



## **Proclamation for National Principals Month October 2023**

**Whereas,** principals are guiding leaders for students, staff, families, and the community;

**Whereas,** principals have a significant and direct impact on the success of the students and staff;

**Whereas,** principals fulfill many administrative responsibilities behind the scenes that often go unnoticed;

**Therefore,** we, the Linn-Mar Community School District Board of Directors, join with the national recognition campaign and proclaim the month of October as National Principals Month.

We urge everyone to take time during the month of October to say thank you to our dedicated and hardworking principals for all they do to ensure success in reaching the district's goals to *Inspire Learning, Unlock Potential, and Empower Achievement.*

## *Updates from the Cabinet*

### **October 9, 2023**

*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 us 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). We will share an overview of the district's newly revised Strategic Plan.

## District Honors & Highlights



**Teacher Honor:** Congratulations to Corey Brinkmeyer, LMHS Business Education Teacher, for receiving the Jacobson Institute K-12 Innovator Award. Mr. Brinkmeyer was chosen due to his dedication and instruction associated with TheROARstore which utilizes the BizInnovator Startup curriculum designed by the Jacobson Institute for Youth Entrepreneurship. For more information on this honor visit the following link: <https://iowajpec.org/news/2023/09/innovation-and-entrepreneurship-honors-spotlight-corey-brinkmeyer>

**Senior Camaraderie Moment:** LMHS Seniors gathered before dawn at the stadium to watch the sunrise over Indian Creek for Senior Sunrise 2023. The camaraderie among classmates will create a lasting memory of their senior year at Linn-Mar.



**Board Visit:** Clark Weaver, LMCS Board of Directors Vice President, enjoyed the enthusiasm of the student guides during the board's recent tour of Boulder Peak Intermediate.

### **All-State Orchestra Preparation:**

Nearly two dozen LMHS Orchestra students participated in the 2023 All-State Clinic at the University of

Northern Iowa in Cedar Falls. This all-day clinic, sponsored by the orchestra faculty at UNI, provided students with both a large group reading of the All-State literature as well as small group instruction broken up by instrument family. The students gained wonderful insights on several aspects of their All-State audition, which takes place on Saturday, October 21st!





## Policy 501.1 Compulsory Attendance

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Parents/legal guardians within the school district who have children over age 6 and under age 16 by September 15<sup>th</sup>, 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 15<sup>th</sup>, 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 15<sup>th</sup>, 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.

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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

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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

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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.

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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.

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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**

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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?

\_\_\_\_\_  
\_\_\_\_\_

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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

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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

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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

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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*

<b>Disease</b> <i>*Immunization Available</i>	<b>Usual Interval Between Exposure and First Symptoms</b>	<b>Main Symptoms</b>	<b>Minimum Exclusion from School</b>
*Chickenpox	10-21 Days [Average 14-16 Days]	Mild symptoms and fever, pocks are blisterly, 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	<del>10</del> 5 days after symptoms start and 24 hours with no fever and improved symptoms <del>OR 10 days after positive test results (if no symptoms)</del>
Erythema Infectiosum [5 <sup>th</sup> 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

<b>Disease</b> <i>*Immunization Available</i>	<b>Usual Interval Between Exposure and First Symptoms</b>	<b>Main Symptoms</b>	<b>Minimum Exclusion from School</b>
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

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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

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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

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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, nursing diagnosis, outcomes, planning, ~~implementation~~ interventions, ~~documentation~~, evaluation, student goals (if applicable), and a plan for emergencies to provide direction in managing an individual's health needs. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with collaboration from the parent or guardian, the student's health care provider, or ~~the~~ education team.

Licensed Health Personnel: ~~includes~~ Means a licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications under the auspices of the district.

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 including the student's name, special health services, prescriber or person authorizing, date and time, signature and title of person providing the special health service, and any unusual circumstances in the provision of such 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, written consent of non-administrative personnel to perform the service, and periodic updates will be on file at the school.**

**G. Parents/guardians will provide the usual equipment, supplies, and necessary maintenance for such unless the district is required to do so under the IDEA or Section 504 of the Rehabilitation Act. 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.**

**H. For students eligible under the IDEA and/or Section 504, the special school health services provided under these regulations will also comply with any additional or differing requirements imposed by the IDEA and/or Section 504.**

## Policy 504.12 Wellness

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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.

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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)**

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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].



**Policy 505.3-E Standard Fee Waiver Application**

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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:

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**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 10<sup>th</sup> Street  
Marion IA 52302

## Policy 505.52 Child and Dependent Adult Abuse Reporting by Licensed Personnel

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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.

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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

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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).

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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

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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.

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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

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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

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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.

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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**

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### **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](mailto:kchristian@Linnmar.k12.ia.us)

#### Equity Coordinators:

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

Bob Read, Associate Superintendent  
Phone: 319-447-3028 / [bread@Linnmar.k12.ia.us](mailto: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](mailto:melissa.frick@Linnmar.k12.ia.us)

Address: 2999 N 10<sup>th</sup> 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.

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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 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252







## **Policy 104.1 Equal Educational Opportunity**

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*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:

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 10<sup>th</sup> Street, Marion, IA 52302

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, 37<sup>th</sup> Floor, Chicago, IL 60604 / 312-730-1560 / Fax 312-730-1576 / [OCR.Chicago@ed.gov](mailto: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.

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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**

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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  
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 10<sup>th</sup> 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.

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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**

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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](mailto:kchristian@linnmar.k12.ia.us)

Equity Coordinators:

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

Bob Read, Associate Superintendent  
Phone: 319-447-3028 / [bread@linnmar.k12.ia.us](mailto: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](mailto:melissa.frick@linnmar.k12.ia.us)

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

## **Policy 104.1-E2 Continuous Notice of Non-Discrimination**

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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](mailto:kchristian@linnmar.k12.ia.us)

Equity Coordinators:

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

Bob Read, Associate Superintendent  
Phone: 319-447-3028 / [bread@linnmar.k12.ia.us](mailto: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](mailto:melissa.frick@linnmar.k12.ia.us)

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



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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:

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

Bob Read, Associate Superintendent  
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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 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252



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

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**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:  
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Phone: 319-447-3663 / melissa.frick@Linnmar.k12.ia.us

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

## **Policy 104.2 Section 504 Compliance**

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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](mailto: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, 37<sup>th</sup> Floor

Chicago, IL 60604

Phone: 312-730-1560

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

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*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 10<sup>th</sup> Street, Marion, IA 52302

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

Email: ~~lbreiffelder@Linnmar.k12.ia.us~~ [megan.brunscheen@Linnmar.k12.ia.us](mailto:megan.brunscheen@Linnmar.k12.ia.us)

Fax: 319-377-9252

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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**

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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](mailto: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](mailto:nathan.wear@linnmar.k12.ia.us)

Address: 2999 N 10<sup>th</sup> 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.

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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

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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](mailto:kchristian@linnmar.k12.ia.us)
- Nathan Wear, Associate Superintendent and Equity Coordinator
  - 319-447-3028 / [nathan.wear@linnmar.k12.ia.us](mailto:nathan.wear@linnmar.k12.ia.us)
- **Bob Read, Associate Superintendent and Equity Coordinator**
  - 319-447-3016 / [bread@linnmar.k12.ia.us](mailto: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](mailto:melissa.frick@linnmar.k12.ia.us)

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

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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



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**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.)

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**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 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252

## **Policy 400.1 Educational and Employment Equity**

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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](mailto:kchristian@linnmar.k12.ia.us)

Mr. Nathan Wear, Associate Superintendent  
319-447-3028 / [nathan.wear@linnmar.k12.ia.us](mailto:nathan.wear@linnmar.k12.ia.us)

Mr. Bob Read, Associate Superintendent  
319-447-3016 / [bread@linnmar.k12.ia.us](mailto:bread@linnmar.k12.ia.us)

**Affirmative Action Coordinator**

Mrs. Karla Christian, Chief Officer of Human Resources  
319-447-3036 / [kchristian@linnmar.k12.ia.us](mailto:kchristian@linnmar.k12.ia.us)  
Address: 2999 N 10<sup>th</sup> 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.

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Adopted: 7/81

Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23

Revised: 1/11; 4/13; 11/18; 4/20

Related Policy: 400.1-E; 401.1; 403.11

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

IASB Reference: 401.01

*Mandatory Policy*

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

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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 15<sup>th</sup> 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.

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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**

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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](mailto:kchristian@linnmar.k12.ia.us)
  - 2999 N 10<sup>th</sup> Street – Room 213, Marion IA 52302

- **Equity Coordinator:**
  - Nathan Wear, Associate Superintendent
  - 319-447-3028 / [nathan.wear@Linnmar.k12.ia.us](mailto:nathan.wear@Linnmar.k12.ia.us)
  - 2999 N 10<sup>th</sup> Street – Room 200, Marion IA 52302
  
- **Equity Coordinator:**
  - Bob Read, Associate Superintendent
  - 319-447-3016 / [bread@Linnmar.k12.ia.us](mailto:bread@Linnmar.k12.ia.us)
  - 2999 N 10<sup>th</sup> 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 14<sup>th</sup> 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)**

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**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**

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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.

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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.

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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

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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.

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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

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**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 10<sup>th</sup> Street, Marion, IA 52302

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

## **Policy 604.3 Assistance Animals**

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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 Breiffelder~~ **Melissa Frick**

Executive Director of Student Services

2999 N 10<sup>th</sup> Street, Marion, IA 52302

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

FY 2023 SBRC Allowable Growth Request for LEP Deficit

We, the district officials, certify under penalty of perjury and pursuant to the laws of the state of Iowa that the data submitted on this LEP excess costs application, for the year ended June 30, unallowable costs were included in the request, that all costs supplement the regular curriculum and do not supplant other funding received for general purpose or this same purpose, were fully accounted for separately using proper coding as defined in Iowa Uniform Financial Accounting. We further certify that no costs included

Certifier Name: Jonathan Galbraith  
 Certifier Title: Chief Financial Officer  
 Certifier Phone: (319)447-3008  
 Certifier Email: jon.galbraith@linnmar.k12.ia.us

LEP Allowable Cost Certified:

9/26/2023 2:54:00 PM

Program between 410 - 419 Account ID = 9 and Fund = 10		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	Total
Object by Function		100-199	200-299	300-399	430-449	500-599	600-699	730-739	
1. Instruction	1XXX	<u>702320.60</u>	<u>120296.41</u>	<u>1819.80</u>	<u>0.00</u>	<u>4067.00</u>	<u>37435.17</u>	<u>0.00</u>	<u>865938.98</u>
2. Student Support Services	21XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3. Staff Support Services	22XX	<u>0.00</u>	<u>0.00</u>	<u>5117.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5117.00</u>
4. Exec Admin	23XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
5. Bldg Admin	24XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
6. Business Admin	25XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
7. O & M	26XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
8. Transportation	27XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
9. Community Services	28XX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
10. Total		<u>702320.60</u>	<u>120296.41</u>	<u>6936.80</u>	<u>0.00</u>	<u>4067.00</u>	<u>37435.17</u>	<u>0.00</u>	<u>871055.98</u>
11. Total (Line 10)							871055.98		
12. Weighted funding received (from October 2021 CE x FY23 DCPD) (0.00 X 7227.00)						250856.00			
13. Other resources (expenditures above that have project >0000, excluding 1112)						74384.43			
14. FY22 state and federal carryover						0.00			
15. MSA on FY23 Application form (from SBRC application form)						28762.00			
16. Resources Available but unused						0.00			
Total Resources Available (Sum Lines 12 thru 16)						354002.43			
17. Preliminary Maximum allowable request (Lines 11 - Total Resources Available, if positive, otherwise zero)						517053.55			
18. Revenue Received (Source 1951, Source 1323 AND Program 4XX, and Project 1112)						0.00			
19. Revenue not captured (e.g. costs paid from another district) (district input)									
20. Any expenditure included in the row above that is not expressly allowed by IAC (district input)									
21. Maximum allowable request (Line 17 minus 20, if positive, otherwise zero)						517,053.55			
22. Amount requested (may be less than maximum allowable) (district input)						<b>517053.55</b>			

Please contact [scott.dryer@iowa.gov](mailto:scott.dryer@iowa.gov) by email or phone (515)402-8700 with questions regarding this form.  
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## SCHOOL BOARD MEETING MINUTES SEPTEMBER 25, 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 10<sup>th</sup> St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Kortemeyer, Wear, Read, and Frick. Absent: Christian and Ramos.

### **200: ADOPTION OF AGENDA – Motion 039-09-25**

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

### **300: REQUIRED BUSINESS – Motion 040-09-25**

**MOTION** by Wall to appoint Jonathan Galbraith, Chief Financial/Operating Officer, as Board Secretary/Treasurer. Second by Weaver. Voice vote, all ayes. Motion carried. *The oath of office was administered by President Morey following approval of the motion.*

### **400: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS**

#### **401: Board Visit Report**

Board members reported that they enjoyed their September 14<sup>th</sup> visit to Hazel Point Intermediate and having the chance to visit with the students and staff.

#### **402: Diversity/Equity/Inclusion Committee Report**

Wall reported that during their September 18<sup>th</sup> meeting, the DEI committee reviewed their strategic plan, recommendations from the previous year, and brainstormed ideas on how to move forward with their strategic plan goals.

#### **403: Policy Committee Report – Refer to Exhibit 603.1**

Morey, Nelson, and Wall reported that during the September 20<sup>th</sup> Policy Committee meeting the 500 series and several other policies needing minor updates were reviewed.

#### **404: Marion City Council Report**

Buchholz reported that during the September 21<sup>st</sup> Marion City Council meeting there was discussion on devising a city plan for construction/zoning along Tower Terrace.

#### **405: Superintendent's Update – Exhibit 405.1**

Superintendent Kortemeyer welcomed Jon Galbraith as CFO/COO, congratulated the high school staff on hosting a successful Homecoming with 1,300 students in attendance at the dance, and that the MEDCO annual bus tour stopped at the new administration building site for a quick overview. Kortemeyer also shared that she was honored to be

the guest speaker at the National Honor Society Inductee program wherein 87 LM High School students were inducted. Additional updates were shared on construction projects, professional learning for the staff, the Leadership Team’s focus on aligning building goals with the district’s strategic plan, and Amy’s attendance at the IASB/ISFLIC new superintendents’ conference and UEN superintendents’ meeting.

**500: UNFINISHED BUSINESS**

**600: NEW BUSINESS**

**601: Approval of FY23 SBRC Special Education Allowable Growth Request  
Exhibit 601.1 – Motion 041-09-25**

**MOTION** by Walker to approve the 2022-23 fiscal year School Budget Review Committee allowable growth request for the Special Education deficit in the amount of \$5,010,492.40. Second by Nelson. Rollinger requested further clarification on budget cuts and the fulfillment of special education associates positions as part of the cuts. Clarifications were shared by Morey and Buchholz that no new positions were created because the empty special ed associate positions were filled by attrition due to the cutting of general education associate positions. Voice vote, all ayes.

**602: Open Enrollment Requests – Motion 042-09-25**

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

<b>Approved IN</b>	<b>Student Name</b>	<b>Grade</b>	<b>Resident District</b>
	Boston, Jeremy	9 <sup>th</sup>	Cedar Rapids CSD
	Seals, Montress	12 <sup>th</sup>	Marion Independent

**603: First Reading of Policy Recommendations**

**Exhibit 603.1 – Motion 043-09-25**

**MOTION** by Walker to approve the first reading of the policy recommendations as presented. Second by Wall. Rollinger requested additional clarifications on policies 504.11-R, 505.52, 505.52-R, 505.63, and 505.7, and asked the question on how parents can be engaged for input on policies. Voice vote. Ayes: Buchholz, Morey, Nelson, Walker, Wall, and Weaver. Nays: Rollinger. Motion carried.

*The full 500 series was reviewed with recommended changes to the following policies:*

- \*501.1 – Compulsory Attendance
- \*501.7 – Foreign Exchange Students
- \*501.12 – Student Absences Truancy/Unexcused
- \*501.15-R – Administrative Regulations Regarding Homeless Children and Youth
- \*502.4-E – Search and Seizure Checklist
- \*502.12 – Student Complaints and Grievances
- \*502.14-R – Admin Regulations Regarding Use of Physical Restraint and/or Seclusion of Students
- \*503.10 – Student Travel
- \*504.2-E1 – Communicable Disease Chart
- \*504.8 – (Delete) Student Insurance
- \*504.9 – (Delete) Student Insurance for Interscholastic Athletics
- \*504.11-R – Administrative Regulations Regarding Student Special Health Services
- \*504.12 - Wellness
- \*504.12-R (New) – Administrative Regulations Regarding Wellness
- \*505.3-E – Standard Fee Waiver Application
- \*505.52 – Child/Dependent Adult Abuse Reporting by Licensed Personnel
- \*505.52-R – Admin Regs Regarding Child/Dependent Adult Abuse Reporting by Licensed Personnel

- \*505.6 – Education Records Access
- \*505.63 – Family and Educational Rights and Privacy Act Student Education Records Annual Notice
- \*505.7 – Parent and Family Engagement

*The following are due to IASB recommendations, title changes, and/or changes in point of contact:*

- \*103.1-R – Administrative Regulations Regarding Anti-Bullying and Anti-Harassment Investigation Procedures
- \*103.1-E1 – Anti-Bullying and Anti-Harassment Complaint Form
- 103.1-E2 – Anti-Bullying and Anti-Harassment Witness Disclosure Form
- \*104.1 – Equal Educational Opportunity
- \*104.1-R – Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures
- \*104.1-E1 – Annual Notice of Non-Discrimination
- \*104.1-E2 – Continuous Notice of Non-Discrimination
- \*104.1-E3 – Discrimination Complaint Form
- \*104.1-E4 – Discrimination Witness Disclosure Form
- \*104.2 – Section 504 Compliance
- \*104.2-E – Notice of Section 504 Student/Parental Rights
- \*104.3 – Prohibition of Discrimination and/or Harassment Based on Sex Per Title IX
- \*105.1 – Procedures for Charging/Investigating Allegations of Injury/Abuse of Student by School Employees
- \*105.1-E – Student Injury/Abuse by School Employee Reporting Form
- \*400.1 – Educational and Employment Equity
- \*401.7 – Licensed Personnel Resignation/Contract Release
- \*403.33 – Affirmative Action
- \*504.32-E (New) – Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life-Threatening Incidents
- \*602.18 – Instruction at a Post-Secondary Educational Institution
- \*602.27-R – Administrative Regulations Regarding Selection of Instructional Materials
- \*603.13-R – Administrative Regulations Regarding Digital Communication/Web Page Development
- \*604.2 – Guidelines for Use of Professional Therapy Dogs
- \*604.3 – Assistance Animals

## **700: CONSENT AGENDA – Motion 044-09-25**

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

## **701: Personnel**

### **Classified Staff: Assignments/Reassignments/Transfers**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Auen, Sean	NE: Student Support Associate	9/25/23	LMSEAA II, Step 1
Becker, Heidi	WF: Student Support Associate	9/18/23	LMSEAA I, Step 1
Budde, Megan	From EH to IC Student Support Assoc	10/2/23	Same
Cimprich, Brittany	NS: NE General Help/Lead Cook from 7 to 8 hours/day	8/23/23	Same
Costello, Abby	From IC to BP Student Support Assoc	9/15/23	Same
Croshier, Kaylyn	AC: Academic Aquatic Instructor	9/27/23	\$15.00/hour
Dirks, Jennifer	LRC: Accounts Receivable Specialist	9/27/23	\$20.00/hour
Granger, Henry	AC: Aquatic Instructor	9/19/23	\$12.00/hour
Hubler, Hilary	HP: Student Support Associate	9/18/23	LMSEAA II, Step 1
Kimmel, Diana	HS: From Compass Ed Asst to Student Supervisor	9/14/23	\$15.52/hour
Nace, Mackenzie	NS: IC General Help	9/18/23	PTNS, Step 1
Reeves, June	AC: Academic Aquatic Instructor	9/25/23	\$15.00/hour
Safavi, Michele	NE: Student Support Associate	9/25/23	LMSEAA II, Step 1
Scherbaum, Nathaniel	O&M: NE Custodian	9/11/23	SEIU C, Step 1
Stark, Thomas	HS: Student Support Associate	9/11/23	LMSEAA II, Step 1

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Bjork, Dawn	HS: Student Support Associate	9/11/23	Personal
Gee, AnnaMarie	NE: Student Support Associate	9/15/23	Personal
Gott, Amy	WF: General Ed Assistant	9/14/23	Personal
Lewis, Abbie	HS: Student Support Associate	8/23/23	Personal
Russell, Amy	LG: Student Support Associate	9/7/23	Personal
Wilson, Rylee	HS: Student Support Associate	9/12/23	Personal

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

Name	Assignment	Dept Action	Salary Placement
Hoagland, Ryan	HS: Percussion Instructor	8/23/23	\$1,000
Kilburg, Mary	HS: 9 <sup>th</sup> Gr Play Director	9/7/23	\$1,927
Kilburg, Mary	HS: 9 <sup>th</sup> Gr Speech Coach (.6 FTE)	10/2/23	\$3,005.60
Hofmeister, Lakeysha	HS: 9 <sup>th</sup> Gr Speech Coach (.4 FTE)	10/2/23	\$1,079
Ismail, Shabna	OR: Lego League Sponsor	9/11/23	\$500
Lynch, Greg	HS: Drama Director (Winter Play)	11/1/23	\$2,311.77
Lynch, Greg	HS: Show Choir Director (.5 FTE)	10/2/23	\$1,321
Terrell, Vanessa	HS: Color Guard Instructor	8/21/23	\$2,000

**Co/Extra-Curricular Staff: Resignation**

Name	Assignment	Dept Action	Reason
Poellet, Luke	HS: Auditorium/Little Theater Manager	9/6/23	Personal
Poellet, Luke	HS: Assistant Show Choir Director	9/6/23	Personal
Schminke, Audra	OR: Assistant Track Coach	9/15/23	Personal

**702: Approval of September 11<sup>th</sup> Board Minutes – Exhibit 702.1****703: Approval of Bills/Warrants – Exhibit 703.1****704: Approval of Contracts/Agreements – Exhibits 704.1-9**

1. Teach Upbeat: Staff engagement survey
2. Grant Wood AEA: IA Health Careers Registered Apprenticeship Program
3. For Sure Roofing Change Order #2: Credit to district for repair of contractor-damaged concrete during completion of OR roof replacement project
4. Iowa State University: Student teaching cooperative agreement
5. Amy Farley: Independent contractor agreement
6. Gerald Kreitzer: Independent contractor agreement
7. Luke Lovegood: Independent contractor agreement
8. Alexis Robson: Independent contractor agreement
9. Michele Safavi: Independent contractor agreement
10. Inter-agency agreements for Special Education instructional services and/or transitional services with College CSD (1), Kirkwood Community College (9), and Balance Autism (1). *For student confidentiality, exhibits are not provided.*

**705: Fundraising Requests – Exhibits 705.1-4**

1. LMHS Muslim Student Association Food Sales
2. LMHS Girls Basketball Poster Donations
3. LMHS Girls Basketball Apparel Sales
4. LMHS Girls Basketball Youth Camps

## **800: BOARD CALENDAR/COMMUNICATIONS/COMMITTEES**

### **801: Board Calendar & Communications**

Morey reviewed the board calendar and congratulated the LMHS Marching Band for their wins during the LM Marching Band Festival and the Marion Marching Invitational. Weaver congratulated Mayor AbouAssaly for being named Iowa Mayor of the Year by the Iowa Mayors Association.

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Sept 28	11:45 AM	Board Visit	Boulder Peak
Sept 28	4:00 PM	School Improvement Advisory Committee (SIAC)	Boardroom
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Oct 5	7:30 AM	Finance/Audit Committee (F/AC)	LRC Room 203
Oct 5	5:30 PM	Marion City Council ( <i>Wall</i> )	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 ( <i>Rollinger</i> )	City Hall
Oct 23	5:00 PM	Board Meeting	Boardroom

### **802: Board Committees/Advisories**

<b>Committee/Advisory</b>	<b>Board Representatives</b>
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

## **900: AUDIENCE COMMUNICATIONS**

1. Katie Lowe Lancaster, resident, thanksgiving
2. Mary Jo Carlson, resident, pro board work
3. Tiffany DeBow, parent, appreciation
4. Scott Foens, parent, adult educational seminar
5. Justin Foss, parent, district investments

## **1000: ADJOURNMENT – *Motion 045-09-25***

**MOTION** by Buchholz to adjourn the meeting at 6:05 PM. Second by Walker. Voice vote, all ayes. Motion carried.

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Brittania Morey, Board President

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Jonathan Galbraith, Board Secretary/Treasurer

## Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/22/2023 - 10/04/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
<b>Fund: GENERAL</b>		
A-1 RENTAL, INC	RENTALS EQUIPMENT	\$75.40
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$3,952.94
ALLIANT ENERGY	ELECTRICITY	\$115,320.77
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$153.50
ANDERSON SCOTT	OFFICIAL/JUDGE	\$130.00
ARNOLD MOTOR SUPPLY	REPAIR PARTS	\$323.83
AT & T MOBILTY	INTERNET	\$1,254.37
BISHOP KYLE	OFFICIAL/JUDGE	\$65.00
BOZEMAN JAMES	OFFICIAL/JUDGE	\$65.00
C.R. GLASS CO	GENERAL SUPPLIES	\$834.63
CAPITAL ONE	INSTRUCTIONAL SUPPLIES	\$290.67
CEDAR RAPIDS COMM SCH DIST	REPAIR/MAINT SERVICE	\$1,167.11
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$681.04
CENTURYLINK	TELEPHONE	\$296.88
CERWICK BRENDA	Professional Educational Services	\$525.00
CITY TREASURER'S OFFICE	OTHER PROFESSIONAL SERVICES	\$150.00
CONCORD THEATRICALS	INSTRUCTIONAL SUPPLIES	\$15.85
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$2,570.00
CRISIS PREVENTION INSTITUTE INC	PROF SERV: EDUCATION	\$200.00
CRISIS PREVENTION INSTITUTE INC	Professional Educational Services	\$200.00
CROTTY RICHARD	OFFICIAL/JUDGE	\$65.00
CULLIGAN	GENERAL SUPPLIES	\$3,179.50
CULLIGAN	INSTRUCTIONAL SUPPLIES	\$88.00
CUMMINS SALES AND SERVICE	VEHICLE REPAIR	\$756.00
CUSTOM HOSE & SUPPLIES, INC.	TRANSP. PARTS	\$7.36
DAN MALLOY, JR	PROF SERV: EDUCATION	\$100.00
DAVID J. PHILIPP	OFFICIAL/JUDGE	\$65.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$41,264.92
DIVIS ETHAN	OFFICIAL/JUDGE	\$65.00
DIVISION OF LABOR-ELEVATOR SAFETY	OTHER PROFESSIONAL SERVICES	\$300.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$44.60
FILLNER SCOTT	STAFF TRAVEL	\$37.58
FRANKLIN COVEY	PROF SERV: EDUCATION	\$13,955.00
GASWAY CO, J P	GENERAL SUPPLIES	\$1,714.06
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$632.81
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$269.84
GRAINGER	MAINTENANCE SUPPLIES	\$23.58
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$2,394.00
GRIFFITHS FRED	OFFICIAL/JUDGE	\$65.00
HANDS UP COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	\$225.00
HART HAROLD	OFFICIAL/JUDGE	\$65.00
IMAGINE LEARNING LLC	COMPUTER SOFTWARE	\$21,907.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$230.04
INTERSTATE ALL BATTERY CENTER	REPAIR PARTS	\$487.20



# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/22/2023 - 10/04/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$100.00
IOWA SCHOOL COUNSELOR ASSOCIATION	PROF SERV: EDUCATION	\$1,945.00
JOHNSON CONTROLS	HEAT/PLUMBING SUPPLY	\$318.36
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$1,579.15
JONES ANTOINE	OFFICIAL/JUDGE	\$65.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$6,933.75
LINDER TIRE SERVICE INC	REPAIR PARTS	\$910.44
LINDER TIRE SERVICE INC	TIRES AND TUBES	\$26.50
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$201.36
LYNCH FORD	VEHICLE REPAIR	\$325.06
MARION IRON CO.	GENERAL SUPPLIES	\$11.00
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$59.12
MARION WATER DEPT	WATER/SEWER	\$17,085.54
MCMASTER-CARR	GENERAL SUPPLIES	\$127.87
MEDIACOM	INTERNET	\$21.32
MENARDS -13127	GENERAL SUPPLIES	\$2,318.43
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$389.10
MID AMERICAN ENERGY	NATURAL GAS	\$1,678.93
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$1,878.56
MIDWAY OUTDOOR EQUIPMENT INC	REPAIR PARTS	\$186.06
MOUNT MERCY UNIVERSITY.	TUITION COLLEGE/UNIV	\$500.00
MURPHY JOHN	OFFICIAL/JUDGE	\$65.00
NORSOLV SYSTEMS ENVIRONMENTAL SERVICE	OTHER TECH SER	\$54.50
NORTHWEST EVALUATION ASSOCIATION	COMPUTER SOFTWARE	\$3,636.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$245.11
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$2,044.55
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$310.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$356.99
PERFORMANCE FOODSERVICE - CEDAR RAPIDS	INSTRUCTIONAL SUPPLIES	\$131.96
RAUSCH ERICA	STAFF TRAVEL	\$24.34
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$404.50
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$159.28
SCHOOL SPECIALTY LLC	INSTRUCTIONAL SUPPLIES	\$3,113.79
SCHOOL SYSTEMS LLC	INSTRUCTIONAL SUPPLIES	\$1,000.00
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$593.69
STREFF ELECTRIC INC	REPAIR/MAINT SERVICE	\$663.00
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$1,054.00
THE CURIOSITY PATH,LLC	INSTRUCTIONAL SUPPLIES	\$240.00
THE FILTER SHOP, INC	GENERAL SUPPLIES	\$1,276.00
THE FILTER SHOP, INC	MAINTENANCE SUPPLIES	\$1,083.60
THE WELD WORX	REPAIR/MAINT SERVICE	\$295.00
THINKING COLLABORATIVE, LLC	GENERAL SUPPLIES	\$968.00
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS/MAINTENANCE	\$451.88
TRUCK BUILDERS	VEHICLE REPAIR	\$10,926.24
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	\$99,300.75

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/22/2023 - 10/04/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
VERIZON WIRELESS	INTERNET	\$3,725.04
WENDLING QUARRIES	GROUNDS UPKEEP	\$2,127.20
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$22,622.26
WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES	\$1,020.00
WILSON WILLIAM	OFFICIAL/JUDGE	\$130.00
WINDSTAR LINES	TRANSP PRIVATE CONT	\$1,607.75

**Fund Total: \$412,504.46**

**Fund: NUTRITION SERVICES**

COHN CYNTHIA	GENERAL SUPPLIES	\$29.98
HATCHER ANGIE	GENERAL SUPPLIES	\$35.75
HAUGEN SHIRLEY	GENERAL SUPPLIES	\$45.00
JOHNSON CAROL	GENERAL SUPPLIES	\$45.00
LEONARDSON TRACY	GENERAL SUPPLIES	\$45.00
MORAN THOMAS	GENERAL SUPPLIES	\$45.00
NACE MACKENZIE	GENERAL SUPPLIES	\$45.00
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$146.08
SEVERIN BOUAPHAN	GENERAL SUPPLIES	\$45.00
SIDMAN CHRIS	GENERAL SUPPLIES	\$45.00
STEINWARD STEPHANIE	GENERAL SUPPLIES	\$42.48
SUCHAN JUDY	GENERAL SUPPLIES	\$45.00
WINEKAUF CHRISTINE	GENERAL SUPPLIES	\$45.00

**Fund Total: \$659.29**

**Fund: PHY PLANT & EQ LEVY**

BRECKE	CONSTRUCTION SERV	\$1,130.92
COMMUNICATIONS ENGINEERING CO	BLDG. CONST SUPPLIES	\$1,020.60
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$2,375.00
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,500.00
HAWKEYE ELECTRICAL CONTRACTORS	CONSTRUCTION SERV	\$5,387.52
PROFESSIONAL PLUMBING SERVICE, INC	CONSTRUCTION SERV	\$1,860.00
SHIVE-HATTERY INC.	ARCHITECT	\$8,750.00
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$11,765.70
TOTAL SCAPES, INC	CONSTRUCTION SERV	\$2,756.00
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$18,355.00

**Fund Total: \$56,900.74**

**Fund: SALES TAX REVENUE BOND CAP PROJECT**

OPN ARCHITECTS, INC.	ARCHITECT	\$18,216.90
TERRACON CONSULTANTS INC	ARCHITECT	\$6,668.75

**Fund Total: \$24,885.65**

**Fund: STUDENT ACTIVITY**

AMES HIGH SCHOOL	DUES AND FEES	\$100.00
AMY WHITE PHOTOGRAPHY	GENERAL SUPPLIES	\$1,000.00
ANAMOSA COMMUNITY SCHOOLS	DUES AND FEES	\$100.00
ANDERSON SCOTT	OFFICIAL/JUDGE	\$65.00
ANKENY SCHOOLS	DUES AND FEES	\$60.00

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/22/2023 - 10/04/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
BANACOM SIGNS LLC	GENERAL SUPPLIES	\$722.50
BAUMER TERRY	OFFICIAL/JUDGE	\$135.00
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$125.00
CLEVELAND STACY	OFFICIAL/JUDGE	\$60.00
CONDON MICHAEL J	OFFICIAL/JUDGE	\$105.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$584.40
DAVID J. PHILIPP	OFFICIAL/JUDGE	\$94.60
DERLEIN SCALE INC	GENERAL SUPPLIES	\$160.00
DVORAK JOHN	OFFICIAL/JUDGE	\$90.00
EDWARDS, MATTHEW	OFFICIAL/JUDGE	\$65.00
FAIR-PLAY SCOREBOARDS	GENERAL SUPPLIES	\$1,115.00
FRAZIER MAURICE	OFFICIAL/JUDGE	\$55.00
IOWA CENTRAL COMMUNITY COLLEGE	DUES AND FEES	\$380.00
IOWA FBLA-9388	DUES AND FEES	\$520.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$135.00
KEEL JOHN W	OFFICIAL/JUDGE	\$135.00
KENNEDY HIGH SCHOOL	DUES AND FEES	\$150.00
KREJCI RANDALL	OFFICIAL/JUDGE	\$55.00
MAJOR RONALD	OFFICIAL/JUDGE	\$70.00
MATTHAIDESS TROY	OFFICIAL/JUDGE	\$176.40
MCMASTER-CARR	GENERAL SUPPLIES	\$228.02
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$184.59
MILLER JASON	OFFICIAL/JUDGE	\$65.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$3,847.00
NOBLE ROBERT	OFFICIAL/JUDGE	\$65.00
OLSON ERIC	OFFICIAL/JUDGE	\$135.00
PANTINI ANDY	OFFICIAL/JUDGE	\$100.00
PRAIRIE MUSIC ASSOCIATION	DUES AND FEES	\$300.00
REITTINGER SCOTT	OFFICIAL/JUDGE	\$65.00
RHINE DANIEL	OFFICIAL/JUDGE	\$55.00
RIPLEY RICHARD	OFFICIAL/JUDGE	\$135.00
ROBSON ALEXIS	PROF SERV: EDUCATION	\$5,000.00
SAM GIPPLE	OFFICIAL/JUDGE	\$50.00
SMITH MARTY	OFFICIAL/JUDGE	\$121.90
SUSAN FREESE	OFFICIAL/JUDGE	\$50.00
THOMA DAVID	OFFICIAL/JUDGE	\$110.00
TOMLINSON GARY	OFFICIAL/JUDGE	\$135.00
UMLAND DON	OFFICIAL/JUDGE	\$135.00
VARSITY SPIRIT	GENERAL SUPPLIES	\$570.45
WENGER	GENERAL SUPPLIES	\$2,414.28
WERKMAN VINCE	OFFICIAL/JUDGE	\$142.60
WEST HIGH SCHOOL	DUES AND FEES	\$120.00
WILSON WILLIAM	OFFICIAL/JUDGE	\$70.00
WOOD LOREN	OFFICIAL/JUDGE	\$65.00

**Fund Total: \$20,421.74**

# Linn-Mar Community School District

## IA- Warrants Paid Listing

Criteria

Date Range: 09/22/2023 - 10/04/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
<b>Fund: STUDENT STORE</b>		
BRANDED CUSTOM SPORTSWEAR, INC	GENERAL SUPPLIES	\$1,861.00
BSN SPORTS	GENERAL SUPPLIES	\$2,646.00
GAME BIBS INC	GENERAL SUPPLIES	\$468.70
GFSI LLC	GENERAL SUPPLIES	\$1,040.82
LEVEL 10	GENERAL SUPPLIES	\$3,292.00

**Fund Total: \$9,308.52**

**Grand Total: \$524,680.40**

End of Report



# Document G701<sup>®</sup> – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> 22210000 Linn-Mar Administration Building 3556 Winslow Road Marion, IA 52302	<b>CONTRACT INFORMATION:</b> Contract For: New Linn-Mar Administration Building Date: June 5, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: September 28, 2023
<b>OWNER:</b> <i>(Name and address)</i> Linn-Mar Community School District 2999 North Tenth Street Marion, IA 52302	<b>ARCHITECT:</b> <i>(Name and address)</i> OPN Architects 200 Fifth Avenue SE, Suite 201 Cedar Rapids, IA 52401	<b>CONTRACTOR:</b> <i>(Name and address)</i> Peak Construction Group 660 Liberty Way, Unit C North Liberty, IA 52317

**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.)*


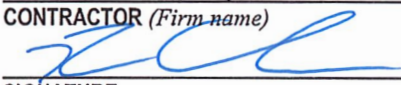
COR 003 Required additional site coring for failed proof roll in parking lot phase 1 \$7,022.84

The original Contract Sum was	\$ 11,774,000.00
The net change by previously authorized Change Orders	\$ -11,148.35
The Contract Sum prior to this Change Order was	\$ 11,762,851.65
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,022.84
The new Contract Sum including this Change Order will be	\$ 11,769,874.49

The Contract Time will be unchanged 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.**

OPN Architects ARCHITECT <i>(Firm name)</i>  SIGNATURE	Peak Constuction Group CONTRACTOR <i>(Firm name)</i>  SIGNATURE	Linn-Mar Community School District OWNER <i>(Firm name)</i>  SIGNATURE
Dan Hammes, CA PRINTED NAME AND TITLE	Kris Chyko, President PRINTED NAME AND TITLE	Brittanina Morey, Board President PRINTED NAME AND TITLE
9/28/23 DATE	09/28/2023 DATE	 DATE

**Change Order Summary 9.28.2023**

**New Linn-Mar Admin Building**

COR Number	Title	RFI/ITC	AMOUNT	Description
3	Required additional site coring for failed proof roll in parking lot phase 1	NA	\$ 7,022.84	Coring out unsuitable subgrade in the parking and filling with geo-grid, followed by 12" of compacted modified subbase. This was required due to a failed proof roll. Andy Parke was in communication with Brent Jackman on this. Given that Andy was in communication with Brent and the work was required to achieve an approved proof roll.

**Total:** \$7,022.84



NWEA, a division of Houghton Mifflin Harcourt Publishing Company

### Schedule A

## SALES ORDER

Company Address:	121 NW Everett Street Portland, OR 97209	Created Date:	09/20/2023
Start Date:	07/01/2023	Quote Number:	00046883
End Date:	06/30/2024	Agency Code:	370
Prepared By:	Shelley Ghannam	Contact Name:	Erica Rausch
Phone:	7072804895	Phone:	(319)447-3000
Email:	shelley.ghannam@nwea.org	Email:	erausch@linnmar.k12.ia.us
Bill To Name:	Linn-Mar Community Schools	Ship To Name:	Linn-Mar Community Schools
Bill To Address:	2999 North Tenth Street Marion, IA 52302	Ship To Address:	3333 North 10th Street Marion, IA 52302

Product	List Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth K-12	\$14.50	\$12.00	303	\$3,636.00	-\$757.50

Quote Discount	-\$757.50
Quote Subtotal	\$3,636.00
Estimated Tax	\$0.00
<b>Grand Total</b>	<b>\$3,636.00</b>

### Notes

Year 3 of 3: Multi-Year contract at fixed rate of \$12.00/student license.

### Terms and Conditions

This Schedule A is subject to the terms and conditions located at: <https://legal.nwea.org/> (the "Agreement") for the Products and Services listed above. By signing this Schedule A, you agree you have read, understand, and agree to the terms of the Agreement. References to NWEA in the above-linked terms shall refer to NWEA, a division of Houghton Mifflin Harcourt Publishing Company.

**General.** Product and Onsite/Virtual Services-specific terms are located at: [http://legal.nwea.org/msa\\_supplemental\\_terms.pdf](http://legal.nwea.org/msa_supplemental_terms.pdf).

Information about NWEA's collection, use, and disclosure of Student Information can be found here: <https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 30 days from the date above. Please confirm the billing address or specify changes to your Account Manager.



NWEA, a division of Houghton Mifflin Harcourt Publishing Company

**Signature**

Signature: \_\_\_\_\_

Printed Name: Brittania Morey

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

Title Board President





Date: 09/25/2023  
 Order Number: Q-550375  
 Revision: 1  
 Order Form Expiration Date: 10/31/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 147198  
 Customer Name: Linn-Mar Cmty School District  
 Billing Address: 2999 N 10th St  
 Marion, IA 52302-5499

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)	Extended Price
EdOptions Academy Standard	1	**	**	12	\$47,300.00

**Subtotal:** \$47,300.00

**Total US Funds:** \$47,300.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

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Date: 09/25/2023  
 Order Number: Q-550375  
 Revision: 1  
 Order Form Expiration Date: 10/31/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

**Purchase Order**

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

**Acceptance**

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties purchase process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

**Invoice Contact Information – Please Provide Your Finance Dept Contact Information**

First Name:

Last Name:

Email Address:

**Customer Signature**

Name (Printed or Typed) Brittania Morey

Title School Board President

Date \_\_\_\_\_

**Appendix A: EdOptions Academy/ALVS Products**

All courses and programs included in the table below will be available for enrollment at the indicated price.

Products	Price
EdOptions Academy 18 Week Core Courses	\$295.00
EdOptions Academy 18 Week CTE and Elective Courses	\$295.00
EdOptions Academy 18 Week Health and Fitness Courses	\$295.00
EdOptions Academy 18 Week Advanced Courses	\$325.00
EdOptions Academy 18 Week World Language Courses	\$325.00
EdOptions Academy 18 Week Advanced World Language Courses	\$325.00

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Date: 09/25/2023  
 Order Number: Q-550375  
 Revision: 1  
 Order Form Expiration Date: 10/31/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

EdOptions Academy Extension Fee	\$50.00
EdOptions Academy 9 Week Semester Courses	\$200.00
EdOptions Academy 9 Week Course Extension Fee	\$25.00
EdOptions Academy Test Prep Courses	\$295.00
EdOptions Academy Remediation Courses	\$295.00

**Terms and Conditions for Academy/ALVS Products**

Prices identified above do not include taxes and any taxes imposed on your purchases shall be invoiced and payable by you. To the extent that you have not provided a Subsequent Purchase Order to cover your Purchases, upon our request, you will promptly issue a subsequent Purchase Order in the amount we identify to cover such Purchases. You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

We provide a no charge grace period for enrollments that are dropped within the following number of days from enrollment: Standard (9 or 18 week) courses, Calvert Instructional Support = 14 days, College Pathways, Active Yearly per Student = 30 days, Active monthly = 3 days.

College Pathways School Year allows the student access to the Academy for a set 12-month school year with a start date of 8/1 and end date of 7/31. Active Yearly per Student allows the student access for a 12-month period following initial enrollment date.

Enrollment extensions are available: 2 Weeks - \$25. 4 Weeks - \$50.

We provide a no charge grace period for enrollments that are dropped within the following number of days from enrollment:

Standard (9 or 18 week) courses = 14 days

**Roles and Responsibilities:**

**Our Responsibilities**

We will administer the program with the support of your staff.

We will be responsible for the following:

- Provide the licensed courses to students using the program.
- Provide qualified teachers for each course (valid for Calvert Digital only if Instructional Support option for Calvert is utilized per Appendix A).
- Provide live training and/or training through webinar(s) for individuals selected by you to facilitate the program, in accordance with the services you have purchased.
- Provide an online registration and course enrollment process.
- Provide online access to student progress on an ongoing basis to appropriate personnel that you identify.
- Provide access to the online courses that you've licensed 24 hours 7 days a week for student and organization use, subject to normal downtime for updates and maintenance.
- Provide reporting on student progress throughout each course and program.
- Access to learning management system which gives access to student info, student's official gradebook, and communications concerning student.
- Printable access to an enrolled student's transcript.

**Your Responsibilities**

You will work with us to design and implement a program that meets the educational needs of the students selected to participate in the program.

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Date: 09/25/2023  
 Order Number: Q-550375  
 Revision: 1  
 Order Form Expiration Date: 10/31/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

You will be responsible for the following:

- Designate one person who will be the program administrator. This person will be responsible for coordinating the operation of the program with our staff.
- Arrange for our training to your staff involved in the program. The training will be provided through virtual sessions.
- Submit enrollment forms and other miscellaneous required documents via our Student Information System.
- Determine what course(s) students will take and assist students or administrators in accurately inputting required information.
- Ensure that students participating in this program have regular access to the internet.
- Provide proctors for the exams associated with each course.
- Promptly notify us in the event that you become aware of a change in law or regulation that impacts the operation of the program or the policies in place governing a student's participation in the program.
- Promptly contact us if a student withdraws, is suspended, or has other status changes that will affect the student's participation or progress in class.
- Using reasonable efforts to ensure that your students understand and adhere to our policies, including but not limited to our Student Code of Conduct policy.

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Date: 09/05/2023  
 Order Number: Q-570662  
 Revision: 1  
 Order Form Expiration Date: 12/22/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 147198  
 Customer Name: Linn-Mar Cmty School District  
 Billing Address: 2999 N 10th St  
 Marion, IA 52302-5499

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollment subscription	170	12/23/2023	12/22/2025	24
Courseware: Comprehensive Library - Program License	1	12/23/2023	12/22/2025	24
Customer Success Services	1	12/23/2023	12/22/2024	12
Customer Success Services	1	12/23/2024	12/22/2025	12

**Subtotal:** \$59,280.00

**Total US Funds:** \$59,280.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

\*\*\* Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

Invoicing and Payment Terms

PO Due Date	Payment Due Date	Amount
Due at Time of Order	12/31/2023	USD 29,640.00

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Date: 09/05/2023  
 Order Number: Q-570662  
 Revision: 1  
 Order Form Expiration Date: 12/22/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

12/16/2024	12/31/2024	USD 29,640.00
Total		USD 59,280.00

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a Purchase Order with this Order Form covering the initial portion of the amount and you will submit future Purchase Orders based on the Invoicing and Payment Terms table and timely make corresponding payment(s) for the remaining amount(s) owed.

Customer Contact for Future Purchase Orders:

Name: Nathan Wear, Associate Superintendent

Email Address: [nathan.wear@Linnmar.k12.ia.us](mailto:nathan.wear@Linnmar.k12.ia.us)

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name: Nathan

Last Name: Wear

Email Address: [nathan.wear@Linnmar.k12.ia.us](mailto:nathan.wear@Linnmar.k12.ia.us)

Customer Signature

Name (Printed or Typed) Brittanica Morey

Title School Board President





Date: 09/05/2023  
 Order Number: Q-570662  
 Revision: 1  
 Order Form Expiration Date: 12/22/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Date

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## NAVIGATE360 - PBIS REWARDS ORDER FORM

**Customer:** Oak Ridge Middle School  
 Linn-Mar Community School District  
 4901 Alburnett Road  
 Marion, IA 52302  
 United States

Proposal No: **nv-219145**  
 Proposal Date: October 10, 2023

### Term

The term for subscription services begins on **October 10, 2023** and ends on **June 30, 2024**. Subscription services will be billed according to the following invoice schedule: Annually.

### Purchase Details

Description	Quantity	List Price	Extended Price
PBIS Rewards Service Base Fee	1	\$750.00	\$750.00
PBIS Rewards Per Student Fee	537	\$2.00	\$1,074.00
<b>Annual Price - Net 30</b>			<b>\$1,824.00</b>

*All prices are valid for 60 days from date on Order Form and are listed in USD.*

**\*\*\* ID Cards and Lanyards are not included. \*\*\***

**\*\*\* The Advanced Referral System add-on is not included. \*\*\***

Purchaser agrees to the terms and conditions of the PBIS Rewards Purchase Terms, and which is a part of this order. A copy of the PBIS Rewards Purchase Terms can be found at:

<https://www.pbisrewards.com/policies/purchase-terms/>

Proposal No: **nv-219145**

Accurate Sales Tax will be added when applicable.

\* Multi-year contract pricing is subject to pricing terms defined in the PBIS Rewards Purchase Terms of this Order Form.



## Term of Service

Use of PBIS Rewards is subject to the **PBIS Rewards Platform Terms of Service**, and which is a part of this order. A copy of the PBIS Rewards Platform Terms of Service can be found at:

<https://www.pbisrewards.com/policies/platform-terms-of-service/>

The PBIS Rewards Platform Terms of Service covers the following: a) Acceptable Use; b) Student Data Privacy; c) FERPA; d) COPPA; e) PPRA; (f) ADA. Additionally, where applicable, it covers state-specific policies.

## Accepted

To accept the terms of this proposal please sign and deliver this document to Navigate360, LLC dba PBIS Rewards via email at [sales@pbisrewards.com](mailto:sales@pbisrewards.com) or fax at 812-660-9040.

IN WITNESS WHEREOF, the parties have caused their respective duly authorized representatives to execute this Agreement in consideration of the promises and mutual covenants contained herein.

### CUSTOMER SIGNATORY

Signature: \_\_\_\_\_  
 Name: Brittania Morey  
 Date: \_\_\_\_\_  
 Title: School Board President  
 For: Oak Ridge Middle School

### CUSTOMER BILLING INFORMATION

A/P Contact Name: Nathan Wear, Assoc Superintendent  
 A/P Phone: 319-447-3028  
 A/P Email: nathan.wear@Linmar.k12.ia.us  
 A/P Address: 2999 N 10th Street  
 City: Marion  
 State/Territory: Iowa  
 Postal Code: 52302  
 Purchase Order: \_\_\_\_\_  
 Sales Tax Exempt No. \_\_\_\_\_

*Sales Tax Exemption Certificate must be attached.*

Proposal No: **nv-219145**

Accurate Sales Tax will be added when applicable.

\* Multi-year contract pricing is subject to pricing terms defined in the PBIS Rewards Purchase Terms of this Order Form.

## AGREEMENT

This Agreement (this “Agreement”) is entered into effective as of August 1, 2023, by and between Four Oaks Family and Children’s Services (“Four Oaks”), whose address for the purposes of this Agreement is Mary Beth O’Neill, President and CEO, Four Oaks Family and Children’s Services, 5400 Kirkwood Boulevard SW, Cedar Rapids, IA 52404, and Linn-Mar Community School District (“LMCSD”), whose address for purposes of this Agreement is 2999 N. Tenth Street, Marion, IA 52302.

## RECITALS

WHEREAS, LMCSD has requested that Four Oaks provide certain supervision services during bus transportation of Four Oaks clients to and from school; and

WHEREAS, Four Oaks is willing to provide the services on the terms and conditions set out in this Agreement; and

WHEREAS, LMCSD and Four Oaks wish to set out the terms and conditions of the contract between the parties in this written agreement.

## AGREEMENT

THEREFORE, for good and valuable consideration, the sufficiency of which is agreed to by the parties, the parties hereby agree as follows:

1. Term; Termination. The term of this Agreement commenced on August 1, 2023, will continue until June 30, 2024. Either party may terminate this Agreement without cause upon a seven (7) day written notice sent via regular, first-class U.S. Mail to the other party at the address noted above which notice shall be deemed delivered when the notice is deposited with postage fully prepaid.

2. Program Description. LMCSD provides bus transportation to students who reside at the Residential Treatment Center located on Four Oaks’ site at 4000 Highway 151, Marion, Iowa (the “Site”) to and from the school (the “project”).

3. Responsibilities of Four Oaks.

a. Four Oaks will provide two (2) Youth Counselors on the morning and afternoon bus routes on each LMCSD school day when fifteen (15) or more Four Oaks clients are present on the bus. If there are between eleven (11) and fourteen (14) Four Oaks clients present on the bus, then Four Oaks will provide one (1) Youth Counselor. If there are ten (10) or fewer Four Oaks clients present on the bus, no Youth Counselors will be provided as the need for Youth Counselors at the Site will be prioritized.

b. Four Oaks will be responsible for hiring, supervision, and conduct of the Youth Counselors providing services hereunder.

c. Four Oaks will be responsible for providing audio/visual supervision of the Four Oaks clients while riding the LMCSD school bus to and from school.

d. The Four Oaks Youth Counselors will follow all Four Oaks policies and procedures while providing services under this Agreement. LMCSO policies and procedures will not apply to the Youth Counselors.

e. If a crisis situation occurs while the Four Oaks clients are present on the bus, the Youth Counselors will utilize the skills and strategies from The Mandt System training provided by Four Oaks.

f. Services under this Agreement will be limited to the regular morning and afternoon bus routes on LMCSO school days and will not be provided for special events or other than scheduled LMCSO school days.

4. Responsibilities of LMCSO.

a. LMCSO will provide bus transportation to the Four Oaks clients with morning pick up from and afternoon drop off at the Site. LMCSO staff are responsible for providing the transportation and scanning of student's IDs when getting on and off of the bus per LMCSO protocols. After dropping the Four Oaks clients off at the school, the LMCSO bus will immediately return the Youth Counselors to the Site. For the afternoon bus route, the LMCSO bus will pick up the Youth Counselors from the Site, then go to the school and pick up the Four Oaks clients and return the Youth Counselors and Four Oaks clients to the Site.

b. LMCSO bus drivers will follow all LMCSO policies and procedures while transporting the Four Oaks clients.

c. If a crisis situation occurs during the bus transportation of the Four Oaks clients, the LMCSO staff will pull the bus over to a safe location to allow the Youth Counselors to respond to the crisis. While the Youth Counselors are responding to the crisis, the LMCSO staff will supervise the Four Oaks clients who are not involved in the crisis situation.

d. LMCSO will pay Four Oaks \$468 per week for the 38 weeks of the LMCSO school year, for a total of \$17,784, to be invoiced by Four Oaks in two (2) payments of \$8,892 each in December 2023 and March 2024 and to be paid by LMCSO within thirty (30) days after receipt of each of the invoices.

5. Insurance. Both parties shall furnish and keep in full force and effect, at all times during the term of this Agreement, workers' compensation insurance covering their respective staff, employees, and agents. Both parties shall also maintain, at all times during the term of this Agreement and at their own cost, policies of general liability insurance for actions arising out of acts and omissions of each respective staff, employees and agents occurring during the course of their employment and automobile liability insurance (owned and non-owned) related to the use of automobiles by employees while on the job. Each such policy shall provide liability coverage of at least \$1,000,000.00 per person and \$3,000,000.00 per actionable occurrence. Each such policy shall be on an "occurrence" basis. However, if an "occurrence" policy is not available, the parties shall maintain an equivalent "claims made" policy until the expiration of all statutes of limitation applicable to any claim that could arise under this Agreement by virtue of the acts and omissions of each party or their respective staff. Each party shall be named as an insured on each of the respective Commercial General Liability policy(ies), Automobile Liability policy(ies), and shall provide a Waiver of Subrogation on each respective Workers' Compensation policy. All such policies of insurance shall require the insurer to provide notice of impending cancellation to the additional named insureds, in the same manner as it is required to provide such notice to the named

insured. Each party shall provide proof of such insurance coverage to the other party upon execution of this Agreement.

6. Indemnification. LMCS D shall indemnify and hold harmless Four Oaks from and against all damages, losses, and expenses (including but not limited to attorneys' fees) arising out of, resulting from or caused in whole or in part by any third party claim pertaining to any negligent act or omission of LMCS D or any of its employees, agents or the staff regarding the program. Four Oaks shall give prompt written notice of any such claim to LMCS D. LMCS D shall have the right to undertake and conduct the defense of any such claim asserted by a third party. No settlement of any such claim asserted by a third party for which Four Oaks seeks indemnification hereunder may be made by Four Oaks without the consent of LMCS D.

Four Oaks shall indemnify and hold harmless LMCS D from and against all damages, losses, and expenses (including but not limited to attorneys' fees) arising out of, resulting from or caused in whole or in part by any third party claim pertaining to any negligent act or omission of Four Oaks or any of its employees, agents or the staff regarding the services provided hereunder. LMCS D shall give prompt written notice of any such claim to Four Oaks. Four Oaks shall have the right to undertake and conduct the defense of any such claim asserted by a third party. No settlement of any such claim asserted by a third party for which LMCS D seeks indemnification hereunder may be made by LMCS D without the consent of Four Oaks.

7. Counterparts; Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Electronic or scanned signatures hereon shall be deemed to be original signatures, valid and enforceable for all purposes under this Agreement.

8. Governing Law. This Agreement shall be interpreted under the laws of the State of Iowa without regard to its choice of law provisions.

9. Entire Agreement; Amendment. This Agreement contains the entire understanding of the parties. It may not be changed orally, but only by an agreement that is in writing and signed by the party against whom enforcement of any change, modification, extension or discharge is sought.

[SIGNATURES ON NEXT PAGE]





# Fundraising Request Form

Code: 1005.4-E1

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

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 <sup>st</sup> thru December 31 <sup>st</sup>	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 <sup>st</sup> thru March 31 <sup>st</sup>	December meeting	
By February 15 <sup>th</sup> for fundraisers occurring from April 1 <sup>st</sup> thru May 31 <sup>st</sup>	March meeting	
By April 15 <sup>th</sup> for fundraisers occurring from June 1 <sup>st</sup> thru September 30 <sup>th</sup>	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: Bowman Woods Sponsoring Group: none  
 Contact Name: Sara Krause Contact Phone: 319-360-0590  
 Contact Email: sara.krause@linnmar.k12.ia.us District Account Code: 10-0436-1013-102-8039-00612

Description of Fundraising Activity (All information is required for the request to be considered)  
 Fundraising Activity: Artsonia - Parents may purchase items with student  
 Activity Start/End Dates: October 10<sup>th</sup> 2023 - August 9<sup>th</sup> 2024 Estimated Proceeds: \$270.00 Artwork printed on it.  
 Purpose/Use of Funds Raised (Must be specific): Additional art materials such as clay, glaze, paint, paper, etc.

**Administrator Approval:**  
 I approve that this request is necessary to provide funds for the purposes described above.  
 Building Administrator's Signature: Jim J. Marsch Date: 9/19/23

**Business Office and Board Review/Approval:**  
 Business Office Review/Approval: [Signature] Date: 9/21/23  
 Board Review/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Summary Due Date: \_\_\_\_\_





Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 10.4.23

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
✓ Clarification if request is dependent upon pre-qualifying for event
✓ Detailed plans for student supervision
✓ Proposed itinerary
✓ Cost and source of funding
✓ Number of student participants
✓ Copy of required participation paperwork

- 1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist must be signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA Submitted by: Barbara A. Schuet

Table with 4 columns: Criteria, Required/Recommended, Description, and Provided. Rows include Purpose, Pre-Planning, Follow-Up, Assessment, Funding, Common Experience, Multi-disciplinary, Building Principal Approval, Chief Financial/Operating Officer Approval, and Board of Directors Approval.

## Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend the State Fall Leadership Conference  
October 29-October 30, 2023, Des Moines Marriott Downtown, Des Moines, IA

### **Purpose: What is the purpose of this conference/field trip/work site visit?**

The FBLA State Fall Leadership Conference provides members the opportunity to network with other members across the state, learn leadership skills, and develop new friendships in FBLA. The conference allows students to develop a more in-depth view of professional practices in the "real world". It also allows students to fine-tune their skills to make themselves more employable, more aware of a variety of careers possibilities, enhance returning members' skills and start success off the right way! The conference will have a keynote speaker, general sessions, special interest workshops hosted by professionals from different industries, and other leadership development activities.

### **Pre-Planning: How are you planning to maximize the learning experiences of students at this conference/field trip/work site visit?**

Students will attend all six workshops on a rotation basis. This will provide the maximum experience for all students. Workshops are related to all-encompassing skills and topics such as resume-writing, career exploration, proper business attire, college searches, networking, preparing for FBLA competitive events, business and industry.

The leadership conference provides the opportunity for Linn-Mar members to engage with students from other Iowa FBLA chapters about their committee topics. They are able to brainstorm and share successful leadership and chapter activities. In addition, the workshops will assist the students as they prepare to compete in selected competitive events at the State and possibly National Conferences.

### **Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students at this conference/field trip/work site visit?**

Upon returning to Linn-Mar, students will be asked to share their experiences with those that were unable to attend at the monthly general membership meeting. For all who attend, as members of our chapter's committees (fundraising, community service, state conference, and event preparation), students can bring a knowledge of what kind of things have been done at other schools and implement similar programs at Linn-Mar, in an effort to give our chapter a newer, fresher feel.

The knowledge and skills that are obtained at the SFLC can assist with preparing for the State and National Leadership Conferences.

### **Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?**

Students will be required to attend sessions and summarize what they learned while at the conference. Summary forms will be distributed to the students prior to their first session and are due to the advisers in attendance following the conference.

### **Funding: Describe your sources of funding that meets both Department of Education and District guidelines.**

Linn-Mar FBLA members volunteer at the Aramark/University of Iowa concession stands to raise money for conference registration and accommodation expense. The registration and hotel expenses will be paid from the proceeds of the concession stand.



**Common Experience: What are the benefits of this conference/field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?**

Students should find that by attending this year’s conference, they will be able to be a more productive member of any experience they might be part of. Many of the sessions are designed with the idea that these students are not only involved in their particular CTSO, but also active in other activities at his/her respective schools. Some students may find they are less hesitant during a large group meeting while others may be inspired to challenge themselves. Many will likely find traits within themselves they never knew existed and want to share it with their peers.

**Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.**

Students who attend this year’s conference will experience a wealth of information that can be utilized in more than one curricular area. They may have a better understanding of professional skills to implement at both the high school level and throughout their future career path. Many students will be exposed to a wealth of new opportunities, while some might be inspired to follow a specific career path. Some will learn valuable leadership skills while others will simply learn how to make a good impression upon others. The information presented at the workshops and for competitive events can be integrated into the Multi-Occupations Cooperative classroom. Students should all discover professional skills, lead fellow students within our local chapter, and how to begin a path of success during and after their high school career.

Itinerary

Sunday, October 29, 2023	
1:00 PM	Registration
2:00 PM	Opening Session
3:00 PM	Workshops
4:00 PM	Workshops
5:00 PM	Workshops
6:00 PM	Dinner
8:00 PM	Sunday Optional Activities
11:00 PM	Curfew
Monday, October 30, 2023	
7:00 AM	Breakfast
7:30 AM	Community Service Project

8:00 AM	Workshops
9:00 AM	Workshops
10:00 AM	Workshops
11:00 AM	Closing Session
12:00 PM	Hotel Check-out

Curfew is 11:00 PM to 6:00 AM. No student members should be out of their room during the curfew hours. Additionally, no food is allowed to be delivered to any room after 11:00 PM.

### Mode of Transportation

Linn-Mar FBLA will submit a transportation request for a bus.

### Conference Expenses

Conference registration, payable to Iowa FBLA \$75.00 per person x 28=\$2,100.00

Accommodations-Des Moines Marriott Downtown, 700 Grand Avenue, Des Moines, IA Facility #126142,

Certificate #1640606400-648 payable to Iowa FBLA \$140 x 8 rooms=\$1,120.00

Total cost=\$3,220.00

### Participant List

- |                             |                        |
|-----------------------------|------------------------|
| 1. Barbara Schult-Adviser   | 15. Macy Millhollin    |
| 2. Dana Lampe-Adviser       | 16. Ananya Oli         |
| 3. Pranav Karthik           | 17. Jack Hollingshead  |
| 4. Devasena Manikandan      | 18. Manasvi Devi Reddy |
| 5. Matieis Mayes            | 19. Ainak Basu         |
| 6. Priyanka Onteru          | 20. Grace Luo          |
| 7. Zara Smith               | 21. Quinn Lorenz       |
| 8. Adelina Garcia           | 22. Sutra Iyer         |
| 9. Gaven Ketcham            | 23. Nysa Ali           |
| 10. Khush Modha             | 24. Rory DeSotel       |
| 11. Aditya Suri             | 25. Rylee Passmore     |
| 12. Santosh Balasubramanian | 26. Lola Roling        |
| 13. Tanvi Gopalam           | 27. Tanishi Pagare     |
| 14. Macklane Millhollin     | 28. Juliana Campa      |

## School Finance Report June 30, 2022

### 100% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$68,921,000			\$17,079,630	\$5,952,822	\$69,098,018	100.3%		-\$177,018		
2) Support Services(2000-2999)	\$33,150,600			\$6,168,676	\$2,496,913	\$33,126,021	99.9%		\$24,579		
3) Non-Instructional(3000-3999)	\$4,951,000			\$829,897	\$404,929	\$4,385,196	88.6%		\$565,804		
4) Other Expenditures((4000-6100)	\$72,160,916			\$26,114,189	\$433,319	\$70,261,328	97.4%		\$1,899,588		
5) Interfund Transfers	\$7,294,064			\$3,575,384	\$484,613	\$10,857,635	148.9%		-\$3,563,571		
<b>Total</b>	<b>\$186,477,580</b>			<b>\$53,767,776</b>	<b>\$9,772,597</b>	<b>\$187,728,197</b>	<b>100.7%</b>		<b>-\$1,250,617</b>		
Operating Fund-10	\$99,948,952	\$13,955,156	\$71,641,763	\$22,495,132	\$8,394,890	\$101,239,168	101.3%		(1,290,216)	(29,597,405)	(15,642,249)
Activity-21	\$1,521,000	\$727,690	\$983,454	\$207,197	\$86,682	\$931,470	61.2%		589,530	51,984	779,674
Management-22	\$1,085,600	\$1,580,999	\$1,118,335	\$5,801	(\$5,457)	\$1,256,256	115.7%		(170,656)	(137,920)	1,443,078
PERL-24	\$391,000	\$279,130	\$329,826	\$16,555	\$15,421	\$173,861	44.5%		217,139	155,965	435,095
SAVE-33	\$8,297,109	\$6,495,345	\$9,174,810	\$3,454,876	\$739,355	\$11,917,971	143.6%		(3,620,862)	(2,743,160)	3,752,185
Other Capital Projects-31, 32, 35	\$1,625,000	\$2,231,057	\$1,434	\$433,335	\$51,610	\$1,072,261	66.0%		552,739	(1,070,827)	1,160,230
PPEL-36	\$9,801,955	\$5,037,518	\$4,374,899	\$2,322,473	\$66,024	\$5,529,717	56.4%		4,272,238	(1,154,818)	3,882,701
Debt Service-40	\$58,956,964	\$858,214	\$60,814,104	\$24,020,319	\$22,450	\$61,326,184	104.0%		(2,369,220)	(512,080)	346,133
Nutrition-61	\$4,600,000	\$1,457,143	\$5,067,770	\$725,864	\$372,236	\$3,909,932	85.0%		690,068	1,157,838	2,614,981
Aquatic Center-65	\$200,000	\$160,705	\$396,823	\$80,112	\$24,423	\$322,591	161.3%		(122,591)	74,233	234,938
Student Store-68	\$50,000	\$29,211	\$28,001,706	\$6,111	\$4,963	\$48,787	97.6%		1,213	27,952,920	27,982,131
<b>Total</b>	<b>\$186,477,580</b>	<b>\$32,812,169</b>	<b>\$181,904,926</b>	<b>\$53,767,776</b>	<b>\$9,772,597</b>	<b>\$187,728,197</b>	<b>100.7%</b>		<b>(1,250,617)</b>	<b>(5,823,271)</b>	<b>26,988,898</b>

## Linn-Mar Community School District

### Cash Balances

Fiscal Year: 2021-2022

Date Range: 07/01/2021 - 06/30/2022

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	20,082,403.34	96,797,865.15	116,293,752.58	586,515.91
10.0002.0000.000.0000.101000	CASH IN BANK	5,106.02	7,601.48	12,707.50	0.00
10.0008.0000.000.0000.101000	CASH IN BANK	1,041,629.03	4,509.67	1,046,138.70	0.00
21.0001.0000.000.0000.101000	CASH IN BANK	2,321.93	104,568.30	106,890.23	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	744,391.05	2,641,419.17	3,378,571.60	7,238.62
22.0006.0000.000.0000.101000	CASH IN BANK	1,579,575.41	1,122,002.94	2,701,578.35	0.00
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	39,816.15	39,816.15	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	320,916.55	329,587.12	650,503.67	0.00
32.0003.0000.000.0000.101000	CASH IN BANK	0.00	261,956.00	261,956.00	0.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	1,885,000.00	0.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	944,280.80	0.00
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	966,803.12	0.00
33.0003.0000.000.0000.101000	CASH IN BANK	2,059,401.73	12,973,476.31	15,032,878.04	0.00
35.0003.0000.000.0000.101000	CASH IN BANK	614,949.20	802,576.79	1,417,525.99	0.00
35.0008.0000.000.0000.101000	CASH IN BANK	2,097,544.27	1,434.23	2,098,978.50	0.00
36.0003.0000.000.0000.101000	CASH IN BANK	6,097,827.46	4,438,856.99	10,536,684.45	0.00
40.0003.0000.000.0000.101000	CASH IN BANK	849,698.57	60,446,964.59	61,296,663.16	0.00
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,378,190.12	2,378,190.12	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,820,695.62	4,839,488.02	6,660,183.64	0.00
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	223,965.44	223,965.44	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	220,037.49	406,714.58	626,752.07	0.00
68.0002.0000.000.0000.101000	CASH IN BANK	30,424.96	48,247.98	78,672.94	0.00
		41,363,006.55	187,869,241.03	228,638,493.05	593,754.53

**End of Report**

## School Finance Report June 30, 2023

### 100% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$70,815,000			\$18,144,625	\$5,546,410	\$72,005,700	101.7%		-\$1,190,700		
2) Support Services(2000-2999)	\$33,612,000			\$5,424,158	\$3,141,258	\$34,298,593	102.0%		-\$686,593		
3) Non-Instructional(3000-3999)	\$5,035,000			\$832,735	\$404,398	\$4,488,532	89.1%		\$546,468		
4) Other Expenditures((4000-6100)	\$23,070,282			\$7,777,432	\$595,843	\$22,873,352	99.1%		\$196,930		
5) Interfund Transfers	\$6,550,000			\$16,766,461	\$414,744	\$21,363,303	326.2%		-\$14,813,303		
<b>Total</b>	<b>\$139,082,282</b>			<b>\$48,945,411</b>	<b>\$10,102,652</b>	<b>\$155,029,481</b>	<b>111.5%</b>		<b>-\$15,947,199</b>		
Operating Fund-10	\$102,409,124	\$12,313,088	\$99,953,620	\$22,823,686	\$8,348,276	\$105,197,159	102.7%		(2,788,035)	(5,243,539)	7,069,549
Activity-21	\$1,100,000	\$804,717	\$1,247,101	\$229,883	\$113,517	\$1,221,394	111.0%		(121,394)	25,707	830,425
Management-22	\$1,375,000	\$1,443,078	\$2,301,112	\$2,566	\$1,692	\$1,435,621	104.4%		(60,621)	865,491	2,308,570
PERL-24	\$602,000	\$435,095	\$346,938	\$462,518	\$84,761	\$659,294	109.5%		(57,294)	(312,356)	122,738
SAVE-33	\$10,050,000	\$3,752,185	\$25,631,448	\$17,103,685	\$507,029	\$23,641,488	235.2%		(13,591,488)	1,989,961	5,742,146
Other Capital Projects-31, 32, 35	\$731,158	\$1,160,230	\$191,822	\$22,243	\$58,907	\$1,821,072	249.1%		(1,089,914)	(1,629,251)	(469,020)
PPEL-36	\$5,730,000	\$3,926,863	\$5,258,684	\$1,870,285	\$586,838	\$4,625,868	80.7%		1,104,132	632,816	4,559,679
Debt Service-40	\$12,150,000	\$346,133	\$5,679,426	\$5,585,866	\$600	\$12,017,276	98.9%		132,724	(6,337,851)	(5,991,717)
Nutrition-61	\$4,510,000	\$2,596,866	\$4,508,112	\$755,372	\$371,818	\$4,018,450	89.1%		491,550	489,662	3,086,528
Aquatic Center-65	\$375,000	\$234,938	\$415,817	\$86,503	\$28,982	\$356,361	95.0%		18,639	59,456	294,394
Student Store-68	\$50,000	\$26,779	\$35,668	\$2,804	\$232	\$35,497	71.0%		14,503	170	26,950
<b>Total</b>	<b>\$139,082,282</b>	<b>\$27,039,974</b>	<b>\$145,569,748</b>	<b>\$48,945,411</b>	<b>\$10,102,652</b>	<b>\$155,029,481</b>	<b>111.5%</b>		<b>(15,947,199)</b>	<b>(9,459,734)</b>	<b>17,580,240</b>

## Linn-Mar Community School District

### Cash Balances

Fiscal Year: 2022-2023

Date Range: 07/01/2022 - 06/30/2023

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0000.0000.000.0000.111001	ISJIT-General Fund	0.00	3,054,067.04	0.00	3,054,067.04
10.0001.0000.000.0000.101000	CASH IN BANK	18,298,023.87	120,962,458.05	139,260,481.92	0.00
10.0002.0000.000.0000.101000	CASH IN BANK	5,117.15	3,000,053.41	3,005,170.56	0.00
10.0008.0000.000.0000.101000	CASH IN BANK	1,046,112.93	20,036.53	1,066,149.46	0.00
21.0001.0000.000.0000.101000	CASH IN BANK	2,321.93	102,862.00	105,183.93	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	786,937.35	4,321,904.38	5,108,841.73	0.00
22.0006.0000.000.0000.101000	CASH IN BANK	1,444,068.76	2,304,839.66	3,748,908.42	0.00
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	37,033.98	37,033.98	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	442,780.66	362,032.26	804,812.92	0.00
32.0003.0000.000.0000.101000	CASH IN BANK	0.00	80,000.00	80,000.00	0.00
33.0003.0000.000.0000.101000	CASH IN BANK	3,141,624.27	11,241,328.96	14,382,953.23	0.00
35.0003.0000.000.0000.101000	CASH IN BANK	273,661.08	11,902,349.62	12,176,010.70	0.00
35.0008.0000.000.0000.101000	CASH IN BANK	1,296,644.71	5,033,371.60	6,330,016.31	0.00
36.0003.0000.000.0000.101000	CASH IN BANK	4,092,386.80	5,274,253.93	9,366,640.73	0.00
40.0003.0000.000.0000.101000	CASH IN BANK	1,015,562.68	13,143,468.22	14,159,030.90	0.00
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,143,530.30	2,143,530.30	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	2,791,237.87	4,271,197.99	7,062,435.86	0.00
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	267,839.44	267,839.44	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	315,066.69	471,484.30	786,550.99	0.00
68.0001.0000.000.0000.101000	CASH IN BANK	0.00	177,692.16	177,692.16	0.00
68.0002.0000.000.0000.101000	CASH IN BANK	26,786.25	38,704.19	65,490.44	0.00
		34,978,333.00	188,210,508.02	220,134,773.98	3,054,067.04

**End of Report**