achievement and building volunteers. Title I will work with the Homeless Liaison to coordinate needs of students.
- 4. Conduct group meeting with stakeholders, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the schools served; including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, parents of any racial or ethnic minority, parents with disabilities, and parents with limited literacy), needs of parents and families to assist their children's learning, and strategies to support successful school and family interactions by:
  - a. Conducting an annual review at the parent advisory meeting to determine the effectiveness of this policy; and
  - b. Ensuring the jointly agreed upon policy is distributed to parent and family members participating in Title I through the Title I parent meetings with each family. Parents will be notified of this policy in an understandable and uniform format and to the extent practicable, it will be provided in a language appropriate for parents (i.e. English and/or Spanish).
- 5. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:
  - a. Ensuring the findings and feedback from the annual parent advisory meeting are used to identify and mitigate barriers to participation, identify needs parents may have so they can support their child's learning, and identify strategies to improve school and family interactions;
  - b. Ensuring policy evaluation findings are used to design evidence-based strategies for effective parent and family involvement and improve the parent and family engagement policy; and
  - c. Ensuring all Title I parents are invited to, and encouraged to attend, the annual parent advisory meeting to review and revise the parent and family engagement policy.

#### 6. Involve parents and families in Title I activities by:

- a. Ensuring parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities including transportation, childcare, and/or home visit expenses to enable parents to participate in school-related meetings and training sessions;
- b. Involving parents at open houses, conferences, Title I parent nights, and other school activities;
- Contacting parents in a variety of formats such as written correspondence, phone calls, email correspondence, and face-to-face meetings; and provide timely responses to all parent recommendations and/or questions;
- d. Hosting an annual parent meeting to inform parents and family members of the school's participation in Title I and explain the requirements of the program and their right to be involved;

- e. Ensuring parents are given assistance in understanding the requirements of Title I law and Iowa academic standards, as well as state and local assessments at the fall informational meeting;
- f. Ensuring the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and respond to any such suggestions as soon as practicably possible;
- g. Ensuring parents are informed through written notification of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program as students are selected for Title I services;
- Ensuring through annual meetings and parent-teacher conferences that parents are provided with a description and explanation of curriculum in use, the assessments used to measure academic progress, and the proficiency levels students are expected to meet;
- i. Ensuring a school/parent compact outlines how parents, students, and the entire school staff share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the local, high standard. The compact is signed upon notification of student involvement in the program and reviewed at the annual parent advisory meeting.
- j. Ensuring the Title I or schoolwide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school, parents are given help monitoring their student's progress, the school provides assistance to parents on how they can participate in decisions related to their student's education, and the school provides reasonable support for parental involvement activities as requested by parents (Parent trainings, materials, phone calls, volunteer opportunities, parent involvement conference, child study teams, etc.).
- k. Providing materials and trainings to help parents work with their children to improve their children's achievement such as literacy trainings and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and
- I. Ensuring all Title I parent and family communication and reports, to the extent practicable, are provided in a language and format understood by parents and families in the Title I program to ensure opportunities for informed participation.

The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The school board will review this policy annually. The superintendent [or designee] is responsible for notifying parents and families of this policy annually, or within a reasonable time after it has been amended during the school year. The superintendent [or designee] may develop an administrative process or procedures to implement this policy.

Adopted: 12/16 Reviewed: 11/17; 12/20 Revised: 10/19; 10/23

Mandatory Policy

Related Policy: 505.7-R; 505.8

Legal Reference (Code of Iowa): 20 USC §6318 IASB Reference: 505.08; 505.0-8-R(1)

### Policy Series 500 – Students Miscellaneous Matters



### (Proposed New Policy)

### Policy 505.11 Use of Personal Electronic Devices by Students

It is the policy of the Linn-Mar Community School District that students may not use-personal electronic devices during classroom instructional time. See additional expectations delineated by grade levels:

Grade	Expectations	
K-8	Student personal electronic devices are not allowed during school hours. This is defined as the time students arrive on campus until dismissal.	
9-12	Student personal electronic devices are restricted during the entire class time which is defined as bell to bell. Student personal electronic devices are only allowed during passing times, campus release time, during lunch and before/after school hours (unless noted below in the general rules section).	

### **DEFINITIONS**

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A "personal electronic device" does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes or issued by the district for instructional purposes.

A student's personal electronic device may be used for instructional purposes, in grades 9-12, under the following conditions: a member of the school's instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

Kindergarten students are assigned an iPad, first through twelfth grade students are assigned a laptop and some students utilize communication devices due to their specific needs.

"Instructional time" is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants (i.e. bell to

bell). This impacts grades 9th-12th as grades K-8th are not provided an option for cell phone use during the day (see the table above).

### **COMMUNICATION BETWEEN PARENTS/GUARDIANS and SCHOOL**

- Parents/Guardians
  - A parent or guardian, after verification by school officials, may communicate with a student through the school office.
  - If there is a family emergency requiring the student's immediate attention, a parent or guardian may contact the school office.
  - Parents/guardians with students in grades 9-12 may reach their students during times students have granted access to their devices.

#### School

- In the event of an emergency at the school, the school will contact the parent or guardian by the method most recently listed by the parent in the school's student information system (i.e. PowerSchool) immediately when it becomes safe to do so.
- In the event of an emergency involving the broader school community, the school will contact parents and guardians by phone or email and therefore it is critical that PowerSchool, the district's student information system, is up to date with parent/quardian contact information.
- In either scenario, a school emergency supersedes this policy about use of personal electronic devices and any student will be allowed to access their device during this type of situation.

A student's personal electronic device (as defined on page 1), not otherwise allowed to be used under this policy,

- K-4 Grades must be securely stored and out of sight at all times in the student's locker or book bag.
- 5-12 Grades must be securely stored and out of sight at all times.
- Devices, in the school's possession, will be securely stored in the office.

#### **VIOLATIONS OF POLICY**

Grade	Discipline for use during instructional time	
K-8	1st Offense: Documented student warning and student secures device. 2nd Offense: Device held by teacher/staff member until dismissal and parent notification from teacher. 3rd+ Offense: Teacher/staff member delivers device to school office and administrator or designee notifies parent and possible parent meeting and action plan.	
9-12	1st Offense: The Responsibility Centered Discipline process will be implemented in cases of inappropriate device use or when a student refuses	

to stop using their device during a time when it is not permitted for class activities.

**2nd Offense:** Device may be held by teacher/school staff for the remainder of the class. Parent contact and documentation.

**3rd Offense:** May fall under disruptive behavior, disorderly conduct, harassment, verbal threat, or insubordination using the Responsibility Centered Discipline for inappropriate use or use when a student refuses to discontinue use of device when they are not to be on it for a class.

If the student uses a personal electronic device during the administration of any assessment, the student will face disciplinary action. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

#### STUDENT-SPECIFIC EXCEPTIONS TO POLICY

Petition by Parent or Guardian: A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to [school's] policy.

<u>Student Plans</u>: A student who has a current Individualized Education Plan (IEP), a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Adopted: Related Policy: Iowa Code: 279.87

### Policy Series 600 – Education Program Goals & Objectives of the Education Program



# Policy 600.2 Objectives of the Education Program

The board's objective in the design, content, and delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination in accordance with applicable federal and/or state laws on the basis of race, creed, color, sex, national origin, marital status, religion, sexual orientation, gender identity, or disability.

In providing the education program of the district, the board will strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- a. Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively;
- b. Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state, and nation;
- c. Acquire entry-level job skills and knowledge necessary for further education;
- d. Acquire the capacities for satisfying and responsible roles as family members;
- e. Acquire knowledge, habits, and attitudes that promote personal and public health, both physical and mental;
- f. Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- g. Develop an understanding of their own worth, abilities, potential, and limitations; and
- h. Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

An advisory committee of representatives from the community and district will be is appointed by the superintendent [or designee] to make recommendations for the goals and objectives of the education program. in alignment with the Strategic Plan. These objectives will directly align with the written, taught, and assessed curriculum by all district personnel. The board will report to the community regarding progress toward the achievement of the objectives of the educational program on an annual basis. Annually, the board will receive the committee's suggestions regarding progress toward achievement of the goals and objectives of the education program.

Adopted: 6/70 Reviewed: 10/11; 4/13; 5/14; 9/16; 2/21

> Revised: 9/10; 6/20; 2/24 Related Policy: 600.1 IASB Reference: 600, Option I

# Policy Series 600 – Education Program Basic Instructional Program



# Policy 602.27-R Selection of Instructional Materials Regulation

#### RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL MATERIALS

- A. The board is responsible for materials relating to the district's instructional program.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including administrators, teachers, teacher-librarians, parents, and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, administrators, and superintendent.
- E. If the superintendent appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with Policy 203.8.
  - 1. The superintendent [or designee] will inform the committee of their role and responsibilities in the process.
  - 2. The following, or similar, statement is to be given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decisions on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned materials.

## MATERIALS SELECTED FOR USE IN LIBRARIES AND CLASSROOMS WILL MEET THE FOLLOWING GUIDELINES:

A. Religion: Materials will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs or is designed to sway reader judgment regarding religion will not be included in school libraries or classrooms.

- B. Racism: Materials will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's and world's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required materials will comply with all applicable laws.
- C. Sexism: Materials will reflect sensitivity to the needs, rights, traits, and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws.
- D. Age: Materials will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology: Materials will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. The materials will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex: Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed employees who will take into consideration their reading of public and community standards of morality.
- G. Materials regarding controversial issues will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the materials present an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the materials have literary or social value when viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

#### PROCEDURES FOR SELECTION

Materials purchased for libraries and classrooms are recommended for purchase by licensed employees in consultation with administrators, teacher-librarians, or an ad hoc committee as appointed by the superintendent. The materials recommended for purchase are approved by the appropriate administrator.

- 1. The materials selected will support stated objectives and goals of the district. Specifically, the goals are:
  - a. To acquire materials and provide service consistent with the demands of the curriculum;
  - To develop student skills and resourcefulness in the use of libraries and learning resources;
  - c. To effectively guide and counsel students in the selection and use of materials and libraries;
  - d. To foster wide range of significant interests in students;
  - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
  - f. To provide materials to motivate students to examine their own attitudes and behaviors and comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
  - g. To encourage life-long education through the use of the library; and

- h. To work cooperatively and constructively with the instructional staff and administrators in the schools and district.
- 2. Materials selected are consistent with stated principles of selection which are:
  - a. To select materials within established standards which will meet the goals and objectives of the district;
  - b. To consider the educational characteristics of the community in the selection of materials within a given category;
  - c. To present the racial, religious, and ethnic groups in the community by:
    - 1. Portraying people, adults and children, whatever their ethnic, religious, or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
    - 2. Placing no constraints on individual aspirations and opportunity.
    - 3. Giving comprehensive, accurate, and balanced representation to minority groups and women in art, science, history, literature, and in all other fields of life and culture;
    - 4. Providing abundant recognition of minority groups and women by frequently showing them in positions of leadership and authority;
  - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national, and international interest and significance; and
  - e. To strive for impartiality in the selection process.
- 3. Materials selected will meet stated selection criteria which are:
  - a. Authority/Author's Qualifications: Education, experience, and previously published works;
  - b. Reliability:
    - 1. Accuracy: Meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
    - 2. Current: Presentation of content which is consistent with the finding of recent and authoritative research.
  - c. Treatment of Subject: Shows an objective reflection for the multi-ethnic character and cultural diversity of society.
  - d. Language:
    - 1. Vocabulary:
      - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people; and
      - b. Does not use "man" or similar limiting word usage in generalizations or ambiguities which may cause others to feel excluded or dehumanized.
    - 2. Compatible to the reading level range of the students for whom it is intended.
  - e. Format:
    - 1. Books:
      - a. Adequate and accurate index;
      - b. Paper of good quality and color;
      - c. Print adequate and well-spaced;
      - d. Adequate margins;
      - e. Firmly bound; and
      - f. Cost.
    - 2. Non-Books:
      - a. Flexibility and adaptability;

- b. Curricular orientation of significant interest to students;
- c. Appropriate for audience;
- d. Accurate, authoritative presentation;
- e. Good production qualities (fidelity, aesthetically adequate);
- f. Durability; and
- g. Cost.
- 3. Illustrations of Books and Non-Book Materials:
  - Depicts instances of fully integrated groupings and settings to indicate equal status and non-segregated social relationships;
  - b. Makes clearly apparent the identity of minorities;
  - c. Contains pertinent and effective illustrations; and
  - d. Flexible to enable teachers to use parts at a time and not follow a comprehensive instructional program based on a rigid frame of reference.
- f. Special Features:
  - 1. Bibliographies
  - 2. Glossary
  - 3. Current charts, maps, etc.
  - 4. Visual aids
  - 5. Index
  - 6. Special activities to stimulate and challenge students
  - 7. Provides a variety of learning activities, strategies, and skill development that can be anchored on standards for learning.
- g. Potential Use Considerations:
  - 1. Will it meet the requirements of reference work?
  - 2. Will it help students with personal problems and adjustments?
  - 3. Will it serve as a source of information for teachers and librarians?
  - 4. Does it offer an understanding of cultures other than the student's own and is it free, in accordance with applicable federal and/or state laws of racial, religious, age, disability, ethnic, gender identity, and sexual stereotypes?
  - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
  - 6. Will it help students and teachers keep abreast of and understand current events?
  - 7. Will it foster and develop hobbies and special interests?
  - 8. Will it help develop aesthetic tastes and appreciation?
  - 9. Will it serve the needs of students with special needs?
  - 10. Does it inspire learning?
  - 11. Is it relevant to the subject?
  - 12. Will it stimulate a student's interest?
- 4. Gifts of library or instructional materials may be accepted if the gifts meet existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the superintendent [or designee].
- 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet district needs or are being used. The process of weeding instructional materials will be done according to established and accepted

standards for determining the relevance and value of materials in a given context.

Adopted: 12/73 Reviewed: 6/11; 5/12; 9/13; 1/18; 2/21; 2/24

Revised: 4/15; 3/23; 8/23

Related Policy: 602.10-13; 602.27 IASB Reference: 605.01-R(1)

# Policy Series 600 – Education Program Student Progress



### Policy 605.7 Multicultural/Gender-Fair Education

Students will have an equal opportunity for a quality education without discrimination in accordance with applicable federal and/or state laws regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to men and women and provide equal opportunity to both sexes.

Adopted: 4/99

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

Revised: 1/10; 10/13; 2/24 Related Policy: 103.1; 600.1

Legal Reference (Code of Iowa): §§ 216.9; 256.11; 281 IAC 12.5(8)

IASB Reference: 603.04 Mandatory Policy

### Policy Series 700 – Auxiliary Services Nutrition Services Program



# Policy 702.1-R2 Child Nutrition Programs Civil Rights Complaints Regulation

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

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

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

Adopted: 7/22 Reviewed: 2/24

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

Legal Reference (Code of Iowa): §283A; 281 IAC 58; Bureau of Nutrition and Health, IDOE, 12/2021

IASB Reference: 710.1-R(1)

### Policy Series 700 – Auxiliary Services Nutrition Services Program



# Policy 702.1-E1 Child Nutrition Programs Notices of Discrimination

#### **USDA NONDISCRIMINATION STATEMENT**

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

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

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

US Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue SW Washington DC 20250-9410

Fax: 202-690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

#### IOWA NONDISCRIMINATION STATEMENT

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

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

Adopted: 7/22 Reviewed: 2/24

Related Policy: 702.1; 702.1-R1-R2; 702.1-E2 Legal Reference (Code of Iowa): 216.6-9

IASB Reference: 710.01-E(1)

## Policy Series 700 – Auxiliary Services Nutrition Services Program



### Policy 702.1-E2 Child Nutrition Programs Civil Rights Complaint Form

### **COMPLAINT CONTACT INFORMATION**

Name	ə:
Addre	ess, City, State, Zip:
Coun	ty: Phone: ( )
Email	<b>:</b>
COM	PLAINT INFORMATION
1.	Specific name and location of entity and individual delivering the service or benefit.
2.	Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants.
3.	On what basis does the complainant feel discrimination in accordance with applicable federal and/or state laws exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, gender identity, political party affiliation, actual/potential parental/family/marital status)?
4.	List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action.

5.	List the dates during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.		
4	Date complaint received:		
0.	Date complaint received.		
7.	Person receiving complaint:		
8.	Action(s) taken:		

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

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

This institution is an equal opportunity provider.

Adopted: 7/22 Reviewed: 2/24

Related Policy: 702.1; 702.1-R1-R2; 702.1-E1

IASB Reference: 710.01-E(2)

### Policy Series 700 – Auxiliary Services Nutrition Services Program



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

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

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

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

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

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

- 1. A publicly announced, simple method for making an oral or written request for a hearing.
- 2. An opportunity to be assisted or represented by an attorney or other person.
- 3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- 4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- 5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue influence.
- 6. An opportunity to question or refute any testimony, or other evidence, and to confront and cross examine any adverse witnesses.
- 7. The hearing be conducted, and the decision made, by a hearing official who did not participate in the decision under appeal or in any previous conference.
- 8. The parties concerned, and any designated representative thereof, be notified in writing of the decision of the hearing official.
- 9. For each hearing a written record be prepared; including the decision under appeal, any documentary evidence and summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
- 10. Such written record be preserved for a period of three years and be available for examination by the parties concerned, or their representatives, at any reasonable time and place during such period.
- G. Agrees to designate the Manager of Nutrition Services\* for the Linn-Mar Community School District (3556 Winslow Road, Marion, IA 52302) as the determining official who will review applications and make determinations of eligibility. The official will use the criteria outlined in this policy to determine which individual children are eligible for either free or reduced price meals.
- H. Agrees to develop and send to each child's parent a letter as outlined herein, including an application for either free or reduced price meals, at the beginning of each school year and whenever there is a change in eligibility criteria.

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

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

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

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

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

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

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

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

Revised: 10/10; 11/13; 4/16; 9/24

# Policy Series 800 – Business Procedures Records



### Policy 805.2 Care, Maintenance, and Disposal of District Records

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent and board secretary as custodian of district records, or their designee, to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

Record	Length of Time
Board Secretary's Financial Records	Permanently
Board Treasurer's Financial Records	Permanently
School Board Election Results	Permanently
Board of Directors Open Meeting Minutes	Permanently
Recordings and Minutes of Closed Board Meetings	1 year
Individual Student's Permanent Records	Permanently
Annual Audit Reports	Permanently
Annual Budgets	Permanently
Real Property Records (e.g. Deeds, Abstracts, etc.)	Permanently
Records of Payment of Judgements Against the District	20 years
Bonds and Bond Coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written Contracts	11 years
Cancelled Warrants, Check Stubs, Bank Statements, Bills, Invoices, and Related Records	5 years
School Meal Program Accounts/Records	3 years after submission of the final claim for reimbursement
Program Grants	As determined by the grant
Non-Payroll Personnel Records	7 years after leaving the district
Payroll Personnel Records	3 years after leaving the district
Payroll Records	3 years
Employment Applications	2 years
Records of complaints of sex discrimination and conduct that reasonably may constitute sex discrimination, plus all responsive records, outcomes, and training materials on the topic	7 years
Text Messages and Other District Records Stored on	00.1
Employee Personal Devices or Accounts**	<del>30 days</del>
District Emails	At least 1 year, unless otherwise specified by law based on the subject matter of the email
Surveillance Video Footage	30 days

In the event that any federal or state agency requires a record to be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employee records are housed in the central administration office of the district. Records of employees no longer working for the district can be stored in a

secure off-site location. Employee records are maintained by the superintendent [or designee], the building administrator, the employee's immediate supervisor, the human resources director, and the board secretary custodian of district records.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the district are housed in the central administration office of the attendance center where the student attends. Permanent records shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator [or designee] is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the district will be housed in an appropriately safe and secure storage area or facility and will be retained permanently. These records will be maintained by the superintendent custodian of district records [or designee]. Cumulative records will be maintained for a period of at least five years after the student graduates or otherwise ends enrollment in the district. Special education records shall be maintained in accordance with the applicable federal or state law.

The superintendent custodian of district records [or designee] may digitize or otherwise electronically retain district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

\*\*District officers, administrators, and employees are strongly encouraged to use district-provided accounts and devices to conduct all district business. If an officer, administrator, or employee conducts district business on a personal device or account, the individual is hereby notified that those constitute records of the district and must be retained in accordance with this policy. Furthermore, records of the district that exist on an individual's personal device or account may be subject to disclosure upon a Freedom of Information Act (FOIA) request.

Adopted: 6/99

Reviewed: 10/12; 12/18; 1/22 Revised: 5/15; 4/16; 8/23

Related Policy: 403.16-16R; 505.61

Legal Reference (Code of Iowa): §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13); 281 IAC 12.3(4); 41.624

IASB Reference: 708 Mandatory Policy

### Policy Series 800 – Business Procedures Emergency Plans



### Policy 807.2 District Emergency Operations Plans

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

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

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

Adopted: 9/19 Reviewed: 1/22

Related Policy: 504.7; 504.10; 701.11; 807.1; 902.12 Legal Reference (Code of Iowa): §280.30

IASB Reference: 507.05; 804.02

# Policy Series 1000 – School and Community Relations Public Communications



### Policy 1001.1 Board and Community Relations

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

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

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

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

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

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

Adopted: 6/70

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

Revised: 4/14



### Policy 1001.2 News Media Relations

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

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

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

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

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

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

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

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

Adopted: 3/00

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

Revised: 1/13

Related Policy: 1001.2-R; 1004.2

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

IASB Reference: 902.01



### (Proposed new regulation)

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

#### MEDIA INQUIRIES AND INTERVIEW REQUESTS

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

#### LIVE BROADCASTING

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

### PHOTOGRAPHY AND VIDEOGRAPHY ON DISTRICT PROPERTY

Rules for photographing and video recording at the district are outlined in <u>Policy</u> 1004.2-Use of Recording Devices on District Property.

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

Adopted: Related Policy: 1001.2; 1004.2



### Policy 1001.3 Unmanned Aircraft/ [Drones]

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

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

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

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

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

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

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

Adopted: 6/16

Reviewed: 7/19; 7/22

Related Policy: 602.1; 1001.3-E

Legal Reference (Code of Iowa): §§ 279.8; IHSAA Drone Policy FFA Modernization and Reform Act of 2012

IASB Reference: 906



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

l,, understand that my use of an
unmanned aircraft <del>/drone</del> on Linn-Mar Community School District property
carries with it the potential for certain risks, some of which may not be
reasonably foreseeable.
By signing this agreement I agree to release, indemnify, and hold the Linn-Mar Community School District harmless from any claims of harm to individuals or damage to property due to the operation of an unmanned aircraft/drone.
I have provided proof of insurance and appropriate registration and authorization by the Federal Aviation Administration (FAA).
Insurance policy number:
FAA registration number:
Date(s) of aircraft/drone operation:
Reason for use of unmanned aircraft <del>/drone</del> :
Applicant's Signature: Date:
Printed Name:
Approved: Denied:
Superintendent's Signature: Date:



### Policy 1001.4 Distribution of Materials

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

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

Adopted: 9/98 Reviewed: 3/13; 7/19 Revised: 4/14; 6/15; 7/22

Related Policy: 1001.4-R

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

US Const. Amend I IASB Reference: 903.05 Mandatory Policy



### Policy 1001.8 Public Examination of District Records

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

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

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

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

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

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

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

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

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

Adopted: 3/00 Reviewed: 4/14; 6/15

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

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

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

IASB Reference: 901 Mandatory Policy

## Policy Series 1000 – School and Community Relations Citizens Advisory Committees



### Policy 1002.2 District-Community Groups

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

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

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

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

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

Legal Reference (Code of Iowa): §§ 279.8

IASB Reference: 903.01

# Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



### **Policy 1003.3 Public Complaints**

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

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

- a. Matters should first be addressed to the teacher or employee the individual has a complaint or concern about;
- Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's direct supervisor or the building principal;
- c. Unsettled matters from (b) above or problems and questions concerning the district should be directed to the superintendent; and
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

If there is no resolution or a plan for resolution by the superintendent within 10 school days of the individual's discussion with the superintendent; the individual may ask to have the question or problem placed on the board agenda by submitting a request in writing to the board secretary. Refer to policies 204.7 and 204.9 for additional information on requesting items be placed on the board agenda.

Per State of Iowa House File 868 and Iowa Code 256.9(63), Parents, guardians, and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education or directly to the Iowa Department of Education website at: <a href="https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns">https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns</a>.

It is within the discretion of the board to address complaints from the members of the district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with

this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Adopted: 5/97

Reviewed: 1/11; 12/11; 4/13; 9/14; 8/17 Revised: 1/06; 9/19; 6/20; 9/21; 7/22 Related Policy: 204.7; 204.9; 502.12

Legal Reference (Code of Iowa): § 279.8

IASB Reference: 213.01

## Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



# Policy 1003.4 District Volunteers Community Resource Persons and Volunteers

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

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

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

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

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

Revised: 10/08; 7/22 Related Policy: 1003.4-R

Legal Reference (Code of Iowa): §279.8; 670

IASB Reference: 903.02 Mandatory Policy

## Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



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

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

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

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

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

For information on the district's volunteer program contact: Angela Burke, Community Services Coordinator 319-447-3110 / <u>angela.burke@Linnmar.k12.ia.us</u>

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

### Policy Series 1000 – School and Community Relations Relations Between School Personnel and the Public



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

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

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

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

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

Adopted: 11/73 Reviewed: 11/10; 4/14; 6/15; 7/19

> Revised: 3/13; 7/22 Related Policy: 1005.3

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

IASB Reference: 903.03 Mandatory Policy

# Policy Series 1000 – School and Community Relations Use of School Facilities



### Policy 1004.2 Use of Recording Devices on District Property

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

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

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

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

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

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

#### NON-DISTRICT GENERATED RECORDINGS

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

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

Adopted: 9/21 Reviewed: 7/22

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

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

IASB Reference: 804.06

# Policy Series 1000 – School and Community Relations Use of School Facilities



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

The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses, and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding. Determination of how recording devices will be used will be made by the superintendent in consultation with the building principals and the transportation manager.

#### STUDENT RECORDS

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

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

#### NOTICE

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

The Linn-Mar Community School District Board of Directors has authorized the use of recording devices on district-owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recordings may be used in student or employee disciplinary proceedings. The content of the recordings may be considered confidential student records and

will be retained with other student records. Recordings will only be retained if necessary for use in student or employee disciplinary proceedings or other matters as determined necessary by the administration. Parents may request to view the recording of their child.

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

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

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

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

#### STUDENT CONDUCT

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

#### **EMPLOYEE CONDUCT**

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

Adopted: 11/93 Reviewed: 9/11; 10/12; 4/15; 11/18 Revised: 11/13; 9/21; 7/22

Related Policy: 1001.2-R, 1004.2

Legal Reference (Code of Iowa): §279.8 IASB Reference: 804.06-R(1)

## Policy Series 1000 – School and Community Relations Community Activities Involving Students



### Policy 1005.3 Public Conduct on School Premises

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

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

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

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

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

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

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

Adopted: 12/99

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

Revised: 2/08

Related Policy: 1003.3

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

IASB Reference: 903.04

## Policy Series 1000 – School and Community Relations Community Activities Involving Students



### Policy 1005.6 Transporting Students in Private Vehicles

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

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

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

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

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

Adopted: 6/85

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

Revised: 4/16

Related Policy: 1005.6-E

Legal Reference (Code of Iowa): §§ 279.8; 285; 321; 281 IAC 43

IASB Reference: 904.01