

Cabinet Members: Assoc. Superintendents Nathan Wear and Bob Read, Jonathan Galbraith, (CFO/COO), Karla Christian (Human Resources), Melissa Frick (Student Services), and Jeri Ramos (Technology)

Lion Learning: Students, families, community members, and staff are invited to join Superintendent Amy Kortemeyer for a Lion Learning session at 6:00 PM on October 18th in the boardroom of the Learning Resource Center (2999 N 10th Street - Enter via the north door). Superintendent Kortemeyer will share an overview of the district's newly revised Strategic Plan

District Honors & Highlights

Academic Honors: Congratulations to the following seven LMHS seniors for being name semifinalists in the 2024 National Merit Scholarship Program:

- Riya Anand
- Pranav Chepyala
- Tanvi Gopalam
- Katrina Ibrahim
- Sutra Iyer
- Graedyn Morrissey
- Melissa Wang



Academic Honors: Congratulations to the 87 LM High School students recently inducted into the National Honor Society!



Community Honor: Congratulations to Nicolas AbouAssaly, Mayor for the City of Marion, for being named Iowa Mayor of the Year by the Iowa Mayors Association.

[Help](#)

Exhibit 601.1

Special Education Supplement LEA CERTIFIED 9/15/2023 8:19:59 AM
CAR CERTIFIED on 9/15/2023 5:37:52 AM
Transportation CERTIFIED 9/15/2023 6:31:28 AM

All the records described below are now BROWSE ONLY
Please contact person listed at the bottom of the display
if you need to make further adjustments to this information.
Thank you.

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on 9/25/2023

Upload your minutes (PDF or Word):

No file chosen

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$5,928,621.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$15,063,458.65	\$592,862.10
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$20,073,951.05	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$5,010,492.40)	\$5,010,492.40

DISTRICT LEVEL FORMS	STATUS	DATE
Screen 1 - Resident Students Tuitioned Out	COMPLETE	9/15/2023 7:53:50 AM
Screen 2 - Resident Students	COMPLETE	9/15/2023 7:54:05 AM
Screen 3 - Non-Resident Students Tuitioned In	COMPLETE	9/15/2023 7:27:56 AM
Screen 4 - Receipts	COMPLETE	9/15/2023 7:54:11 AM
Screen 5 - Part B Funds	COMPLETE	9/15/2023 7:54:19 AM
Screen 6 - Medicaid Reimbursement	COMPLETE	9/15/2023 7:54:28 AM
Screen 7 - Transportation Costs	COMPLETE	9/15/2023 7:54:36 AM
Screen 8 - Special Education Balance	COMPLETE	9/15/2023 7:55:02 AM
Screen 9 - Maintenance of Effort	COMPLETE	9/15/2023 7:55:15 AM
Screen 10 - Excess Costs	COMPLETE	9/15/2023 7:56:05 AM
Screen 11 - Certification	COMPLETE	9/15/2023 8:19:59 AM

2022-2023 Screen 8 - Special Education Balance

You have certified. Browse Only.

Gray cells are pre-populated data from the CAR application

Blue cells are pre-populated data

Yellow cells are calculations based on numbers entered in the textboxes

You must click Submit button to save changes

Special Education Expenditures and Revenues

Revenues	Weight 1.72	Weight 2.21	Weight 3.74	Total
Special Education Receipts	\$5,890,666.00	\$3,433,553.00	\$2,282,759.00	\$11,606,978.00
Tuition In Receipts	\$525,748.52	\$488,237.28	\$167,352.39	\$1,181,338.19
Medicaid Reimbursement for Instructional Program	\$20,445.01	\$436,986.79	\$905,765.44	\$1,363,197.24
Part B Receipts for Instructional Program	\$288,869.71	\$31,810.55	\$24,814.74	\$345,495.00
Teacher Quality	\$302,785.93	\$152,232.93	\$102,293.00	\$557,311.86
Foster Care Claims	\$0.00	\$0.00	\$0.00	\$0.00
Termination of Rights Claims	\$0.00	\$9,138.36	\$0.00	\$9,138.36
High Cost Fund Claims	\$0.00	\$0.00	\$0.00	\$0.00
Non-Public Claim	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Sales	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00
DE Revenue Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Revenue	\$7,028,515.17	\$4,551,958.91	\$3,482,984.57	\$15,063,458.65
Expenditures				
Total Salaries (Instructional Only)	\$4,169,351.94	\$4,307,123.19	\$3,100,071.88	\$11,576,547.01
Total Employee Benefits (Instructional Only)	\$694,889.62	\$668,079.50	\$479,740.63	\$1,842,709.75
Employee Travel (Instructional Only)	\$0.00	\$2,202.69	\$4,315.02	\$6,517.71
Total Supplies & Materials (Consumables)	\$22,529.04	\$23,592.57	\$45,630.86	\$91,752.47
Total Contract Services (Non-Tuition)	\$9,335.00	\$10,708.75	\$140,536.92	\$160,580.67
Total Pupil Transportation	\$254,341.41	\$132,249.14	\$841,285.95	\$1,227,876.50
Total Equipment	\$0.00	\$4,012.80	\$0.00	\$4,012.80
Total	\$5,150,447.01	\$5,147,968.64	\$4,611,581.26	\$14,909,996.91
SBRC Approval for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
SBRC Receipts for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
State/Local SBRC Approved Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Special Education	\$5,150,447.01	\$5,147,968.64	\$4,611,581.26	\$14,909,996.91
General Program Percentage	\$2,876,837.00	\$517,131.00	\$172,130.00	\$3,566,098.00
Tuition Out Total	\$715,379.02	\$373,491.32	\$508,985.80	\$1,597,856.14
Maintenance of Effort Reduction Amount	\$0.00	\$0.00	\$0.00	\$0.00
DE Expenditure Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Expenditures	\$8,742,663.03	\$6,038,590.96	\$5,292,697.06	\$20,073,951.05
Total Net				
Net Revenues Over (Under) Expenditures	(\$1,714,147.86)	(\$1,486,632.05)	(\$1,809,712.49)	(\$5,010,492.40)



Policy 501.1 Compulsory Attendance

Parents/legal guardians within the school district who have children over age 6 and under age 16 by September 15th, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the school board.

A child who has reached the age of 5 by September 15th, and who is enrolled in the school district, shall be considered to be of compulsory attendance age unless the parent/legal guardian of the child notifies the school district in writing of their intent to remove the child from enrollment in the school district.

A child who has reached the age of 4 by September 15th, and who is enrolled in the statewide preschool program under Chapter 256C, shall be considered to be of compulsory attendance age unless the parent/legal guardian of the child submits written notice to the school district implementing the program of their intent to remove the child from enrollment in the preschool program.

Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 90% of the approved calendar days or hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this policy include children who:

- a. Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- b. Are attending religious services or receiving religious instruction;
- c. Are attending an approved or probationally approved private college preparatory school;
- d. Are attending an accredited nonpublic school;
- e. Are receiving independent privation instruction; or
- f. Are receiving competent private instruction.

It is the responsibility of the parent/legal guardian of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal [or designee] will investigate the cause for a student's truancy. If the principal [or designee] is unable to secure the truant student's attendance, the principal [or designee] should discuss next steps with the ~~Executive Director of Student Services~~ Associate Superintendent [or designee]. If after this referral the student is still truant and all steps in [Policy 501.12 Student Absences Truancy/Unexcused](#) have been met, the matter will be referred to the county attorney.

The school will participate in mediation if requested by the county attorney. The ~~Executive Director of Student Services~~ **Associate Superintendent [or designee]** will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Adopted: 6/70

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

Revised: 5/11; 10/17; 2/21

Related Policy: 500.1; 601.2

Legal Reference (Code of Iowa): §§ 259A; 279.10-11; Ch 299; 299A

IASB Reference: 501.03

Policy 501.7 Foreign Exchange Students

Foreign exchange students must meet all district entrance requirements including age, place of residence, and immunization. Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by the high school building principal and reside within the boundaries of the district or whose host family is open enrolled into the district.

Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- a. The student resides with their parents/legal guardians;
- b. The student is in the United States with appropriate documentation (Form I-20) from the US Department of Justice-Immigration and Naturalization Services; or
- c. The student is a participant in a recognized foreign exchange program; and
- d. The student is physically able to attend school and has provided the school district with such proof; including a current TB test.

It is the responsibility of the superintendent [or designee] to review and approve organizations that wish to place foreign exchange students at the high school. The school board reserves the right to limit the number of foreign exchange students accepted.

Policy 501.12 Student Absences – Truancy/Unexcused

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents/legal guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days/hours established in the school calendar by the school board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, non-school concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the school board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving Special Education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program (IEP) are capable of being met.

The building principal [or designee] will investigate the cause for a student's truancy. If the principal [or designee] is unable to secure the truant student's attendance, the principal [or designee] should discuss the next step with the **associate** superintendent [or designee]. If after administrative action the student is still truant, the principal [or designee] will refer the matter over to the county attorney.

The school district will participate in mediation if requested by the county attorney. The ~~Executive Director of Student Services~~ **associate superintendent** will represent the district in mediation. The district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It is the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Adopted: 9/98

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

Revised: 9/09; 9/20

Related Policy: 500.1; 501.1

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

IASB Reference: 501.10; 501.10-R(1)

Policy 501.15-R Administrative Regulations Regarding Homeless Children and Youth

The Linn-Mar Community School District believes all students should have access to a free, appropriate public education. The district will ensure ~~reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment in school, eliminate existing barriers in district policies and procedures which may serve as barriers to their enrollment, and ensure~~ that homeless children and youth have equal access to the same free, appropriate public education, ~~including public preschool education, as provided to~~ other children and youth.

DEFINITIONS

~~Unaccompanied youth means youth not in the physical custody of a parent or guardian including those living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; youth denied housing by their families; and school age unwed mothers living in homes for unwed mothers who have no other housing available.~~

Homeless children and youth means individuals from ages 3 through 21 who lack a fixed, regular, and adequate nighttime residence. Children or youth that are incarcerated or in foster care are not considered homeless. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, or campgrounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

~~School of origin means the school that the homeless child or youth attended when permanently housed, or the school in which the homeless child was last enrolled.~~

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- a. Designate the Executive Director of Student Services [or designee] as the local homeless children and youth liaison;
- b. Provide training opportunities for staff so they may help identify and meet the needs of homeless children and youth;

- c. Remove barriers; including those associated with fees, fines, and absences to the identification, enrollment, retention, attendance, and/or success in school for homeless children and youth;
- d. Ensure collaboration and coordination with other service providers;
- e. Ensure transportation is provided in accordance with legal requirements;
- f. Provide school stability in school assignment according to the child's best interests;
- g. Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- h. Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- i. Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

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

Adopted: 8/06

Reviewed: 4/11; 3/12; 7/13; 10/17; 9/20

Revised: 1/15; 12/16

Related Policy: 501.1-14; 501.15

Legal Reference (Code of Iowa): 20 USC § 6301; 42 USC § 11302; 42 USC §§11431 *et seq*; 281 IAC 33

IASB Reference: 501.16

Mandatory Policy

Policy 502.4-E Search and Seizure Checklist

What factors caused you to have a reasonable suspicion that the search of this student or the student's effects, ~~locker~~, or automobile would turn up evidence that the student has violated or is violating the law, ~~board school~~ policy, ~~or school~~ rules, or regulations affecting school order?

Eyewitness Account:

- By whom: _____
- Date/Time: _____
- Place: _____
- What was seen: _____

Information from a Reliable Source:

- From whom: _____
- Time received: _____
- How information was received: _____
- Who received the information: _____
- Describe information: _____

Suspicious Behavior:

Explain: _____

Time of search: _____

Location of search: _____

Student told purpose of search: _____

Consent of student requested: _____

~~Parent contact (date, time, mode):~~ _____

Was the search conducted reasonable in terms of scope and intrusiveness?

- What ~~was searched~~ were you searching for: _____
- Where ~~was the~~ did you search: _____
- ~~Gender~~ Sex of student: _____
- Age of the student: _____
- Exigency of the situation: _____

- What type of search was **being** conducted: _____
- Who conducted search: _____
- ~~Title~~ **Position**: _____ ~~Gender~~ **Sex**: _____
- Witnesses: _____

Explanation of Search:

Describe the time and location of the search: _____

Describe exactly what was searched: _____

What did the search yield: _____

What was seized: _____

~~Was anything~~ **Were any materials** turned over to law enforcement, ~~if so what~~ **officials**: _____

Were parents notified of the search including the reason **for is and the** scope?

Adopted: 8/02

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

Revised: 10/06; 2/21

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

Legal Reference (Code of Iowa): §808A; 281 IAC 12.3

IASB Reference: 502.08-E(1)

Policy 502.12 Student Complaints and Grievances

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy, administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by the student's teacher or a licensed employee, the student may discuss the matter with the building principal within ~~10~~ 7 days of the employee's decision. If the matter cannot be resolved by the building principal, the student may discuss it with the superintendent within ~~10~~ 7 days after speaking with the building principal.

If the matter is not satisfactorily resolved by the superintendent, the student may request to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaints.

Policy 502.14-R Administrative Regulations Regarding Use of Physical Restraint and/or Seclusion of Students

The Linn-Mar Community School District will comply with *281 Iowa Administrative Code Chapter 103* for the use of physical restraint and seclusion of students including but not limited to:

- A. Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- B. As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parents/guardians using the school's emergency contact system.
- C. The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written and approved Individualized Education Plan (IEP), Behavioral Intervention Plan (BIP), Individualized Healthcare Plan (IHP), or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
 1. The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the student or others.
 2. An employee will obtain approval from an administrator [or designee] to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
 3. The student's parents/guardians and the school may agree to more frequent notifications than is required by law.
 4. Schools and district employees must document and explain in writing the reasons why it was not possible for employees to ~~comply with 281 Iowa Administrative Code Chapter 103. Refer to Item H below for investigation information~~ obtain approval, notify parents/guardians, or take action within prescribed time limits.
 5. Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- D. The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- E. An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.

- F. If an employee restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student will be permitted to have their hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- G. Seclusion or physical restraint will not be used as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided by law; as a routine school safety measure; or as a convenience to staff.
- H. The Executive Director of Student Services [or designee] will investigate any complaint or allegation that one or more employees violated any provisions of *281 Iowa Administrative Code Chapter 103*. If the district determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student, the district will notify the parents/guardians of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in *281 Iowa Administrative Code 102.2*, the procedures listed in *Chapter 102* will apply.
- I. The district must comply with and implement *Chapter 103* whether or not a parent/guardian consents to the use of physical restraint or seclusion.

Policy 503.10 Student Travel

Students in grades 9-12 who are involved in extra-curricular activities or educational groups which require that they attend out-of-town events will be given a per diem amount not to exceed \$~~8.00~~ 10.00 per meal or \$~~24.00~~ 30.00 a day.

The activities director [or designee] will set the amount based on what the group can afford to pay.

Policy 504.2-E1 Communicable Disease Chart

Concise descriptions and recommendations for exclusion of cases from school.

Source: Iowa Department of Health & Human Services

Disease <i>*Immunization Available</i>	Usual Interval Between Exposure and First Symptoms	Main Symptoms	Minimum Exclusion from School
*Chickenpox	10-21 Days [Average 14-16 Days]	Mild symptoms and fever, pocks are blistery, and scabs develop for most on covered parts of body	Seven days from onset of rash until all blisters have crusted
Conjunctivitis [Pink Eye]	24-72 Hours	Tearing, redness, puffy lids, and discharge	Until treatment begins or physician approves return
COVID-19 [SARS-CoV-2]	2-14 Days	Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea	10 5 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test results (if no symptoms)
Erythema Infectiosum [5 th Disease]	4-20 Days	Usual age is 5-14 years, unusual in adults, brief prodrome or low grade fever followed by erythema (slapped appearance on cheeks), lace-like rash on extremities lasting a few days to three weeks, and rash seems to recur	After diagnosis; no exclusion from school
*German Measles [Rubella]	14-21 Days	Usually mild, enlarged glands in neck and behind ears, and brief rash	Seven days from onset of rash; keep away from pregnant women
*Haemophilus Meningitis	2-4 Days	Fever, vomiting, lethargy, and stiff neck and back	Until physician approves return
*Hepatitis A	Varies from 15-50 Days [Average 28-30 Days]	Abdominal pain, nausea, fever, and skin/eyes may or may not turn yellow	Fourteen days from onset of clinical disease and at least seven days from onset of jaundice
Impetigo	4-10 Days	Inflamed sores with pus	Twenty-four hours after antibiotic therapy has started or until physician approves return; avoid contact with drainage from lesions and cover lesions when attending school
*Measles	10 Days to Fever 14 Days to Rash	Begins with fever, conjunctivitis, runny nose, cough, and then blotchy red rash	Four days from onset of rash
Meningococcal Meningitis	2-10 Days [Commonly 3-4 Days]	Headache, nausea, stiff neck, and fever	Until physician approves return
*Mumps	12-25 Days [Average 16-18 Days]	Fever, swelling, and tenderness of glands at angle of jaw	Five days after onset or until symptoms have resolved
Pediculosis [Head/Body Lice]	7 Days for Eggs to Hatch	Lice and nits (eggs) in hair	No need to send home upon diagnosis and return to school after initial treatment; no-nit policy is recommended
Ringworm	4-10 Days	Scaly red patch; usually ring shaped	No exclusion from school; exclude from gymnasiums, pools, and contact sports

Disease <i>*Immunization Available</i>	Usual Interval Between Exposure and First Symptoms	Main Symptoms	Minimum Exclusion from School
Scabies	2-6 Weeks for Initial Exposure 1-4 Days After Re-Exposure	Tiny burrows in skin caused by mites	Until 24 hours after treatment
Scarlet Fever Scarlatina Strep Throat	1-3 Days	Sudden onset, vomiting, fever, later a fine rash (not on face), and rash usually only with first infections	Twenty-four hours after antibiotics started and no fever
*Whooping Cough [Pertussis]	6-20 Days [Average 9-10 Days]	Head cold, slight fever, cough, and characteristic whoop after two weeks	Five days after start of antibiotic treatment

READMISSION TO SCHOOL

It is advisable that school authorities require written permission from the health officer, school physician, or attending physician before any student is readmitted to school following any disease which requires exclusion, not mere absence, from school.

Policy 504.8 Student Insurance

An all-student insurance program may be offered to the students and parents of the district. The insurance company issuing such policies will be the same for all schools in the district and the choice of same will be determined by the Board of Directors upon recommendation of the superintendent [or designee].

It is the policy of the Board of Directors that the purchase of such a policy be completely voluntary and that no student or parent be urged to make such purchase.

Bookkeeping and allied clerical tasks connected with the student insurance plan will not be done by school personnel but by the office of the local insurance agent concerned.

Delete as LM does not offer an all-student insurance program any longer.

Policy 504.9 Student Insurance for Interscholastic Athletics

The Board of Directors strongly recommends that a student participating in interscholastic athletics be adequately insured. A policy from an insurance company determined by the superintendent [or designee] may be obtained through the school.

If a parent wishes for their student to participate without the school-offered insurance, they must submit a written statement accepting full responsibility.

Delete as LM's insurance carrier no longer allows district to offer individual student plans.

Policy 504.11-R Administrative Regulations Regarding Student Special Health Services

Some students require special health services to participate in their educational program. These students will receive special health services in conjunction with their educational program.

A. Definitions:

Assignment and Delegation: Occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

Co-Administration: The eligible student's participation in the planning, management, and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

Educational Program: Includes all school curricular programs and activities both on and off school grounds.

Education Team: May include the eligible student, the student's parents/guardians, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

Health Assessment: Health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

Health Instruction: Education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

Individual Health Plan: The confidential, written, preplanned, and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation, and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

Licensed Health Personnel: Includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

Prescriber: Licensed health personnel legally authorized to prescribe special health services and medications.

Qualified Designated Personnel: Persons instructed, supervised, and competent in implementing the eligible student's health plan.

Special Health Services: Includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- a. Interpretation or intervention;
- b. Administration of health procedures and healthcare; or
- c. Use of a health device to compensate for the reduction or loss of a body function.

Supervision: The assessment, delegation, evaluation, and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- a. Physically present;
- b. Available at the same site; or
- c. Available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. The duties of the licensed health personnel include:

1. Participate as a member of the education team;
2. Provide the health assessment;
3. Plan, implement, and evaluate the written Individual Health Plan (IHP);
4. Plan, implement, and evaluate the special emergency health services;
5. Serve as a liaison and encourage participation and communication with health service agencies and individuals providing health care;
6. Provide health consultation, counseling, and instruction to the student, parents/legal guardians, and staff in cooperation and conjunction with the prescriber;
7. Maintain a record of special health services;
8. Report unusual circumstances to the prescriber, parents/guardians, and school administration;
9. Assign, delegate to, instruct, provide technical assistance to, and supervise qualified designated personnel; and
10. Update knowledge and skills to meet special health service needs.

~~C. The record of special health services will include:~~

- ~~1. Student's name;~~
- ~~2. Special health services;~~
- ~~3. Name of prescriber or person authorizing;~~
- ~~4. Date and time;~~
- ~~5. Signature and title of person providing special health services; and~~
- ~~6. Unusual circumstances in the provision of such services.~~

C. Prior to the provision of special health services the following will be on file:

1. Written statement by prescriber detailing the specific method and schedule of the special health services, when indicated;
2. Written statement by the parent/guardian requesting the provision of the special health services;
3. Written report of the preplanning staffing or meeting of the education team; and

4. Written Individual Health Plan (IHP) available in the health record and integrated into the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

D. Licensed health personnel in collaboration with the education team will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:

1. Analysis and interpretation of the special health service needs, health status stability, complexity of the services, predictability of the service outcome, and risk of improperly performed service;
2. Determination that the special health services, tasks, procedures, or function is part of the designated person's job description;
3. Determination of the assignment and delegation based on the student's needs;
4. Review of the designated person's competency; and
5. Determination of initial and ongoing level of supervision required to ensure quality services.

E. Licensed health personnel will supervise the special health services, define the level of supervision, and document the supervision.

F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the Individual Health Plan (IHP). Documentation of instruction and periodic updates will be on file at the school.

G. Parents/guardians will provide the usual equipment, supplies, and necessary maintenance for such. The equipment will be stored in a secured area. Personnel responsible for the equipment will be designated in the Individual Health Plan (IHP). The IHP will designate the role of the school, parents/guardians, and others in the provision, supply, storage, and maintenance of necessary equipment.

Adopted: 2/96

Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17; 12/20

Revised: 8/02

Related Policy: 504.11

Legal Reference (Code of Iowa): § 256.11; 256B; 273.2; 273.5; 273.9; 280.8; 281 IAC 14

IASB Reference: 507.08-R(1)

Policy 504.12 Wellness

The school board promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The district encourages healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the school board commits to the following:

- a. Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating habits;
- b. Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meets the *Iowa Health Kids Act*; and
- c. Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parent/guardian efforts to maintain healthy lifestyles.

~~Foods offered by Linn-Mar Nutrition Services will meet or exceed the district's nutritional standards. Foods will be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals. The Linn-Mar Community School District recognizes that school meals will be available for all students in attendance.~~

~~The school district will develop a local Wellness Committee comprised of representatives from staff, parents/guardians, and community members with appropriate expertise. The Wellness Committee will develop a plan to implement and monitor the effectiveness of this policy, set the district's wellness goals, and provide a report on an annual basis.~~

~~The superintendent [or designee] will be responsible in developing administrative regulations and wellness goals.~~

The following nutritional guidelines for food available on school campuses will be adhered to:

- a. Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- b. Schools providing access to healthy foods outside the reimbursable meal programs before school, during school, and 30 minutes after school shall meet the US Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;

- c. Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with law. The district will provide parents/guardians with a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- d. Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in School nutritional standards on campus during the school day.

The superintendent [or designee] shall implement and ensure compliance with the policy by:

- 1. Reviewing the policy at least every three years and recommending updates as appropriate for school board approval;
- 2. Implementing a process for permitting parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators, and the public to participate in the development, implementation, and periodic review and update of the policy;
- 3. Making the policy and updated assessment of the implementation available to the public (e.g., posting on the district website, newsletters, etc.). This information shall include the extent to which the schools are in compliance with policy and description of the progress being made in attaining the goals of the policy; and
- 4. Developing administrative regulations, which shall include specific wellness goals and indicators for measurement or progress consistent with law and district policy.

Adopted: 8/06

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

Revised: 11/17; 12/20

Related Policy: 504.12-R

Legal Reference (Code of Iowa): §§ 256.7(29); 256.11(6); 281 IAC 12.5; 58.11

IASB Reference: 507.09; 507.09-R(1)

Mandatory Policy

Policy 504.12-R Administrative Regulations Regarding Wellness (New Policy)

To implement the wellness policy ([Refer to Policy 504.12](#)), the following district-specific goals have been established:

GOAL 1: NUTRITION EDUCATION AND PROMOTION

Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goals for addressing nutrition education and nutrition promotion include the following:

- a. Provide students with the knowledge and skills necessary to promote and protect their health;
- b. Ensure nutrition education and promotion are not only part of health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social studies, and elective subjects;
- c. Include enjoyable, developmentally appropriate, culturally relevant, and participatory activities such as cooking demonstrations or lessons and taste-testing;
- d. Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;
- e. Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- f. Link with school meal programs, cafeteria nutrition promotion activities, other school foods, and nutrition-related community services; and
- g. Implement evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.

GOAL 2: PHYSICAL ACTIVITY

Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the *Iowa Healthy Kids Act*. The goals for addressing physical activity include the following:

- a. Develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components:
 - Physical education, recess;
 - Classroom-based physical activity;
 - Walk to school; and
 - Out of school time activities;
- b. Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- c. Engage students in moderate to vigorous activity during at least 50% of physical education class time;
- d. Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate;
- e. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle;
- f. Ensure physical activity is not used for or withheld as a punishment;
- g. Afford elementary students with recess according to the following:

- At least 20 minutes a day;
 - Outdoors as weather and time permits; and
 - Encourages moderate to vigorous physical activity; and
- h. Scheduled to avoid extended periods of inactivity.

GOAL 3: OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Schools will support student, staff, and parent/guardian efforts to maintain a healthy lifestyle, as appropriate. The goals for addressing other school-based activities that promote student wellness include the following:

- a. Provide parents/guardians a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;
- b. Provide school staff a list of alternative ways to reward students. Foods and beverages will not be used as rewards or withheld for punishment;
- c. Develop a plan to promote staff health and wellness;
- d. Share information about the nutritional content of meals with parents/guardians and students;
- e. Support the consumption of breakfast at school by implementing alternative breakfast options to the extent possible;
- f. Permit students to bring and carry water bottles filled with water throughout the day;
- g. Make drinking water available where school meals are served during mealtimes;
- h. Encourage fundraising efforts held outside school hours to sell only non-food items, promote physical activity, or include foods and beverages that meet or exceed the Smart Snacks nutrition standards;
- i. Strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- j. Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs; and
- k. Apply for USDA's *Healthier US School Challenge: Smarter Lunchroom Award*, a certification initiative that recognizes schools for nutrition and physical activity excellence.

PUBLIC INVOLVEMENT

There is a process for permitting parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators, and the public to participate in the development, implementation, and periodic review and update of the policy.

1. The district has a local Wellness Committee to advise the district on the development, implementation, and improvement of the school wellness policy (Refer to Policy 504.12);
2. The superintendent [or designee] invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent [or designee].

Adopted:

Reviewed:

Revised:

Related Policy: 504.12

IASB Reference: 507.09-R(1)

Policy 505.3-E Standard Fee Waiver Application

School Year: _____

Date: _____

All information provided in connection with this application will be kept confidential.

Name of Student: _____ Grade: _____

Building: _____

Name of Parent/Guardian: _____
(Or legal/actual custodian)

Address: _____

Please check type of waiver desired:

Full Waiver _____ Partial Waiver _____ Temporary Waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full Waiver:

- _____ Free meals offered under the Children Nutrition Program
- _____ Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation assistance under open enrollment status
- _____ Foster care

Partial Waiver:

- _____ Reduced priced meals offered under the Children Nutrition Program

Temporary Waiver: If none of the above apply but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

Signature of Parent/Guardian: _____
(Or legal/actual custodian)

Note: Your signature is required for the release of information regarding the student or the family's financial eligibility for the programs checked above.

Administrative Action: Approved _____ Denied _____

By: _____ Date _____

Completed fee waiver forms shall be filed annually and will remain on file in the school office for five years.

Please return this form to:
Linn-Mar Community School District
Business Office
2999 N 10th Street
Marion IA 52302

Policy 505.52 Child and Dependent Adult Abuse Reporting by Licensed Personnel

It is the policy of the Board of Directors in compliance with the Code of Iowa to provide for the greatest possible protection of victims of child and dependent adult abuse and to encourage immediate reporting of suspected cases directly to the Department of Human Services.

The administration will develop reporting procedures that comply with legal requirements and will instruct members of the professional staff of their obligations in regard to reporting child and dependent adult abuse.

All licensed school employees, teachers, coaches, school nurses, ~~and~~ paraeducators, **and all school employees 18 years of age or older** are required to orally report any suspected cases of child and dependent adult abuse to the Department of Human Services within 24 hours of observation, followed up by a written report within 48 hours of the oral report. Reports must be made by all observers and not a third party.

Adopted: 7/29

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

Revised: 8/02; 11/17

Related Policy: 401.15; 401.15-R; 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

Policy 505.52-R Administrative Regulations Regarding Child and Dependent Adult Abuse Reporting by Licensed Personnel

The Code of Iowa requires all licensed school employees, teachers, coaches, school nurses, ~~and~~ para-educators, and all school employees 18 years of age or older to report to the Department of Human Services all instances of suspected child and dependent adult abuse involving students. The law further specifies that all licensed school employee, teachers, coaches, school nurses, ~~and~~ para-educators, and all school employees 18 years of age or older who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and may also leave the employee open to civil liability for the damages caused by their failure to report. Iowa Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in judicial proceedings that may result from the report.

CHILD ABUSE DEFINED

Child abuse or abuse means harm occurring through:

- a. Any non-accidental physical injury or injury that is at variance with the history given of it suffered by a child (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; or
- b. The commission of any sexual abuse with or to a child as defined by Chapter 709 of the Iowa Code as a result of the acts or omissions of the person responsible for the child.

Teachers in public schools are not considered 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.

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. A parent/legal guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone will 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

The Iowa Code establishes reporting and investigation procedures for alleged cases of child abuse. All licensed school employees, teachers, coaches, school nurses, ~~and~~ para-educators, and all school employees 18 years of age or older are required to orally report within 24 hours to the Department of Human Services when the person reasonably believes a child has suffered from abuse. Within 48 hours of the oral report, a written report must be forwarded to the Department of Human Services.

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

1. Name, age, and address of the suspected abused child;
2. Name and address of parents/guardians or persons legally responsible for care;
3. Description of injuries including evidence of previous injuries;
4. Names, ages, and condition of other children in the home;
5. Child's whereabouts if different from parents/guardians or persons legally responsible for the child;
6. Any other information considered helpful; and
7. 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.

Board policy states that it is not the responsibility of school employees to prove that a child has been abused or neglected and that school employees 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 Department of Human Services has the responsibility to follow up on the report (Cedar Rapids Office: 319-892-6700).

Adopted: 7/79

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

Revised: 8/02; 11/17

Related Policy: 505.52

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

IASB Reference: 402.02-03

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 are maintained in the administrative offices of the student attendance centers.

DEFINITIONS

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

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

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

Parents, eligible students, and other individuals authorized in accordance with law will have the right to access the student's education records during regular business hours of the school 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 school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student's education records. Parents, eligible students, or authorized representatives of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

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

Upon the request of parents or eligible student, the school 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 school district.

If the parents or 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 school 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 school 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 Secretary of Education, or state and local educational authorities;
- d. In connection with a student's application for, or receipt of, financial aid;
- e. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- f. To accrediting organizations;
- g. To the parents of a dependent student as defined in the Internal Revenue Code;
- h. To comply with a court order or judicially issued subpoena;
- i. In connection with a health or safety emergency;
- j. As directory information; or
- k. In additional instances as provided by law.

The administrative offices of the student attendance centers will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parent or 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 school 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 will be 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 school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school 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 the activity for which funds were used.

The school 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 school 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 school 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 school 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 school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school 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 school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school 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 school 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 notify parents and eligible students annually that they have the right to:

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

The notice will be given in the native language of the parents or eligible student. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school 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 school district failed to comply with this policy. Complaints are forwarded to: Family Policy Compliance 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

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 505.63 Family and Educational Rights and Privacy Act (FERPA) Student Education Records Annual Notice

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal, (or appropriate school official), clearly identifying the part of the education record they want changed and specifying why it should be changed.

If the district decides not to amend the education record as requested by the parent or the eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or

grievance committee or student assistance team, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the district may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. **Note: FERPA requires ~~the~~ a school district ~~will~~ to make a reasonable attempt to notify the parent/legal guardian or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.**

4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is, Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

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 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;
 - b. 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.

- 2. 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;
 - 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.

- 3. 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 ~~Encourage a Reader~~, Junior Achievement, ~~School to Work~~, and ~~Collins Aerospace building~~ volunteers, ~~to name a few~~. Title I will work with the Homeless Liaison to coordinate needs of students.

- 4. Conduct, 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, ~~kindergarten camps~~, and other school activities;
 - c. 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;
 - h. 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
- l. 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

Related Policy: 505.7-R; 505.8

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.08; 505.0-8-R(1)

Mandatory Policy

Policy 103.1-R Administrative Regulations Regarding Anti-Bullying and Anti-Harassment Investigation Procedures

Individuals who feel that they have been bullied or harassed should:

1. If the individual is comfortable doing so, communicate to the bully/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, or principal for help.
2. If the harassment does not stop or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the bully/harasser did;
 - Names of witnesses to the harassment;
 - What the victim said or did either at the time or later;
 - How the victim felt;
 - How the bully/harasser responded; and
 - Any additional information deemed pertinent.

FILING A COMPLAINT

An individual who believes they have been bullied or harassed may file a complaint with the district's equity coordinators (hereinafter "investigators") who will investigate the complaint. ([Refer to Policy 103.1-E1](#)) If the complainant is a school employee, after filing the complaint with the investigators, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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

Bob Read, Associate Superintendent
Phone: 319-447-3028 / bread@Linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
Phone: 319-447-3663 / melissa.frick@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

An alternate investigator will be designated in the event it is claimed that the district's equity coordinator(s) committed the alleged bullying or harassment, or some other conflict of interest exists.

Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The complainant shall receive assistance as needed.

INVESTIGATION

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The equity coordinators (hereinafter "investigators") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The investigators, along with the building principal, have the authority to initiate an investigation in the absence of a written complaint. ([Refer to Policy 103.1-E2](#))

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

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

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

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action the building principal may, at their discretion, interview the complainant and the respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the respondent, and the investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

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

DECISION

The investigators, building principal, or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. ([Refer to Policy 103.1-E3](#))

If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include removal from service and exclusion from school grounds.

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

Reports of false complaints, false statements, or retaliation should be submitted to the district's equity coordinators.

It is the responsibility of the superintendent, in conjunction with the equity coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the school board.

Adopted: 6/00

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

Revised: 7/13; 6/20; 8/23

Related Policy (Code#): 103.1; 103.1-E1-E3; 401.1; 403.13; 500.1

IASB Reference: 104-R(1)

Names of Witnesses (if any): _____

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

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

Complainant's Signature: _____

Date: _____

Please return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@Linnmar.k12.ia.us

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

Bob Read, Associate Superintendent
Phone: 319-447-3028 / bread@Linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:
Melissa Frick, Executive Director of Student Services
Phone: 319-447-3663 / melissa.frick@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Additional Pertinent Information: _____

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

Witness's Signature: _____ **Date:** _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Karla Christian, Chief Officer of Human Resources
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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 school 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 on the basis of age (for employment), color, creed, national origin, race, religion, marital status (for programs), sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status (for programs), 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 school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the school 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 school district property or on property within the jurisdiction of the school 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 school 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 school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders, rules, and regulations pertaining to bullying/harassment, 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.

(Refer to Policy 104.1-R)

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Officer of Human Resources

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

Equity Coordinators:

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Fax: 319-377-9252

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 coordinator listed above.

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 VI 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 Iowa Civil Rights Commissioner at <https://icrc.iowa.gov> or 515-281-4121; or the Iowa Department of Education, Grimes State Office Building, 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 to 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

Related Policy: 101.1; 104.1-R; 104.1-E1-E5; 400.1; 500.1

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

IASB Reference: 102

Mandatory Policy

Policy 104.1-R Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

Students, parents/guardians of students, employees, volunteers, and applicants for employment in the school 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).*

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

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

Nathan Wear, Associate Superintendent
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Bob Read, Associate Superintendent
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Special Education/Student Services Equity Coordinator:

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Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

LEVEL ONE: *Informal and optional. May be bypassed by the complainant.*

Employees or volunteers with a complaint of discrimination based upon their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic 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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic 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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic 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. An alternate investigator will be designated in the event it is claimed that the equity coordinators committed the alleged discrimination, or some other conflict of interest exists. (Refer to [Policy 104.1-E3](#))

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.

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.

Investigation: Within 15 working days, the equity coordinators will begin the investigation of the complaint or appoint a qualified person to undertake the investigation and attempt to resolve it. The grievance 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. (Refer to [Policy 104.1-E4](#))

This investigation may include but is not limited to the following:

- A request for the individual named in the grievance to provide a written statement;
- A request for the witnesses identified during the course of the investigation to provide a written statement;
- Interviews with the complainant, respondent, or witnesses;
- Opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinators shall complete the investigation and issue a report with respect to the findings.

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.

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.

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

LEVEL THREE: *Decision and appeal to the superintendent.*

The equity coordinators shall notify the complainant and respondent of the decision within five working days of completing the written report. Notification shall be by USPS mail, first class. (Refer to [Policy 104.1-E5](#))

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.

Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinators to gather additional information. The superintendent shall notify the complainant, respondent, and equity coordinators of the decision within five working days of the decision. Notification shall be by USPS mail, first class.

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

LEVEL FOUR: *Appeal to 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 five 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.

Adopted: 9/10

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

Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20

Related Policy: 104.1; 104.1-E1-E5

Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3

IASB Reference: 102.R(1)

Policy 104.1-E1 Annual Notice of Non-Discrimination

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 on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, 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 coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

Policy 104.1-E2 Continuous Notice of Non-Discrimination

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, 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 coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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

Bob Read, Associate Superintendent
Phone: 319-447-3028 / bread@linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
Phone: 319-447-3663 / melissa.frick@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252



Policy 104.1-E3 Discrimination Complaint Form

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else? (Please identify the individual if you are submitting this form on behalf of someone else): _____

Who or what entity do you believe discriminated against you (or someone else)?

Date and Place of Alleged Incident: _____

Names of Witnesses: _____

Nature of alleged discrimination (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

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

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

Complainant's Signature: _____ Date: _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Additional Pertinent Information (Attach additional sheet, if needed):

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

Witness' Signature: _____ **Date:** _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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

Bob Read, Associate Superintendent
Phone: 319-447-3028 / bread@Linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
Phone: 319-447-3663 / melissa.frick@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Policy 104.2 Section 504 Compliance

It is the policy of the Board of Directors of the Linn-Mar Community School District not to discriminate against any otherwise qualified individual with a disability solely by reason of their disability in admission or access to, or treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the district's Section 504 coordinator.

Linn-Mar CSD Section 504 Coordinator:

~~Leisa Breiffelder~~ Megan Brunscheen

~~Executive Associate~~ Director of Student Services

2999 N 10th Street, Marion, Iowa 52302

Phone: 319-447-~~3003~~ 3359

Email: ~~lbreiffelder@linnmar.k12.ia.us~~ megan.brunscheen@linnmar.k12.ia.us

Inquiries can also be directed to:

Office for Civil Rights - US Department of Education

John C. Kluczynski Federal Building

230 S Dearborn St, 37th Floor

Chicago, IL 60604

Phone: 312-730-1560

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 their 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 school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school 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
6. 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 on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, 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 Section 504 coordinator:

Section 504 Coordinator:

~~Leisa Breiffelder~~ Megan Brunscheen

~~Executive~~ Associate Director of Student Services

2999 N 10th Street, Marion, IA 52302

Phone: 319-447-~~3003~~ 3359

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

Fax: 319-377-9252

Adopted: 11/08

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

Revised: 6/20

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

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

IASB Reference: 102.EH(3)

Policy 104.3 Prohibition of Discrimination and/or Harassment Based on Sex Per Title IX

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

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

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

Title IX Coordinator:

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

Title IX Deputy Coordinator:

~~Leisa Broiffelder, Executive Director of Student Services~~

Nathan Wear, Associate Superintendent

319-447-~~3003~~ 3028 / ~~lbroiffelder@linnmar.k12.ia.us~~ nathan.wear@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

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

Adopted: 9/20

Reviewed: 3/23

Related Policy: 103 Series; 104 Series

Legal Reference (Code of Iowa): 20 USC § 1681 et seq; 34 CFR § 106 et seq

IASB Reference: 106

Mandatory Policy

**Policy 105.1 Procedures for Charging/Investigating Allegations of
Injury/Abuse of Students by School Employees**

Linn-Mar school employees will not cause injury or commit acts of physical or sexual abuse including inappropriate and intentional sexual behavior toward students. The definition of school employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers under the direction and control of the school district. Disciplinary actions up to and including discharge will be taken against any school employee who commits such acts.

Prompt investigative action will be taken in response to allegations of injury or abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible. When requested, all employees will assist in the investigation, provide information, and keep confidentiality regarding the report and investigation.

The Linn-Mar Community School District will appoint a Level I investigator and an alternate Level I investigator and will arrange for or contract with a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in conducting an investigation, at the expense of the Linn-Mar Community School District. The names of the investigators will be listed in the student handbook, published annually in the local newspaper, and posted in all school facilities. *(Refer to Policy 105.1-E)*

Linn-Mar Community School District Level I Investigators:

- Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@linnmar.k12.ia.us
- Nathan Wear, Associate Superintendent and Equity Coordinator
 - 319-447-3028 / nathan.wear@linnmar.k12.ia.us
- **Bob Read, Associate Superintendent and Equity Coordinator**
 - 319-447-3016 / bread@linnmar.k12.ia.us
- ~~Leisa Breiffelder~~ **Melissa Frick**, Executive Director of Student Services, ~~504 Compliance Coordinator~~, and **Special Education/Student Services Equity Coordinator**
 - 319-447-~~3003~~ **3663** / ~~lbreiffelder@linnmar.k12.ia.us~~ melissa.frick@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion IA 52302
Fax: 319-377-9252

Adopted: 5/90

Reviewed: 3/11; 12/11; 4/13; 3/23

Revised: 2/10; 9/14; 3/17; 11/18; 6/20

Related Policy: 105.-E1; 401.1; 401.15; 401.15-R; 403.30; 403.39; 505.5; 505.5-R; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1); 281 IAC 12.3(6), 102; 103; 441 IAC 155; 175

IASB Reference: 402.03

Were there any witnesses to the incident or are there students or persons who may have information about this incident? Yes No

If yes, please list by name (if known) or classification:
(Example: Third grade class, fourth period geometry class, etc.)

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

Complainant's Relationship to Student: _____

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

- Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@Linmar.k12.ia.us
- Nathan Wear, Associate Superintendent and Equity Coordinator
 - 319-447-3028 / nathan.wear@Linmar.k12.ia.us
- **Bob Read, Associate Superintendent and Equity Coordinator**
 - 319-447-3016 / bread@Linmar.k12.ia.us
- ~~Leisa Breitfelder~~ **Melissa Frick, Executive Director of Student Services, ~~504 Compliance Coordinator,~~ and Special Education/Student Services Equity Coordinator**
 - 319-447-~~3003~~ **3663** / ~~lbreitfelder@Linmar.k12.ia.us~~ **melissa.frick@Linmar.k12.ia.us**

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Policy 400.1 Educational and Employment Equity

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 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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.

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

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 on an annual basis.

The board will appoint an affirmative action coordinator. The affirmative action 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.

Prior to final offer of employment for any teaching position, the district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. 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 Iowa Board of Educational Examiners (BOEE), then the requirement for a background check is waived.

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/or affirmative action laws and policies, including but not limited to complaints of

discrimination, will be directed to the Linn-Mar Equity Coordinators and/or Affirmative Action Coordinator in writing to:

Linn-Mar Community School District Equity Coordinators

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

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

Mr. Bob Read, Associate Superintendent
319-447-3016 / bread@linnmar.k12.ia.us

Affirmative Action Coordinator

Mrs. Karla Christian, Chief Officer of Human Resources
319-447-3036 / kchristian@linnmar.k12.ia.us
Address: 2999 N 10th Street, Marion IA 52302
Fax: 319-377-9252

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 either or both of the following:

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
Des Moines, IA 50319-1004
Phone: (515) 281-4121 or (800) 457-4116
Website: <http://www.state.ia.us/government/crc/index.html>

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

Policy 401.7 Licensed Personnel Resignation/**Contract Release**

A written resignation signed by the licensed employee will be submitted to the employee's immediate supervisor who will direct the resignation with recommendations to the ~~superintendent~~ **Chief Office of Human Resources** [or designee]. The ~~superintendent~~ **Chief Officer of Human Resources** [or designee] will then make a recommendation to the school board as provided by Iowa Code.

The school board recognizes that there are some circumstances which may force a licensed employee to request release from contract before the expiration date of their contract. Therefore, licensed personnel may be released from their contract if a suitable replacement can be found.

Licensed employees who wish to be released from an executed contract must give at least 21 days notice to the Chief Officer of Human Resources [or designee]. Licensed employees may be released at the discretion of the school board. Only in unusual and extreme circumstances will the school board release a licensed employee from a contract.

Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the school board the cost of advertising or other reasonable administrative costs incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the Chief Officer of Human Resources [or designee], and to the extent allowed by law, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the school board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

~~Additionally, after June 15th through the first 45 calendar days of the school year if the release of a licensed employee is approved by the school board, the released employee will be required to reimburse the cost of a suitable replacement up to \$10,000. Exceptions may be made in circumstances deemed an emergency or exceptional situation as determined by the superintendent [or designee].~~

~~In the event a licensed employee terminates employment without proper release, the superintendent is directed to advise the Iowa Board of Educational Examiners for appropriate action.~~

The Chief Officer of Human Resources [or designee] is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the school board.

Adopted: 6/70

Reviewed: 1/11; 12/11; 4/13; 12/16; 4/20

Revised: 9/14; 4/23

Related Policy: Series 401

Legal Reference (Code of Iowa): §§ 91A(1); 216; 272; 279.13, .19A, .46

IASB Reference: 407.02

Policy 403.33 Affirmative Action

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

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

The Affirmative Action Plan helps enable the district to:

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

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

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action should be directed to the Linn-Mar Equity Coordinators and/or Affirmative Action Coordinator 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, and Title IX Coordinator:**
 - Mrs. Karla Christian, Chief Officer of Human Resources
 - 319-447-3036 / kchristian@linnmar.k12.ia.us
 - 2999 N 10th Street – Room 213, Marion IA 52302

- **Equity Coordinator:**
 - Nathan Wear, Associate Superintendent
 - 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
 - 2999 N 10th Street – Room 200, Marion IA 52302

- **Equity Coordinator:**
 - Bob Read, Associate Superintendent
 - 319-447-3016 / bread@Linnmar.k12.ia.us
 - 2999 N 10th Street – Room 200, Marion IA 52302

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
400 E 14th Street
Des Moines IA 50319-1004
(515) 281-4121 or 1-800-457-4416
<http://www.state.ia.us/government/crc/index.html>

Policy 504.32-E Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life-Threatening Incidents (NEW POLICY)

Student Name (Last, First, Middle): _____

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

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

- _____ Epinephrine Auto-Injectors
- _____ Bronchodilator
- _____ Bronchodilator Canisters and Spacers
- _____ Opioid Antagonist

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

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

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

Parent/Guardian Signature: _____ **Date:** _____
(Agreed to above statements)

Policy 602.18 Instruction at a Post-Secondary Educational Institution

In accordance with this policy, students in grades 9 through 12 may receive academic or vocational/technical education credits that count toward graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians will be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. Students may receive academic or vocational/technical education credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

The following factors will be considered in the board's determination of whether a student will receive academic or vocational/technical education credits toward graduation requirements for a course at a post-secondary educational institution:

- a. The course is taken from a public or accredited, private, post-secondary educational institution;
- b. A comparable course is not offered in the district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the district;
- c. The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational/technical education, or a course offered in the community college career options program;
- d. The course is a credit-bearing course that leads to a degree;
- e. The course is not religious or sectarian;
- f. The course meets any other requirements set out by the board;
- g. The course complies with Department of Education requirements for meeting proficiency criteria for the *Every Student Succeeds Act*; and
- h. The course complies with Department of Education senior year plus criteria.

Students in grades 9 through 12 who successfully complete courses in post-secondary educational institutions under an agreement between the district and the post-secondary educational institution will receive academic and vocational/technical education credits in accordance with the agreement. The superintendent [or designee] shall grant to a student who successfully completes a post-secondary education option (PSEO) course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Students who have completed the 11th grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the students pay for the courses. Upon successful completion of the summer courses, students will receive academic or vocational/technical education credits toward graduation requirements which are set by the board. Successful completion of the courses is determined by the post-secondary educational institution.

Students in grades 11 and 12 who take courses other than courses taken under an agreement between the district and the post-secondary educational institution, will be responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades 11 and 12 will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session will be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit will reimburse the district for all costs directly related to the course. Prior to registering for the course, students under age 18 will have a parent/guardian sign a form indicating that they are responsible for the cost of the course should the student fail the course and fail to receive credit. Students who fail the course and fail to receive credit for reasons beyond their control including but not limited to physical incapacity, a death in the immediate family, or a move out of the school district may not be responsible for the cost of the course. The board may waive reimbursement of costs to the district for the previously listed reasons. Students dissatisfied with the board's decision may appeal to the local AEA for a waiver of reimbursement.

~~If a student is unable to demonstrate proficiency, or the school district or accredited nonpublic school determines that the course unit completed by the student does not meet the school district's standards, the superintendent [or designee] will provide, in writing to the student's parent/guardian, the reason for the denial of credit.~~

It is the responsibility of the superintendent [or designee] to notify students and parents/guardians of the opportunity to take courses at post-secondary educational institutions in accordance with this policy, on an annual basis. The superintendent [or designee] will also be responsible for developing the appropriate forms and procedures for implementing this policy.

Adopted: 11/92

Reviewed: 1/10; 6/12

Revised: 1/10; 6/11; 9/13; 4/15; 1/18; 11/18; 2/21

Legal Reference (Code of Iowa): §§ 256.7, .11; 258; 261E; 279.61; 280.3; 280.14; 281 IAC 12 and 22

IASB Reference: 604.6

Policy 602.27-R Administrative Regulations Regarding Selection of Instructional Materials

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, ~~students~~, 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 Ad Hoc Committees](#).
 1. The superintendent [or designee] will inform the committee of their role and responsibilities.
 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 THESE 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, [students](#), 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;
 - b. 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 school 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 and aesthetically adequate);
 - f. Durability; and
 - g. Cost.

3. Illustrations of Books and Non-Book Materials:
 - a. 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; and
 - c. Contains pertinent and effective illustrations.
4. 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 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

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

Related Policy: 602.10-13; 602.27

Legal Reference (Code of Iowa): SF496

IASB Reference: 605.01-R(1)

Policy 603.13-R Administrative Regulations Regarding Digital Communication/Web Page Development

Internet access provides opportunities for students and staff to contribute to the district's presence on the World Wide Web. The district website (<http://www.linnmar.k12.ia.us/>) provides information about district planning, curriculum, instruction, school-authorized activities, programs, and general information relating to the district and its schools. Web page development capability is provided by the Technology Department and the Communications and Media Relations Coordinator.

Creators of web pages need to familiarize themselves with and adhere to the following guidelines. Failure to follow these guidelines may result in the loss of authoring privileges or other stringent disciplinary measures.

Content Standards: Web pages may not contain advertisements. However, business logos directly associated with Linn-Mar Community School District programs or departments which meet guidelines and have been approved may be displayed. Web pages may not promote individuals or organizations for the purpose of financial, political, or professional gain. Web pages must be approved by the ~~Executive Director of Technology Services~~ Chief Officer of Technology [or designee] before they can be linked to the Linn-Mar website. Employee-designated, district, Office 365 and Google sites and applications must also comply with the same guidelines of appropriate use and will be monitored by district administration. If prior approval is not possible, a disclaimer page will be inserted before the user links to the site.

Subject Matter: All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, programs, or general information that is appropriate and of interest to others and it should relate to the district or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the district website or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality: All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point to or link directly to objectionable materials. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content the judgment of the Communications and Media Relations Coordinator [or designee] will prevail.

Ownership and Retention: All web pages, Office 365, and Google applications on the district websites are property of the school district.

Safeguards: Web pages may not contain photographs or personal identification information about students, their families, their friends, and/or employees of the Linn-Mar School District without written consent. Email addresses of Linn-Mar employees may be posted. Web pages

may not include any information which indicates the physical location of a student at a given time. Web pages may not hinder the loading and general functions of the home page, home page server, and/or computer stations.

Laws or School Board Policies: All documents on the Linn-Mar website, Office 365, and Google applications must conform to board policies, state laws, federal laws, and copyright laws; as well as established school guidelines. Copies of board policies are available on the district website (<http://www.linnmar.k12.ia.us/>). Persons developing or maintaining web documents are responsible for complying with these and other policies.

Some relevant issues and board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in board policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment including its website, Office 365, or Google applications.
2. Web pages are subject to [Policy 602.29-E Objection to Instructional Materials Reconsideration Request Form](#) and [Policy 603.12 Technology and Instructional Materials](#) including related administrative rules, regulations, and exhibits.
3. Any information communicated via district web pages, Office 365, or Google applications will comply with [Policy 505.6 Education Records Access](#) including related administrative rules, regulations, and exhibits.
4. Any links to district web pages that are not specifically related will meet the criteria established in board policies. Any other non-curricular materials must be limited to information about youth activities, agencies, or organizations which are known to be non-discriminatory, non-sectarian, non-profit, and exclusively devoted to community interests or child welfare. District web pages, Office 365, or Google application links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to board [Policy 603.12 Technology and Instructional Materials](#).

Consistency Technical Standards: Every web page added to the district's website must contain certain elements which to provide general consistency:

1. All web pages must be submitted to the ~~Executive Director of Technology Services~~ **Chief Officer of Technology** [or designee] for review prior to placement on the district server.
2. Users must exhibit care when creating web pages with extensive tiled backgrounds, large graphics, large PDF documents, or any other large files. Such files require extensive download time which take bandwidth away from other users.
3. The authorized staff member who is publishing approved web pages for themselves, or for students, will edit and test them for accuracy of links and for conformance with standards outlined in this policy.
4. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the text that will provide the link should be included. However, the actual link to said pages may not be made available until the final page is in place on the district server.
5. All web pages must be given names which clearly identify them. The names of all documents will coincide with current district naming practices and structures.

6. Any graphics, sounds, or videos must conform to the format currently used or approved by the district.
7. Web pages shall not contain student email address links, survey response links, or any other type of direct-response links.
8. Final decisions regarding access to active web pages for editing content or organization will rest with the ~~Executive Director of Technology Services~~ Chief Officer of Technology [or designee].

Other Technical Standards: Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not in any way represent individual schools or the district, nor are they endorsed or sanctioned by the individual school or district. Concern about the content of any web pages created by students or staff should be directed to the ~~Executive Director of Technology Services~~ Chief Officer of Technology [or designee].

Given the rapid change in technology, some of the technical standards outlined in this policy may require changes throughout the year. Such changes will be made by the Executive Director of Technology Services with approval of the superintendent. This policy will be updated on an annual basis or more frequently if required.

Adopted: 7/03

Reviewed: 7/11; 4/18; 6/21

Revised: 11/07; 1/10; 9/12; 10/13; 2/15

Related Policy: 505.6; 505.6-R; 505.6-E2-E7; 602.29; 602.29-R; 602.29-E; 603.12; 603.12-R1-R2; 603.12.E1-E2; 603.13

Policy 604.2 Guidelines for Use of Professional Therapy Dogs

Role and Purpose of Certified Assistance Dog Teams: Professional therapy dogs certified with their owners/handlers as certified assistance dog teams provide emotional and physical support in educational settings. These highly trained dogs model good behavior, tolerance, and acceptance. All certified assistance dog teams in the Linn-Mar Community School District work to support and positively influence student achievement.

Definition, Certification, and Approval for Use of Therapy Dogs: Professional therapy dogs are trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as part of the handler's occupation or profession. A professional therapy dog has been temperament tested by a trainer affiliated with an organization recognized as qualified to perform temperament testing. Therapy dogs, along with their handlers, perform services in institutional settings, community-based group settings, or with individuals who have disabilities. Therapy dogs *are not* family pets that have been certified as pet therapy animals. *Refer to page 3: Pet Visitation Dogs.*

Professional therapy dogs have passed a public access test administered by a trainer/evaluator recognized by the Linn-Mar Community School District. Handlers and their dogs are administered the public access test for re-evaluation during their first year of service. The public access test may be administered by a trainer/evaluator recognized by the district.

Professional therapy dogs are owned by a professional educator in the district who wishes to use a therapy dog to augment their educational program. Professional therapy dogs may be used in school settings on a regular basis once the following documentation is in place:

1. Administrative Approval: [Refer to Policy 604.2-E1](#)
 - Use of a therapy dog must be approved by the building administrator in which the handler works. A letter stating administrator approval should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
2. Vaccination, Health, and Grooming Requirements: [Refer to Policy 604.2-E2](#)
 - The owner/handler must provide a record of annual vaccinations received by the therapy dog and signed by a licensed veterinarian. These health records should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
 - The therapy dog should receive an annual Bordetella vaccination. Rabies and five-way Parvo/Distemper (DHPP) shall be administered every three years. *Note: therapy dogs less than one year of age or receiving their rabies and parvo*

vaccinations for the first time shall receive a follow-up vaccine in one year with administration every three years thereafter.

- The therapy dog should receive an annual comprehensive wormer or fecal check.
 - The therapy dog should be checked for external parasite control.
 - Owners/handlers will administer preventative parasite (flea and tick) control and heartworm medication year-round. Annual tests for heartworms is recommended. *Note: Frontline Plus is recommended due to its non-toxic nature which is important in a school environment.*
 - The therapy dog should be groomed and bathed regularly. For dogs in a working environment, monthly to bi-monthly baths are recommended as is daily brushing. Good judgment should be used based on the dog's hair, skin, and dander concerns. The owner/handler must also ensure proper health care through regular brushing of the dog's teeth (several times weekly), nail trims as needed, and weekly ear cleaning/checks.
3. Public Access Test Documentation:
- A copy of the public access test certificate of completion should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
 - Certification verifying that both the handler and therapy dog passed the public access test must be sent by the certifying institution directly to the Executive Director of Student Services.
 - Records of advanced obedience, agility, or other trainings should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
4. Review of Guidelines and Procedures:
- Guidelines and procedures for the use of professional therapy dogs will be reviewed annually with staff and students at the beginning of the academic year.
 - Guidelines and procedures for the use of professional therapy dogs will be reviewed as needed throughout the year as determined by the building administrator, handler, and Executive Director of Student Services.
5. The privilege to bring the therapy dog into the school setting may be terminated should the owner/handler or the dog behave in a way deemed unprofessional or unsafe.
6. When a professional educator in the district uses a professional therapy dog according to the above guidelines, the building in which the handler works and the professional educator will be covered by the district's general liability coverage.

Pet Visitation Dogs: A pet visitation dog is owned by a volunteer or student who is not employed by the Linn-Mar Community School District, but who has received registration and/or recognition for volunteer pet visitation. These dogs are not considered to be professional therapy dogs.

For a dog to be used on a *volunteer basis* these guidelines must be followed:

1. If the handler of the dog is an employee of the district, the handler and dog must be certified under the professional therapy dog guidelines listed above.

2. The dog may be used no more than one visitation per week for a two-hour interval. Should the dog be used more often or for longer periods the dog must pass all requirements for professional therapy dog status before it may be used in the schools.

The following documentation must be kept on file in the office of the Executive Director of Student Services and in the building in which the pet visitation dog is used:

- a. Current certification/registration from the therapy dog organization administering the evaluation and testing.
- b. Current veterinary records of worming schedules and annual vaccinations for five-way Parvo/Distemper (DHPP) and Bordetella, as well as rabies vaccinations every three years.
- c. Proof of insurance.
- d. Letter of approval from the building administrator.

If you have questions about the therapy dog program please contact:

~~Mrs. Leisa Breiffelder~~ Melissa Frick

Executive Director of Student Services

2999 N 10th Street, Marion, IA 52302

319-447-~~3003~~ 3663 / ~~lbreiffelder@Linmar.k12.ia.us~~ melissa.frick@Linmar.k12.ia.us

Policy 604.3 Assistance Animals

It is the policy of the Linn-Mar Community School District to foster an equal education environment for all students, employees, and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district will allow the use of qualified service animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeterias, and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities.

Service animals must be current on all required vaccinations. Service animals also must be under control while on district grounds. The animal may be under control by either the individual with the disability or a handler of the service animal. Under control means harnessed, leashed, or tethered unless these devices interfere with the animal's work, in which case under voice or other directive control.

Miniature Horses as Service Animals

Miniature horses will be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include whether the miniature horse is housebroken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size, and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Establishing the Need for a Service Animal

When no prior notice is given to the district regarding the use of a service animal, the superintendent [or designee] and/or school administrators are permitted to ask the following question: Do you need/require this animal because of a disability? If the animal's trained tasks are not readily apparent, the superintendent [or designee] and/or school administrators may ask: What work or tasks has the animal been trained to perform?

Service Animals In-Training

Assuming the handler and animal are otherwise allowed, individuals who train service animals will also be allowed access with their service animal in-training to public areas of district buildings and property. The service animal in-training is expected to abide by the same requirements as fully trained service animals.

Exclusion of Service Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from district property. The superintendent [or designee] is permitted to exclude service animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not housebroken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the

program. If a service animal is properly excluded from district property, the district will provide the student served by the animal the opportunity to participate in the program, service, or activity without having the service animal on district property.

Emotional Support Animals and Therapy Animals

Emotional support animals are medically prescribed to provide therapeutic benefits through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service animals. However, the district recognizes their value in the community. The superintendent [or designee] will evaluate the use of emotional support animals and therapy animals on a case-by-case basis for students.

District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent [or designee]. For information on the use of therapy animals by district employees, refer to [Policy 604.2-Guidelines for Use of Professional Therapy Dogs](#).

Student Use of Emotional Support Animals and Therapy Animals

As provided by *The Americans with Disability Act*, factors the superintendent [or designee] will consider in evaluating the use of emotional support animals and therapy animals are:

- a. Whether the animal is housebroken
- b. Whether the animal is under the owner's control
- c. Whether the facility can accommodate the animal's type, size, and weight
- d. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

The superintendent [or designee] will also take under consideration whether the animal has a current vaccination certificate and whether the animal has been recommended through an Individual Education Plan (IEP) or 504 Plan, as necessary for the student to receive free access to public education.

If you have questions about any information provided in this policy, please contact:

~~Mrs. Loisa Breiffolder~~ **Melissa Frick**

Executive Director of Student Services

2999 N 10th Street, Marion, IA 52302

319-447-~~3003~~ **3663** / ~~lbreiffolder@linnmar.k12.ia.us~~ **melissa.frick@linnmar.k12.ia.us**



**SCHOOL BOARD MEETING MINUTES
SEPTEMBER 11, 2023****100: CALL TO ORDER & DETERMINATION OF A QUORUM**

The Linn-Mar Board of Directors meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration Present: Kortemeyer, Christian, Frick, Ramos, Read, and Wear.

200: ADOPTION OF AGENDA *Motion 032-09-11*

MOTION by Buchholz to adopt the agenda as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

The board recognized the anniversary of 9-11 with a moment of silence.

300: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS**301: Staffing Report – Exhibit 301.1** *(Board Goal 3a, Strategic Plan Priority 4)*

Karla Christian, Chief Officer of Human Resources, reported on staffing for the 2023-24 school year including information on recruiting efforts (46 new hires) and workplace satisfaction/retention including highlights of the 2022-23 Upbeat staff survey.

302: Teaching & Learning Report – Exhibit 302.1 *(Board Goals 2a-b, Strategic Plan Priority 2)*

Associate Superintendents Bob Read and Nathan Wear reported on the curriculum adoption process, adopted curriculum from 2019-22, FAST and IASAP assessment scores from 2022-23, the Leader in Me Program, and student learning goals/strategies.

303: Finance/Audit Committee Report

Morey reported that during the September 7th FAC meeting the committee reviewed the new budget timeline, the sale of SAVE bonds to fund the new performance venue, and the timeline for the PPEL renewal which covers facilities and maintenance. Weaver thanked David Nicholson for his service.

304: Marion City Council Report

Weaver reported that during the September 7th Marion City Council meeting the only item pertaining to the district was the rezoning of 9-10 homes in the East Robins area from rural agricultural to urban services.

305: Superintendent's Update – Exhibit 305.1

Superintendent Kortemeyer shared information on her first superintendents' meeting at Grant Wood AEA, the transition of the CFO/COO, and that the 2022-23 ISASP data was shared with families last Friday. Kortemeyer also shared that the site supervisor for the new administration building is a 2020 Linn-Mar graduate and congratulated Ginger Halverson on being named Adapted PE Teacher of the Year and the 1,000+ students that recently received academic letters.

400: UNFINISHED BUSINESS

401: Approval of Bid – Exhibit 401.1 *(Strategic Plan Priority 5)* **Motion 033-09-11**

MOTION by Buchholz to approve Hawkeye Electric of Hiawatha, Iowa, as the lowest responsible bidder regarding the procurement of the early release equipment package for the new performance venue at a base bid of \$362,396.00. Second by Wall. Rollinger requested additional information on refund of the equipment if not needed and results if PPEL is not added to upcoming ballot. Morey clarified that the equipment is resalable at cost and that the performance venue is being covered by SAVE funds, not PPEL. Voice vote, all ayes. Motion carried.

500: NEW BUSINESS

501: Approval of FY23 Depository Banks Affidavit Reports – Exhibit 501.1

MOTION by Walker to approve the depository banks affidavit reports for fiscal year 2022-23 as presented in exhibit 501.1. Second by Weaver. Voice vote, all ayes. Motion carried. **Motion 034-09-11**

502: Fundraising Requests – Exhibit 502.1 **Motion 035-09-11**

MOTION by Wall to approve the fundraising requests as presented in Exhibit 502.1. Second by Walker. Voice vote, all ayes. Motion carried.

503: Open Enrollment Requests **Motion 036-09-11**

MOTION by Walker to approve the open enrollment requests as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

Approved IN	Student Name	Grade	Resident District
	Banowitz, Rebekah	9 th	Cedar Rapids CSD

Denied IN	Student Name	Grade	Resident District	Reason
	Fuentes, Angel	2 nd	Cedar Rapids CSD	Insufficient space
	King, JaNeil	3 rd	Cedar Rapids CSD	Insufficient space
	King, Terry	K	Cedar Rapids CSD	Insufficient space
	Taylor, Korvin	9 th	Cedar Rapids CSD	Insufficient space

600: CONSENT AGENDA Motion 037-09-11

MOTION by Walker to approve the consent agenda as presented. Second by Wall. Voice vote, all ayes. Motion carried.

601: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Lemmer, Barb	HS: Agri-Science Teacher	5/31/24	Retirement

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Baldwin, Luke	AC: Aquatic Instructor	8/30/23	\$12.00/hour
Budde, Megan	EH: Student Support Associate	8/31/23	LMSEAA II, Step 1
Castro, Brianna	EH: Student Support Associate	9/5/23	LMSEAA II, Step 1
Costello, Abby	IC: Student Support Associate	9/5/23	LMSEAA II, Step 1
Eilders, Angela	EX: SSA from 7 to 6 hours/day	8/25/23	Same
Ernie, Veronica	WE: SSA from 6.5 to 3.5 hours/day	8/28/23	Same
Estrada Lopez, Monica	EH: Student Support Associate	9/6/23	LMSEAA II, Step 1
Gudenkauf, Cayce	LG: Student Support Associate	9/18/23	LMSEAA II, Step 1
Krause, Rhonda	BP: Student Support Associate	9/25/23	LMSEAA II, Step 1
Laubach, Lori-Anne	EH: SSA from 7 to 6.5 hours/day	8/17/23	Same
Martin, Marcus	O&M: EX Custodian	8/28/23	SEIU C, Step 1
McCloy, Jenny	EH: SSA from 4 to 5 hours/day	8/17/23	Same
Messerschmitt, Alexa	LG: Student Support Associate	9/11/23	LMSEAA II, Step 1
Phelps, Melissa	NS: BP General Help from 4 to 5.75 hrs/day	8/17/23	Same
Rodriguez Herrera, Katherine	EH: Student Support Associate	9/13/23	LMSEAA II, Step 1
Sandhanam, Latha	EH: SSA from 5 to 6 hours/day	8/17/23	Same
Seisler, Kylie	NS: HS General Help	9/5/23	SEIU A, Step 1
Stephen, Lauren	O&M: EX Custodian	8/28/23	SEIU C, Step 1
Unruh, Jason	TR: Regular Sub Bus Driver	9/5/23	Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Comried, Amy	HS: Student Support Associate	8/25/23	Personal
Messenger, Kristina	BW: Building Secretary	9/8/23	Other employment
Tuttrup, Jason	OR: Student Support Associate	9/2/23	Personal
Wassmer, Jolene	HP: Student Support Associate	8/8/23	Personal
Wilson, Chyna	NS: OR General Help	8/21/23	Personal

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Baldwin, Luke	HS: Assistant Girls Swim Coach	9/4/23	\$2,530.70
Blakely, Dierra	EX: From Assistant to Head 8 th Gr Volleyball Coach	9/6/23	\$3,468
Blum, David	OR: Assistant Cross Country Coach	8/29/23	\$3,083
Bolinder, Kiley	OR: Assistant 7 th Gr Girls Basketball Coach	8/28/23	\$3,083
Katz, Phil	EX: 7 th Gr Assistant Football Coach	9/11/23	\$1,994.84
Kelley, Tyler	EX: 7 th Gr Assistant Football Coach	8/17/23	\$1,088.16
Kelly, Sam	OR: Assistant Jazz Band Director	8/28/23	\$3,468
Rowland, Nicole	HS: From Asst to Head Varsity Volleyball Coach	9/8/23	\$5,780

Name	Assignment	Dept Action	Salary Placement
Sellner, Alana	EX: Assistant 8 th Gr Volleyball Coach	9/5/23	\$2,445.13
Suther, Kelsey	HS: Special Olympics Coach	9/1/23	\$3,500

Co/Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Pierson, Travis	EX: Assistant Girls Tennis Coach	8/30/23	Personal
Thomas, Alyssa	HS: Head Varsity Volleyball Coach	9/8/23	Personal

602: Approval of August 28th Board Minutes – Exhibit 602.1

603: Approval of Bills/Warrants – Exhibit 603.1

604: Approval of Contracts/Agreements – Exhibits 604.1-5

1. AccuTrain Corp: Guest presenter for staff professional development
2. Design Engineers: Medium voltage study for new performance venue
3. Peak Construction: Change order regarding new administration building
4. Independent Contractor Agreement: Brenda Cerwick
5. Independent Contractor Agreement: Gary Hoobler

605: Overnight Trip Request – Exhibit 605.1

FFA to attend National Convention in Indianapolis, Indiana on Oct 31-Nov 4.

700: BOARD CALENDAR/COMMUNICATIONS/COMMITTEES

701: Board Calendar & Communications

Morey congratulated Ginger Halverson on being named Adapted PE Teacher of the Year and Buchholz thanked the American Legion for letting the football team use their facility during the power interruption days.

Date	Time	Event	Location
Sept 13	5:15 PM	LMHS Homecoming Parade	LMHS South Lot
Sept 14	All Day	LM School Foundation Dine Out for Schools Day	Various Vendors
Sept 14	11:30 AM	Board Visit	Hazel Point
Sept 18	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
Sept 20	1:00 PM	Policy Committee (500 Series Review)	Boardroom
Sept 21	5:30 PM	Marion City Council (Buchholz)	City Hall
Sept 25	5:00 PM	Board Meeting	Boardroom
Sept 28	11:45 AM	Board Visit	Boulder Peak
Sept 28	4:00 PM	School Improvement Advisory Committee (SIAC)	Boardroom
Date	Time	Event	Location
Oct 5	7:30 AM	Finance/Audit Committee (FAC)	LRC Room 203
Oct 5	5:30 PM	Marion City Council (Wall)	City Hall
Oct 9	5:00 PM	Board Meeting	Boardroom
Oct 12	8:30 AM	Board Visit	Oak Ridge
Oct 16	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
Oct 18	6:00 PM	Lion Learning with Superintendent Kortemeyer	Boardroom
Oct 19	5:30 PM	Marion City Council (Rollinger)	City Hall
Oct 23	5:00 PM	Board Meeting	Boardroom

702: Board Committees/Advisories

Committee/Advisory	Board Representatives
Finance/Audit Committee (F/AC)	Buchholz, Morey, Weaver
Policy Committee	Morey, Nelson, Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, Wall

800: AUDIENCE COMMUNICATIONS

1. James Thatcher, resident, board action/patience
2. Wendy Lingo, resident, board action

900: ADJOURNMENT Motion 038-09-11

MOTION by Weaver to adjourn the meeting at 6:37 PM. Second by Rollinger. Voice vote, all ayes. Motion carried.

Brittania Morey, Board President

David Nicholson, Board Secretary/Treasurer

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$863.70
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$91.52
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$391.32
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$91.52
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$391.32
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$456.63
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$390.33
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$585.79
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.16
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11.51
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$521.38
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$200.47
	Fund Total:	\$4,000.65
Fund: DEBT SERVICE		
UMB BANK, N.A.	OTHER PROFESSIONAL SERVICES	\$600.00
	Fund Total:	\$600.00
Fund: GENERAL		
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	\$3,833.33
ACCUTRAIN CORPORATION	PROF SERV: EDUCATION	\$20,441.40
ACME ELECTRIC COMPANY	REPAIR/MAINT SERVICE	\$559.96
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$47.45
ADVANCE AUTO PARTS	TRANSP. PARTS	\$365.97
ADVANTAGE RECORDS MANAGEMENT	GENERAL SUPPLIES	\$112.81
AGVANTAGE FS	PROPANE	\$2,404.30
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$155.00
AIRGAS NORTH CENTRAL	GENERAL SUPPLIES	\$743.63
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$634.06
AKERS KYLE	OFFICIAL/JUDGE	\$150.00
AL-YASSIRI LATIF	OFFICIAL/JUDGE	\$70.00
ALLIANT ENERGY	ELECTRICITY	\$16,193.35
AMERICAN FLAGPOLE & FLAG CO.	OTHER PROFESSIONAL SERVICES	\$798.00
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$22.12
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$937.06
ANCHOR FRAME & AXLE	REPAIR/MAINT SERVICE	\$7,761.02
ANDERSON SCOTT	OFFICIAL/JUDGE	\$140.00
AVERHOFF JENNA	OFFICIAL/JUDGE	\$75.00
BALANCE AUTISM	PROF SERV: EDUCATION	\$1,125.00
BARNARD INSTRUMENT REPAIR, INC	INSTRUCTIONAL SUPPLIES	\$3,293.00
BARROSO BEATRIZ OR RAUL	MISC REVENUE	\$25.00
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$1,264.27
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$25.84
BOYD CHEYENNE	STAFF TRAVEL	\$85.00
BREWER ABBIE OR JAMES	MISC REVENUE	\$9.00
BUNJER SARAH	Staff Tuition & Continue ED payment	\$1,668.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
BURGESS GAYLA	STAFF TRAVEL	\$49.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$6,331.91
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$645.35
CARROLL CONSTRUCTION SUPPLY	GROUNDS UPKEEP	\$364.38
CEDAR RAPIDS TOOL & DIE	EQUIPMENT >\$5,000	\$8,781.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,210.33
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$4.61
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$13,312.09
CENTURYLINK	TELEPHONE	\$1,855.67
CESA # 5	INSTRUCTIONAL SUPPLIES	\$2,600.00
CITY OF MARION.	OTHER PROFESSIONAL SERVICES	\$887.40
COLLECTION	EE LIAB-GARNISHMENTS	\$1,885.49
COUSINS UNIFORM & TUXEDO	INSTRUCTIONAL SUPPLIES	\$1,080.00
CR/LC SOLID WASTE AGENCY	GROUNDS UPKEEP	\$67.11
CRISISGO, INC	PROF SERV: EDUCATION	\$14,190.00
CULLIGAN	GENERAL SUPPLIES	\$381.61
DAVIES, MICHAEL	STAFF TRAVEL	\$3.51
DEAN JESSICA OR RICHARD JR	MISC REVENUE	\$5.00
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$3,400.00
EDPUZZLE, INC.	COMPUTER SOFTWARE	\$12,420.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	ELECTRICAL SUPPLY	\$1,627.10
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL SERVICES	\$1,935.81
FALAH AL-YASSIRI	OFFICIAL/JUDGE	\$130.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,395,794.46
FILLNER SCOTT	STAFF TRAVEL	\$124.00
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$613.00
FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS	\$545.78
FRICK MELISSA	STAFF TRAVEL	\$112.00
FRIDAY MATT	OFFICIAL/JUDGE	\$75.00
FRITZ JAMES	PROF SERV: EDUCATION	\$419.56
GADDE MEERA OR RAJ	TXTBK RENTAL PS	\$50.00
GATES KARI OR CHRIS	MISC REVENUE	\$27.00
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$1,124.62
GOODWILL OF THE HEARTLAND	PROF SERV: EDUCATION	\$6,008.00
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$1,162.95
GOSNELL JIM	PROF SERV: EDUCATION	\$438.67
GOSNELL JOHN	PROF SERV: EDUCATION	\$430.48
GRAINGER	GENERAL SUPPLIES	\$168.87
GRANT WOOD AEA	COMPUTER SOFTWARE	\$14,460.42
GRANT WOOD AEA	PROF SERV: EDUCATION	\$80.00
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$6,532.14
GRUWELL ALAN	OFFICIAL/JUDGE	\$65.00
HANCOCK HEIDI OR BRIAN	TXTBK RENTAL PS	\$90.00
HANSEN SCOTT	OFFICIAL/JUDGE	\$65.00
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$1,102.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
HOOK ADAM	PROF SERV: EDUCATION	\$432.82
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$111.24
IMAGINE LEARNING LLC	COMPUTER SOFTWARE	\$4,500.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$68,634.43
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$293,471.71
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$68,634.43
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$293,471.71
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$396,092.37
INVOLTA	OTHER TECH SER	\$75.00
IOWA COMMUNICATIONS NETWORK	COMPUTER SOFTWARE	\$11.08
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$1,200.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$333,580.33
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$500,635.75
IOWA SCHOOL COUNSELOR ASSOCIATION	PROF SERV: EDUCATION	\$1,040.00
IOWA SCHOOL COUNSELOR ASSOCIATION	Professional Educational Services	\$40.00
IOWA SHARES	EE LIAB-CHARITY	\$23.00
ISFIS	OTHER PROFESSIONAL SERVICES	\$1,912.50
JONES ANTOINE	OFFICIAL/JUDGE	\$65.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$400.00
KONE INC	REPAIR/MAINT SERVICE	\$275.83
KORTEMAYER AMY	STAFF TRAVEL	\$140.00
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$825.40
LEWIS TONI	OFFICIAL/JUDGE	\$65.00
LINDER TIRE SERVICE INC	REPAIR PARTS	\$16.00
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$79.00
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$1,175.94
LINN COUNTY REC	ELECTRICITY	\$39,411.99
LINN COUNTY SHERIFF	OTHER PROFESSIONAL SERVICES	\$639.00
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$225.00
LINN-MAR NUTRITION SERVICES	GENERAL SUPPLIES	\$47.41
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$425.08
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,629.84
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11,214.94
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$248.00)
MAIERS JASON	PROF SERV: EDUCATION	\$250.00
MANSKE RAYMOND	OFFICIAL/JUDGE	\$75.00
MARCO TECHNOLOGIES, LLC	GENERAL SUPPLIES	\$690.00
MARCO TECHNOLOGIES, LLC	INSTRUCTIONAL SUPPLIES	\$108.07
MARION CHAMBER OF COMMERCE	DUES AND FEES	\$1,090.00
MARION INDEPENDENT SCHOOLS	DUES AND FEES	\$50.00
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$319.18
MCMASTER-CARR	GENERAL SUPPLIES	\$52.46
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$337.59
MEDCO SUPPLY	GENERAL SUPPLIES	\$4,298.22
MEDIACOM	TELEPHONE	\$286.90

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
MENARDS -13127	GENERAL SUPPLIES	\$470.10
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$541.67
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$345.28
METEOR EDUCATION, LLC	MAINTENANCE SUPPLIES	\$362.20
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$614,003.66
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	(\$89.91)
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$28,717.12
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$39,080.76
MEUNIER JACQUELYN	PROF SERV: EDUCATION	\$434.38
MHC Kenworth Cedar Rapids	TRANSP. PARTS	\$129.66
MICHAEL CHRISTOPHER	OFFICIAL/JUDGE	\$75.00
MID AMERICAN ENERGY	NATURAL GAS	\$158.70
MIDTESOL	Professional Educational Services	\$789.00
MIDWAY OUTDOOR EQUIPMENT INC	REPAIR PARTS	\$157.31
MIDWEST ALARM SERVICES	REPAIR/MAINT SERVICE	\$165.00
MIDWEST WHEEL	TRANSP. PARTS	\$1,462.21
MILLENNIUM TECHNOLOGY OF IOWA	REPAIR/MAINT SERVICE	\$1,956.00
MILLER JIM	PROF SERV: EDUCATION	\$150.00
MOHWINKLE BRAD	OFFICIAL/JUDGE	\$70.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$156.00
MYSAK TRANSMISSION	REPAIR/MAINT SERVICE	\$4,285.00
NEIBA	DUES AND FEES	\$100.00
NOTEWORTHY MUSIC SERVICES, INC	PROF SERV: EDUCATION	\$1,500.00
O'CONNELL MICHAELA	STAFF TRAVEL	\$47.05
OFFICE OF AUDITOR OF STATE	OTHER PROFESSIONAL SERVICES	\$850.00
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$185.00
PARTS TOWN, LLC	GENERAL SUPPLIES	\$276.09
PEARSON LAURA	STAFF TRAVEL	\$118.50
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$523.59
PFEIL ANGELA	STAFF TRAVEL	\$37.90
PITNEY BOWES	DUES AND FEES	\$1,678.80
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$2,229.39
PRAIRIE MUSIC ASSOCIATION	DUES AND FEES	\$300.00
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$200.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$53.61
RIVERSIDE TECHNOLOGIES, INC	OTHER TECH SER	\$4,141.06
ROBERTSHAW KIRSTEN	STAFF TRAVEL	\$7.00
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$317.46
ROTO-ROOTER	HEAT/PLUMBING SUPPLY	\$756.60
ROUNDS TRACY	STAFF TRAVEL	\$44.85
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$639.00
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$2,589.69
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$20.40
SMITH TIMOTHY C	OFFICIAL/JUDGE	\$130.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$938.25

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$14.50
STEVEN STICKNEY	PROF SERV: EDUCATION	\$340.94
STOUFFER TEEG OR AMY	MISC REVENUE	\$21.00
STRIEGEL RANDY	OFFICIAL/JUDGE	\$65.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,908.85
SYNOVIA SOLUTIONS, LLC	GENERAL SUPPLIES	\$630.00
SYNOVIA SOLUTIONS, LLC	RENTALS EQUIPMENT	\$1,835.10
TEACHING STRATEGIES INC	COMPUTER SOFTWARE	\$5,485.00
THE FILTER SHOP, INC	GENERAL SUPPLIES	\$2,558.30
THE PAPER CORPORATION	MAINTENANCE SUPPLIES	\$204.40
THE POINTE SCHOOL OF DANCE	INSTRUCTIONAL SUPPLIES	\$3,067.00
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$597.00
THE WELD WORX	REPAIR/MAINT SERVICE	\$498.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$924.34
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$166,028.52
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS/MAINTENANCE	\$1,749.78
TROENDLE MARK	OFFICIAL/JUDGE	\$60.00
TRUCK BUILDERS	VEHICLE REPAIR	\$10,252.96
U.S. CELLULAR	TELEPHONE	\$204.20
UNDER-HILL TRUCK & AUTO REPAIR	REPAIR/MAINT SERVICE	\$1,123.22
UNDER-HILL TRUCK & AUTO REPAIR	VEHICLE REPAIR	\$7,007.15
UNITED REFRIGERATION	HEAT/PLUMBING SUPPLY	\$865.24
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$120.00
VALLEY BAND BOOSTERS, INC	DUES AND FEES	\$175.00
VAN METER CO	ELECTRICAL SUPPLY	\$1,558.74
VANESSA TERRELL	STAFF TRAVEL	\$1.48
VERIZON WIRELESS	TELEPHONE	\$360.43
VIEYRA RAFAEL	OFFICIAL/JUDGE	\$65.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$74,344.59
WASHINGTON PATRONS OF PERFORMING ARTS	DUES AND FEES	\$300.00
WAUKEE COMMUNITY SCHOOL DISTRICT	DUES AND FEES	\$300.00
WEBER COMMUNICATIONS INC	OTHER PROFESSIONAL SERVICES	\$300.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$1,310.10
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,663.89
WINDSTAR LINES	TRANSP PRIVATE CONT	\$4,690.50
YIRKOVSKY TONI	TUITION-COMM COLLEGE	\$68.25
YMCA-25315	INSTRUCTIONAL SUPPLIES	\$400.00

Fund Total: \$6,601,608.97

Fund: LOCAL OPT SALES TAX

TERRACON CONSULTANTS INC	ARCHITECT	\$3,008.50
TERRACON CONSULTANTS INC	OTHER PROFESSIONAL SERVICES	\$7,004.75

Fund Total: \$10,013.25

Fund: MANAGEMENT LEVY

TRUENORTH COMPANIES, LC	Vehicle Insurance	(\$5,376.00)
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Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
TRUENORTH COMPANIES, LC	WORKERS COMP	\$106,917.00
Fund Total:		\$101,541.00
Fund: NUTRITION SERVICES		
ALTMAIER SHIRRYL	GENERAL SUPPLIES	\$45.00
ANDERSON DIANE	GENERAL SUPPLIES	\$45.00
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$9,461.78
ANDERSON JAMI	GENERAL SUPPLIES	\$45.00
BANNISTER CARMEN	GENERAL SUPPLIES	\$45.00
BUSSELL PAULA	GENERAL SUPPLIES	\$45.00
BUTLER SUMMER	UNEARNED REVENUE	\$100.00
CIMPRICH BRITTANY	GENERAL SUPPLIES	\$44.78
CITY LAUNDERING COMPANY	PROFESSIONAL	\$1,904.95
CLINTON VICKIE	GENERAL SUPPLIES	\$45.00
CRUSE JEANINE	GENERAL SUPPLIES	\$45.00
EILER LISA	GENERAL SUPPLIES	\$45.00
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$6,999.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$59,667.82
GREGORICH BECKY	GENERAL SUPPLIES	\$39.98
GREIF BREANNA	GENERAL SUPPLIES	\$45.00
GRIES ALLYSON	GENERAL SUPPLIES	\$27.50
HANSEN MAUREEN	GENERAL SUPPLIES	\$45.00
HERDLICKA PEGGY	GENERAL SUPPLIES	\$35.99
HIMMEL CINDY	GENERAL SUPPLIES	\$45.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,140.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,875.40
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,140.20
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,875.40
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,016.63
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$6,227.94
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$9,346.84
JONES ANGELA	GENERAL SUPPLIES	\$29.82
KEHOE GITANA	GENERAL SUPPLIES	\$45.00
LACEY BECKY	GENERAL SUPPLIES	\$45.00
LOEFFLER TARA	GENERAL SUPPLIES	\$45.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$180.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$17.08
MARTIN BROTHERS DISTRIBUTING CO., INC	PURCHASE FOOD	\$44,634.55
MATTES BELAMARCIA	GENERAL SUPPLIES	\$45.00
MCCLOE CARI	GENERAL SUPPLIES	\$45.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$13,054.38
MIMS BRANDIE	GENERAL SUPPLIES	\$45.00
PAN-O-GOLD BAKING CO.	PURCHASE FOOD	\$2,384.48
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	GENERAL SUPPLIES	\$8,981.02
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	PURCHASE FOOD	\$64,499.69

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
PHELPS MELISSA	GENERAL SUPPLIES	\$45.00
PHILLIP LISA	GENERAL SUPPLIES	\$45.00
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$120.00
RAPIDS WHOLESALE EQUIP CO	MACHINERY AND EQUIP	\$3,291.00
RODRIGUEZ GERMANIA	GENERAL SUPPLIES	\$45.00
SCHULTZ JULIE	GENERAL SUPPLIES	\$39.94
TAGGART PAULA	GENERAL SUPPLIES	\$45.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,464.03
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$110.00
WAGNER KEELY	GENERAL SUPPLIES	\$39.00
WILLIAMS JAMIE	GENERAL SUPPLIES	\$45.00
WILLIAMS LISA	GENERAL SUPPLIES	\$44.99
Fund Total:		\$248,784.39
Fund: PHY PLANT & EQ LEVY		
CULVERS GARDEN CENTER & GREENHOUSE	BLDG. CONST SUPPLIES	\$13,956.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$5,194.70
DRYSPACE INC	CONSTRUCTION SERV	\$5,875.00
HALL & HALL ENGINEERS INC	ARCHITECT	\$616.50
HUPP ELECTRIC MOTORS	CONSTRUCTION SERV	\$3,058.22
Fund Total:		\$28,700.42
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,091.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$39.62
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$169.36
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$39.62
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$169.36
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$149.24
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$180.95
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$271.56
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.04
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$352.59
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$101.20
Fund Total:		\$3,573.29
Fund: STUDENT ACTIVITY		
ALLEGRA	GENERAL SUPPLIES	\$1,467.95
AMBROSY TODD	OFFICIAL/JUDGE	\$135.00
ANDREW KAUDER	DUES AND FEES	\$777.60
ANDYMARK, INC	GENERAL SUPPLIES	\$640.71
BEVINS JOSHUA	OFFICIAL/JUDGE	\$135.00
BSN SPORTS	GENERAL SUPPLIES	\$2,852.49
CARSON JEFF	OFFICIAL/JUDGE	\$172.72
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$250.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$260.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

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Vendor Name	Description	Check Total
CLEVELAND STACY	OFFICIAL/JUDGE	\$180.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$75.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$1,530.00
CRAWFORD GREG	OFFICIAL/JUDGE	\$175.00
DANIEL GRAWE	OFFICIAL/JUDGE	\$200.00
DAVID SHERMAN	OFFICIAL/JUDGE	\$71.90
DUGGAN KYLE	OFFICIAL/JUDGE	\$30.00
ELITE SPORTS	GENERAL SUPPLIES	\$210.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$6,067.48
FONTENOT JOSEPH	OFFICIAL/JUDGE	\$83.40
FORD ROBERT	OFFICIAL/JUDGE	\$200.00
FOX ZACH	OFFICIAL/JUDGE	\$50.00
FRIDAY MATT	OFFICIAL/JUDGE	\$65.00
FRITZ SCOTT	OFFICIAL/JUDGE	\$65.00
GLOE CARL	OFFICIAL/JUDGE	\$200.00
HAARS COREY	OFFICIAL/JUDGE	\$175.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$100.00
HART HAROLD	OFFICIAL/JUDGE	\$65.00
HARTWIG RON	OFFICIAL/JUDGE	\$255.00
HENDERSON DENNIS	OFFICIAL/JUDGE	\$71.00
HEUBNER SERINITY	OFFICIAL/JUDGE	\$155.00
HOBBS DARRELL	OFFICIAL/JUDGE	\$135.00
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$510.00
HUNTERS RIDGE GOLF COURSE	GENERAL SUPPLIES	\$104.00
IBEA	DUES AND FEES	\$125.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$135.71
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$580.37
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$135.71
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$580.37
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$435.95
IOWA CHEERLEADING COACHES ASSOC.	DUES AND FEES	\$635.00
IOWA HIGH SCHOOL SPEECH ASSOC	DUES AND FEES	\$50.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$566.50
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$850.22
IRONSIDE RANDY	OFFICIAL/JUDGE	\$150.00
JOHNSON PHILLIP	OFFICIAL/JUDGE	\$135.00
JONES ANTOINE	OFFICIAL/JUDGE	\$65.00
JOSTENS, INC	GENERAL SUPPLIES	\$531.78
KARR GRIFFIN	OFFICIAL/JUDGE	\$135.00
KENNY MARK	OFFICIAL/JUDGE	\$65.00
LIBERTY HIGH SCHOOL	DUES AND FEES	\$50.00
LOESCH STEVE	OFFICIAL/JUDGE	\$200.00
MARKS BENJAMIN	OFFICIAL/JUDGE	\$65.00
MARSHALLTOWN HIGH SCHOOL	DUES AND FEES	\$80.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$6.03

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 09/08/2023 - 09/21/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$30.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$840.00
NGUYEN CHIN	OFFICIAL/JUDGE	\$213.80
OLBERDING NANCY	OFFICIAL/JUDGE	\$55.00
PANTINI ANDY	OFFICIAL/JUDGE	\$150.00
PEIFFER RON	OFFICIAL/JUDGE	\$65.00
PELLA COMMUNITY HIGH SCHOOL	DUES AND FEES	\$250.00
PRINT TRANSFORMATIONS	GENERAL SUPPLIES	\$180.00
RECK VIOLIN SHOP	GENERAL SUPPLIES	\$85.00
REPKO MIKE	OFFICIAL/JUDGE	\$170.00
RHINE DANIEL	OFFICIAL/JUDGE	\$200.00
ROGERS ATHLETIC	EQUIPMENT >\$5,000	\$6,034.50
ROOTS IN BLOOM	GENERAL SUPPLIES	\$137.00
SAM GIPPLE	OFFICIAL/JUDGE	\$75.00
STEEGE, NATHAN	OFFICIAL/JUDGE	\$135.00
STEGER TED	OFFICIAL/JUDGE	\$65.00
SUSAN FREESE	OFFICIAL/JUDGE	\$100.00
THOMA DAVID	OFFICIAL/JUDGE	\$110.00
THOMAS DANIEL	OFFICIAL/JUDGE	\$65.00
THORP KEVIN	OFFICIAL/JUDGE	\$135.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$169.68
VARSITY SPIRIT	GENERAL SUPPLIES	\$379.60
VASKE MICHAEL	OFFICIAL/JUDGE	\$65.00
VIEYRA RAFAEL	OFFICIAL/JUDGE	\$90.00
WATERLOO WEST HIGH SCHOOL	DUES AND FEES	\$25.00
WEGMANN CHAD	OFFICIAL/JUDGE	\$65.00
WESTHOFF NATHAN	OFFICIAL/JUDGE	\$65.00

Fund Total: \$32,996.47

Fund: STUDENT STORE

COPYWORKS	GENERAL SUPPLIES	\$494.45
LEVEL 10	GENERAL SUPPLIES	\$1,764.00

Fund Total: \$2,258.45

Grand Total: \$7,034,076.89

End of Report



Teach Upbeat, LLC
390 Clinton Street, Floor 1
Brooklyn, NY 11231 US
+1 3015184918
henry@teachupbeat.com
www.teachupbeat.com

INVOICE

BILL TO

Karla Christian
Chief Human Resources
Officer/Exec. Director PR
Linn-Mar Community School
District
2999 N. Tenth Street
Marion, IA 52302

INVOICE # 1262
DATE 07/17/2023
DUE DATE 08/16/2023
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Educational Services:Engagement Survey for Instructional Staff - SY23-24 Engagement Survey for Instructional Staff (with coaching) - SY23-24: One survey administration during the 2023-24 school year and reports that measure teacher engagement across the district and at each school, as well as a subscription to Upbeat’s website through which products and services are provided. Subscription includes: Unlimited access to Upbeat toolkits; 30-minute consultation with each principal per survey administration - total of six (6) hours of individual principal coaching; Principal access to Upbeat leadership coaches for two months after consultation for implementation support; One hour of district consultations per survey administration.	12	1,500.00	18,000.00
Educational Services:Engagement Survey for Non-Instructional Staff - SY 23-24 Engagement Survey for Non-Instructional Staff - SY23-24: One survey administration to all non-instructional staff in the district during the 2023-24 school year. Subscription includes: English and Spanish Version; 30 minutes of virtual consultation to review results per survey administration; 30 minutes to review and action plan with each department leader per survey administration.	560	10.00	5,600.00

SY 2023-24 **BALANCE DUE** **\$23,600.00**

Signature: _____
 Brittanica Morey Date
 Linn-Mar Community School District

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

Memorandum of Understanding (MOU)

Iowa Health Careers Registered Apprenticeship Program

DISTRICT and Grant Wood Area Education Agency

AGREEMENT made this 9/26/23 (date) between Linn-Mar Community School District ("DISTRICT") and the Grant Wood Area Education Agency ("GWAEA"),

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

SECTION I. PURPOSE

DISTRICT and GWAEA enter into this Agreement for reimbursement of DISTRICT tuition costs for GWAEA 's health care apprentices selected for the Iowa Health Careers Registered Apprenticeship Program and DISTRICT contact wage costs.

- A. Details of this Iowa Health Careers Registered Apprenticeship Program are incorporated by reference in the Iowa Health Careers Registered Apprenticeship Program grant and agreed upon educational work process/outline is provided in Attachment A.

SECTION II. TERM OF AGREEMENT

- A. The Iowa Health Careers Registered Apprenticeship Program grant is funded beginning July 1, 2022, and ending August 31, 2026.
- B. This agreement can be terminated with 30 days written notice by either party for any reason.
- C. This agreement may be renewed only by a mutual agreement in writing by the parties. Any written renewal would be contingent on future grant funding. This should not be construed as an automatic continuing agreement.

SECTION III. WAGE/TUITION REIMBURSEMENT AND BILLING

- A. Wage reimbursement for district contact hours worked and apprentice tuition reimbursement provided under the agreement shall comply with the applicable provisions of the Iowa Code and Iowa Health Careers Registered Apprenticeship Program grant specifications as stated in the MOU contract agreement with Iowa Workforce Development.
- B. GWAEA agrees to pay to DISTRICT the district contact hourly wage rate. Wage rates are determined by DISTRICT, agreed upon by the GWAEA and are subject to change.
- C. As appropriate, DISTRICT shall invoice GWAEA for the wages paid per district contact for hours in which contact worked up to 15 hours per contact. GWAEA shall pay DISTRICT the invoiced amount.
- D. DISTRICT agrees to submit timesheets of hours worked per contact, along with paystubs or payroll registries for each contact to GWAEA to serve as verification of payroll and hours worked associated with grant.
- E. DISTRICT shall also invoice GWAEA for tuition paid to the approved coursework provider for apprentices that have been identified through GWAEA's selection process. DISTRICT agrees to submit invoices and proof of payment for tuition reimbursement.

SECTION IV. NO PARTNERSHIP

- A. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall a party be liable for the debts or obligations of another party.

SECTION V. INDEMNITY

- A. To the extent permitted by Iowa law, DISTRICT and the GWAEA will each indemnify and hold the

other harmless from any and all claims, causes of action, attorney fees, cost or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

- B. In the event that it shall become necessary for either party to institute legal proceedings against the other party for recovery of any amounts due and owing under the Agreement, it is expressly agreed that the prevailing party in any such action shall be entitled to recover from the non prevailing party all costs related to such collection, including reasonable attorney fees and all expert witness fees incurred during pre-suit collection attempts, suit, and post-judgment, appeal, or settlement collection. The obligations in this paragraph shall survive expiration or termination of this Agreement.

SECTION VI. JURISDICTION

- A. The parties' consent to the jurisdiction of the appropriate federal or state court for Linn County, Iowa for all matters relating to this Agreement and agree that this Agreement shall be governed by the laws of the State of Iowa, without regard to Iowa's choice-of-law rules, and applicable federal law.

SECTION VI. NON-DISCRIMINATION

- A. Neither party shall discriminate against any employee, applicant, or patient because of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, disability, age, special disabled veteran status, genetic information, or any other characteristic protected by law.

SECTION VII. SEVERABILITY

- A. If any provision in this agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

APPENDIX II of 2 CFR Part 200.CERTIFICATION REGARDING CONTRACT PROVISIONS for NON-FEDERAL ENTITY CONTRACTS

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "Federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on

Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

ADOPTED BY THE PARTIES AS WITNESSED AND DATED BELOW, SUBJECT TO THE APPROVAL BY THEIR RESPECTIVE BOARDS OF EDUCATION

Grant Wood AEA Authorized Representative: _____

Signature: _____

Date: _____

District Representative: Brittania Morey, Board President

Signature: _____

Date: _____



AIA[®] Document G701[®] – 2017

Change Order

PROJECT: <i>(Name and address)</i> 2023 Oak Ridge Middle School Roof Replacement 4901 Alburnett Rd, Marion, IA 52302	CONTRACT INFORMATION: Contract For: General Construction Date: February 09, 2023	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: September 12, 2023
OWNER: <i>(Name and address)</i> Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302	ARCHITECT: <i>(Name and address)</i> Shive-Hattery, Inc. 222 3rd Ave SE Suite 300 Cedar Rapids, IA 52401	CONTRACTOR: <i>(Name and address)</i> For Sure Roofing & Sheet Metal, LLC 6545 NE 14th Street, Des Moines, IA 50313

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

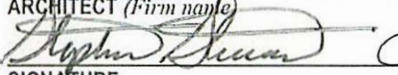
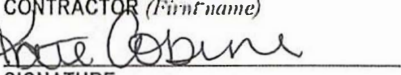
Replace damaged Concrete Deduct \$(2,756.00)

The original Contract Sum was	\$ 640,073.50
The net change by previously authorized Change Orders	\$ 17,869.00
The Contract Sum prior to this Change Order was	\$ 657,942.50
The Contract Sum will be decreased by this Change Order in the amount of	\$ 2,756.00
The new Contract Sum including this Change Order will be	\$ 655,186.50

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<p>Shive-Hattery, Inc. ARCHITECT <i>(Firm name)</i>  SIGNATURE Stephen Stewart, Roofing Consultant PRINTED NAME AND TITLE 9/12/2023 DATE</p>	<p>For Sure Roofing & Sheet Metal, LLC CONTRACTOR <i>(Firm name)</i>  SIGNATURE Kate Cobine, Project Manager PRINTED NAME AND TITLE 9/13/2023 DATE</p>	<p>Linn-Mar Community School District OWNER <i>(Firm name)</i> SIGNATURE Brittania Morey, Board President PRINTED NAME AND TITLE DATE</p>
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IOWA STATE UNIVERSITY AND LINN-MAR COMMUNITY SCHOOL DISTRICT

This Cooperative Agreement (“Agreement”) is made and entered into on Sept 26, 2023 (“Effective Date”) by and between Iowa State University of Science and Technology on behalf of its Teacher Education Services (“University”) and Linn-Mar Community School District (“Clinical Placement Site”).

WHEREAS, University seeks to provide students of Iowa State University (“Students”) with experience in a setting in which the Students, while under appropriate supervision, learn to apply the methods, skills, and standards of licensed professionals.

WHEREAS, Clinical Placement Site seeks to obtain the assistance of Students and also to establish relationships with and contribute to the education of future licensed professionals.

WHEREAS, University and Clinical Placement Site intend to offer clinical experiences to Students to support the Students’ development of applicable knowledge, dispositions, and performances in a variety of settings.

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions of engaging in a cooperative program through which Students may obtain appropriate supervised clinical experience at Clinical Placement Site.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth herein, University and Clinical Placement Site agree to cooperate as follows:

1.0 Rights and Responsibilities of University.

1.1 University’s program coordinators shall determine eligibility of Students to participate in the clinical experience.

1.2 The placement of Students shall be accomplished on a cooperative basis involving both University and Clinical Placement Site including jointly defined qualifications for Students entering the clinical experience. University will provide advance information to Clinical Placement Site concerning the names of Students and dates for the clinical experiences to allow Clinical Placement Site time and opportunity to prepare for the Students.

1.3 University reserves the right to decline the services of any Clinical Placement Site’s cooperating staff member, if any, subject to the non-discrimination provisions in Section 7.

1.4 University’s program coordinators, at any time and immediately in the case of an emergency, may terminate or change the assignment of any Students. Prior to doing so, University’s program coordinators shall make reasonable efforts to consult with all parties concerned regarding reasons for termination or changes in assignment. University will provide Clinical Placement Site written notification of such termination or change.

1.5 University will explain to the Students that, during the clinical experience at Clinical Placement Site, they will be subject to and expected to comply with the rules and regulations of Clinical Placement Site, the policies of University, and the code(s) of ethics of the profession.

1.6 University, after consultation with appropriate representatives of Clinical Placement Site, will plan and conduct the educational program for the Students’ experiences. University will provide Clinical Placement Site with discipline-specific goals and objectives, including prescribed minimum expectations and responsibilities for the Students, cooperating staff members, Clinical Placement Site, and individuals supervising the Students.

1.7 University will provide reasonable opportunities for the staff of Clinical Placement Site to participate in joint planning and evaluation of Student experiences and to participate in the development of Student schedules at the clinical setting site. The final evaluation of the Student is the responsibility of University.

1.8 University will maintain communication and cooperation with Clinical Placement Site and its cooperating teachers and staff to assure implementation of the goals and objectives of the clinical learning experiences contemplated by this Agreement.

1.9 University will assign and designate a point of contact that is to be responsible for planning and administering the clinical experience.

1.10 University will ensure that all Students placed in Clinical Placement Site have successfully completed a background check using the following: Sexual Abuse Registry, Dependent Adult Abuse Registry, Child Abuse Registry and Criminal Registry.

2.0 **Rights and Responsibilities of Clinical Placement Site.**

2.1 Clinical Placement Site will provide a suitable environment for learning experiences for Students which are planned, organized, and administered by qualified staff in conjunction with designated University personnel, in accordance with mutually agreed upon discipline-specific goals and objectives.

2.2 Clinical Placement Site and its cooperating teachers and staff will maintain communication and cooperation with University to assure implementation of the goals and objectives of the clinical learning experiences contemplated by this Agreement.

2.3 Clinical Placement Site will provide any Students assigned under this Agreement with an orientation that includes a tour of its facility, an explanation of any applicable rules, regulations and procedures, and other topics that will assure the Student a quality clinical experience.

2.4 Clinical Placement Site will provide University with copies of or web-links to any policies or documents that they expect Students to abide by.

2.5 Clinical Placement Site reserves the right to decline the assignment of any Student or exclude any Student from its premises subject to non-discrimination as in provisions in Section 7.

2.6 Clinical Placement Site will assign and designate a point of contact that is to be responsible for planning and administering the clinical experience and will serve as the designated point of contact for University communication with Clinical Placement Site regarding Students' experiences.

2.7 Clinical Placement Site will communicate in a timely manner with University program coordinators regarding matters relating to Students, including but not limited to any Students' emergency, disciplinary problem, academic problem, and/or concerns expressed by Students regarding Clinical Placement Site and/or its employees/agents.

2.8 Clinical Placement Site will provide adequate facilities, equipment, and supplies to meet the educational objectives of the clinical experience. The working and learning environment will be safe and compliant with all applicable professional standards.

2.9 Clinical Placement Site will provide appropriate supervision of Students. Clinical Placement Site's employees and/or agents will supervise the work, services, and experiences performed by Students pursuant to this Agreement. Students are trainees and will not be used as a replacement for teachers, administrators, or any other staff member of Clinical Placement Site.

2.10 Clinical Placement Site acknowledges that Student education records are protected by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232(g) and 34 CFR Part 99, and that Student permission must be obtained before releasing directory or non-directory student data to anyone other than University. Clinical Placement Site understands that Students' information related to their placement at the site constitutes protected education records. Clinical Placement Site agrees to keep education records of Students confidential as required by FERPA. Clinical Placement Site agrees to immediately notify University in the event of an unintentional disclosure of protected education records.

3.0 **Liability.**

3.1 Clinical Placement Site agrees to indemnify and hold harmless University, the Board of Regents of the State of Iowa, the State of Iowa, and their respective affiliates, successors, assigns, officers, employees, and agents from any and all claims arising from activities provided or supervised by Clinical Placement Site and from any and all liability, loss, damage, cause of action, cost, and expenses arising out of or in connection with any activities undertaken by Clinical Placement Site, including its employees or agents, in performing their duties and responsibilities under this Agreement or arising from a breach of the terms of this Agreement.

3.2 To the extent permitted by Chapter 669 of the Iowa Code and other applicable law, University agrees to indemnify and hold harmless Clinical Placement Site and its affiliates, successors, assigns, officers, employees, and agents for injury to persons or property arising out of or caused by the negligence of University's agents, employees, or officers in the performance of the duties and obligations contemplated in this Agreement.

3.3. Student Liability

3.3.1. Clinical Placement Sites within Iowa agree to indemnify and hold Students participating in a clinical experience harmless from any and all tort claims or demands, whether groundless or otherwise, arising out of an alleged act or

omission occurring within the scope of their activities under this Agreement to the same extent Clinical Placement Site shall do so for its officers, agents, and employees, as provided under the Code of Iowa, Sections 256.16 and 670.8 (Tort Liability of Governmental Subdivisions Act) . Non-public schools are not covered under the Tort Liability of Governmental Subdivisions Act.

3.3.2. University will encourage all Students participating in clinical experiences to obtain professional liability insurance. University will require Students participating in clinical experiences at non-public schools and at schools outside the State of Iowa to obtain professional liability insurance.

4.0 **Financial.**

4.1 Cooperating Teachers Supervising Clinical Experiences- Student Teaching and Pre-Student Teaching.

4.1.1 University shall pay a stipend to a cooperating teacher who satisfactorily serves as a cooperating teacher for a Student teacher for the full duration of a student teacher's clinical experience. University will pay the cooperating teacher at the then current stipend rate established by University.

4.1.2 If a cooperating teacher serves as a cooperating teacher for less than the full duration of a Student's student teaching clinical experience for any reason, the cooperating teacher's stipend will be prorated in University's sole discretion.

4.1.3 Upon completion of the student teaching assignments, University will pay the stipend within a reasonable time after receipt of written evidence from Clinical Placement Site that a cooperating teacher/staff member has satisfactorily served as a cooperating teacher/staff member for a Student. University agrees to pay the stipend in accordance with Clinical Placement Site's policies and procedures. Clinical Placement Site shall direct the cooperating teacher/staff members assigned to serve as a cooperating teacher/staff member for a Student to provide University appropriate documentation, including social security numbers and citizenship verification, when direct payment is made to cooperating teachers/staff members.

4.2 Other Experiences. No stipend or other payment will be provided to Clinical Placement Site or any cooperating staff member for any clinical experience other than those specifically provided for in this Agreement.

4.3 No Compensation for Students

4.3.1 Both parties agree that no Students in the clinical experience program will be compensated for the services contemplated under this Agreement. Students are not employees of either University or Clinical Placement Site and are not required nor entitled to be paid any wage, salary or benefits and will not be covered for worker's compensation, social security, or unemployment compensation programs.

4.3.2 If the student teacher agrees, the school may choose to have a student teacher who has received a Substitute Authorization from the Iowa Board of Educational Examiners serve as a substitute teacher. Based on requirements from the Iowa Department of Education: (i) student teachers may only serve as substitute teachers in the classroom of their cooperating teacher; (ii) the student teacher must have met University identified performance requirements; (iii) the length of substitute teaching may not exceed 5 days for a half-semester placement or 10 days for a full semester placement, with no more than 5 consecutive days of substitute teaching; and (iv) if the teacher candidate is serving as a substitute teacher, they are not considered a student teacher during these days, the days are not counted as part of the student teaching requirements, and the teacher candidate must be compensated by Clinical Placement Site as a substitute teacher.

5.0 **Term, Revisions and Termination.**

5.1 This Agreement shall commence beginning on the Effective Date of this Agreement, and shall continue for a period of two calendar years, but the term shall automatically renew for a successive one (1) year term, unless either party provides written notice of non-renewal at least one hundred twenty (120) days prior to the end of the term, or unless this Agreement is terminated under provision 5.2 Term, Revisions and Termination.

This contract will end and will need renewal on _____.

5.2 This Agreement may be terminated for any reason by either party by giving not less than one hundred twenty (120) days written notice. Early termination of this Agreement will not alter the responsibility of the parties to carry out the terms of this Agreement with respect to any Students who are on-site at Clinical Placement Site at the time notice of termination is provided.

5.3 Requests for revision of this Agreement or notice of termination to Clinical Placement Site shall be directed to:

Name _____ Email/Phone _____

Name _____ Email/Phone _____

5.4 Requests for revision of this Agreement or notice of termination to University shall be directed to:

Field Experience Coordinator Team – isucoordinators@iastate.edu
Jaime Boeckman, Director of Teacher Education Services - boeckman@iastate.edu

6.0 **Status of Parties.** University and Clinical Placement Site are independent contractors. In no event shall this Agreement be construed as establishing a partnership, joint venture, joint employment, or similar relationship between the parties. Each party's employees providing services in connection with the clinical experience shall remain the employees of the party and are not the employees or agents of the other party and are not entitled to any wages or benefits from the other party.

7.0 **Non-Discrimination.** In connection with this Agreement, neither party will discriminate on the basis of race, color, ethnicity, national origin, religion, age, sex, pregnancy, marital status, sexual orientation, gender identity, genetic information, disability, status as a U.S. veteran, or other legally protected status. Each party agrees that it is separately responsible for compliance with all anti-discrimination laws which may be applicable to their respective activities under this Agreement.

8.0 **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Iowa, which shall also be venue for any disputes arising in connection with this Agreement.

9.0 **Entire Agreement.** This Agreement constitutes the entire understanding between the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, oral or written. Any amendments of this Agreement must be made in writing and agreed to by the parties.

10.0 **Counterparts; Authorization.** This Agreement may be executed in any number of counterparts and delivered by electronic transmission in PDF format. The parties also consent to the use of electronic signatures in connection with the signing of this Agreement. The parties agree the electronic signatures shall be legally binding with the same force and effect as manually executed signatures if they are made using a technology designed for electronic signatures (e.g., DocuSign, Adobe Sign). Each party represents and warrants that the person executing this Agreement on its behalf is authorized to do so.

Signature page follows on next page

SIGNATURE PAGE

CLINICAL PLACEMENT SITE:

UNIVERSITY:

By _____

By _____

Printed Name: Brittania Morey

Printed Name Dr. Lawrence R Bice

Its Board President

Its Director, Educator Preparation Programs

Date _____

Date _____

By _____

By _____

Printed Name _____

Printed Name Dr. Laura Jolly

Its _____

Its Dean, College of Human Sciences

Date _____

Date _____

Independent Contractor Agreement

Please provide all information requested and sign page two

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Amy Farley, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** All-State Clinics
2. **GROUP/DEPARTMENT WORKING WITH:** All-State Auditioners- Choral Dept
3. **AMOUNT OF PAYMENT:** _\$150_

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 10/21/23, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on **September 26, 2023** and shall continue in effect until **October 21, 2023** unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this **12th day of September** .

Independent Contractor Signature:

Amy Farley

Linn-Mar CSD Representative Signature:

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

SEP 19 2023

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Gerald Kreitzer, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** All State Clinic + Judging
2. **GROUP/DEPARTMENT WORKING WITH:** Choir
3. **AMOUNT OF PAYMENT:** \$ 450

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 11-1-23, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.

8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9. **TERM:** This agreement shall begin on 9/27, 2023 and shall continue in effect until 11/1, 2023, unless earlier terminated by either party in accordance with Section 11.

10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.

11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.

12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.

13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 18 day of September, 2023.

Independent Contractor Signature:


 Title: _____

Linn-Mar CSD Representative Signature:

 Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

<i>Internal Use Only</i>	Account Code: _____
Business Office: <u>9/19/23</u> Date <u>AK</u> Initial	Board Meeting: <u>9/25/23</u> Date



Independent Contractor Agreement

Please provide all information requested and sign page two

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with **Luke Lovegood**, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** All-State Clinics
2. **GROUP/DEPARTMENT WORKING WITH:** All-State Auditioners- Choral Dept
3. **AMOUNT OF PAYMENT:** 150

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on **10/21/23**, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.

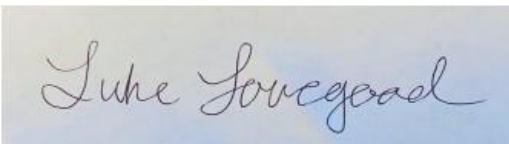
4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on **September 26, 2023** and shall continue in effect until **October 21, 2023** unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this **12th day of September** .

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:



Title: School Board President

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Alexis Robson _____, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** Show Choir Choreography & Instruction
2. **GROUP/DEPARTMENT WORKING WITH:** Linn-Mar Show Choirs
3. **AMOUNT OF PAYMENT:** \$15,000

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on June 1, 2024, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

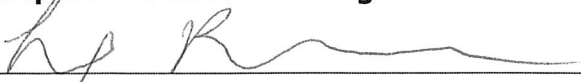
4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on September 27, 2023 and shall continue in effect until June 1, 2024, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this _____ day of September 13, 2023.

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:



Title: Choreographer

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

Independent Contractor Agreement

Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Michele Safavi, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** Novak Notes Accompanist
2. **GROUP/DEPARTMENT WORKING WITH:** Novak Elementary - Music
3. **AMOUNT OF PAYMENT:** \$ 200.00 per Semester - \$ 400.00 total

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on May 7, 2024, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.

8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

9. **TERM:** This agreement shall begin on Sept. 28, 2023 and shall continue in effect until May 7, 2024, unless earlier terminated by either party in accordance with Section 11.

10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.

11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.

12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.

13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 11th day of September, 2023.

Independent Contractor Signature:

Michele Safavi
Title: Accompanist

Linn-Mar CSD Representative Signature:

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

Internal Use Only	Account Code: <u>10.0409.1101.101.000320</u>
Business Office: <u>9/14/23</u> Date <u>CS</u> Initial	Board Meeting: <u>9/25/23</u> Date



RECEIVED Fundraising Request Form

By: So 8/23/23 Forms should be submitted to the Business Office per the following deadlines

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

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

Building Name: HS Sponsoring Group: Muslim Student Assn.
 Contact Name: Feilmeier-Marzen Contact Phone: 700.1535
 Contact Email: Melissa.marzen@linnmar.k12.ia.us District Account Code: 21.0109.1900.950.7417.001790

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Mock Nikkahs & Iftar Dinners Selling food
 Activity Start/End Dates: Fall 2023 Estimated Proceeds: \$200-\$500
 Purpose/Use of Funds Raised (Must be specific): Money will be used by the club to raise awareness during Ramadan & to celebrate Islamic culture and traditions within the club and across the school. This includes decorations, Halal foods & other MSA needs -

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: Zach Myrdorf Date: 8/22/23

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 9/20/23
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____



RECEIVED

By: SO Date: 9/17/23

Fundraising Request Form

Exhibit 705.2

Code: 1005.4-E1

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

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

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

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball
 Contact Name: Chad Tompkins Contact Phone: (319) 730-1632
 Contact Email: ctompkins@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Poster donations
 Activity Start/End Dates: November 2023 Estimated Proceeds: \$250
 Purpose/Use of Funds Raised (Must be specific): Donations will be used to purchase team posters.

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 9/20/23

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 9/20/23
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____



RECEIVED

Fundraising Request Form

Exhibit 705.3

Code: 1005.4-E1

By: SO Date: 9/7/23

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

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

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

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball
 Contact Name: Chad Tompkins Contact Phone: (319) 730-1632
 Contact Email: ctompkins@linnmar.k12.ia.us District Account Code: 21.0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Apparel Sales
 Activity Start/End Dates: Oct-Nov 2023 Estimated Proceeds: \$2,000
 Purpose/Use of Funds Raised (Must be specific): Proceeds will be used to pay for an extra coaching contract along with payment for the program's use of Hudl for the 23-24 season.

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 9/7/23

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 9/20/23
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____



RECEIVED

By: SS Date: 9/7/23

Fundraising Request Form

Exhibit 705.4

Code: 1005.4-E1

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

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

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

Building Name: Linn-Mar High School Sponsoring Group: Girls Basketball
 Contact Name: Chad Tompkins Contact Phone: (319) 730-1632
 Contact Email: ctompkins@linnmar.k12ia.us District Account Code: 21.0109.1900.920.6811

Description of Fundraising Activity (All information is required for the request to be considered)
 Fundraising Activity: Youth Camps
 Activity Start/End Dates: June 2024 Estimated Proceeds: \$4,000
 Purpose/Use of Funds Raised (Must be specific): Proceeds will be used to pay for an extra coaching contract along with payment for the program's use of Hudl for the 24-25 season.

Administrator Approval:
 I approve that this request is necessary to provide funds for the purposes described above.
 Building Administrator's Signature: [Signature] Date: 9/7/23

Business Office and Board Review/Approval:
 Business Office Review/Approval: [Signature] Date: 9/20/23
 Board Review/Approval: _____ Date: _____

Summary Due Date: _____