

9/16/24

To the Linn-Mar School Board,

In the early 1990's Pete King became a member of the Linn-Mar Booster Club. No one, not even Pete, could recall the exact year he began his storied volunteer career. Pete was witness to the growth of Linn-Mar and he grew along with it. When he started, there were 2 concession stands. Now we have 8.

Even after Pete's two sons graduated from Linn-Mar, he could still be found volunteering countless hours of his time at the concession stands. From accepting soda and candy deliveries, to prepping food, popping popcorn, to managing the other volunteer workers at nearly every event, Pete's devotion to Linn-Mar is unmatched. If there was a sporting event, he was there. Often, after getting volunteers trained, you'd see him in the crowd, watching Linn-Mar athletes. There was a spot at the stadium and the high school for his bleacher seat and his lawn chair was always in the Ball Complex.

Pete was a fixture at Linn-Mar. It is not an exaggeration to say Pete knew everyone and everyone knew Pete. While he enjoyed watching athletics, he loved working with students and parents from all aspects of Linn-Mar, often asking about concerts or events the kids had recently had. Pete amazed us with his knowledge of all the goings-on at Linn-Mar.

The current Booster Club would like to honor Pete's legacy by naming one of Linn-Mar's concession stands in his memory. After discussing with Pete's wife Jan, we propose naming the concession stand at the Ball Complex after Pete King. He loved baseball. Pete was at all athletic events, and you'd see him in the stands at basketball or volleyball games. But only for baseball did he have the goal of seeing as much of a game as he could. The Booster Club will be adding a bench in Pete's honor to the Ball Complex. It seems appropriate to name the concession stand at the facility of the sport he loved most in memory of Pete.

The Linn-Mar Booster Club is proposing that the name of the Ball Complex concession stand be officially named the Pete King Concession Stand.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kristen Beech', with a large, sweeping flourish at the end.

Kristen Beech, President of the Linn-Mar Booster Club

“Building Our Dream Team”

Exhibit 502.1



Past
Present
and
Future

Learn From Yesterday...

Post Covid
Derecho
LM Status
The Nation
Employees

- **2023/2024 Review**
 - **# New Hires - 164**
 - **# Employees - 1055**
 - **RIF 😞**
 - **Upbeat results****

****LM Strategic Plan 4.2; 4.3; 4.5**

• **Appreciation (+8% for Teachers, +8% for NI Staff)**

- **Q21: 70%** of teachers shared that teachers are recognized publicly when they do outstanding work (+11%)

•

Work/Life Balance (+12% for Teachers, +4% for NI Staff)

- **Q27: 72%** of teachers shared that they feel confident they can maintain their daily workload for the long-term (+12%)

•

Professional Development (+4% for Teachers, +6% for NI Staff)

- **Q3: 57%** of non-instructional staff shared that the professional development or training available to them is a good use of their time (+8%)

•

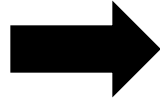
Voice & Leadership (+4% for Teachers, +6% for NI Staff)

- **Q25: 66%** of non-instructional staff shared that leaders in their school actively seek input from employees when making important decisions (+13%)

Teachers & Non-Instructional Staff - Fall 2023 Areas of Growth

Areas of Focus

- Appreciation
- Belonging and Wellbeing
- Satisfaction and Purpose



Coaching Conversations

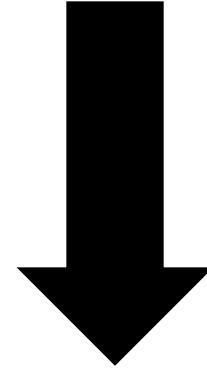
- ✓ Professional Development
- ✓ Collaboration
- ✓ Appreciation
- ✓ Inclusion
- ✓ Autonomy

**Live For
Today...**

**every day
is a new day**

2024/2025

- # New Hires – 90 (-74)
- Total # of Employees – 986 (-36)
- Onboarding



Current Openings (40):

33 Student Support Associates
3 Nutrition Services
3 Drivers
5 Riders
1 Custodian



Goal:

Welcoming atmosphere

Review policies & make them memorable

Have fun!

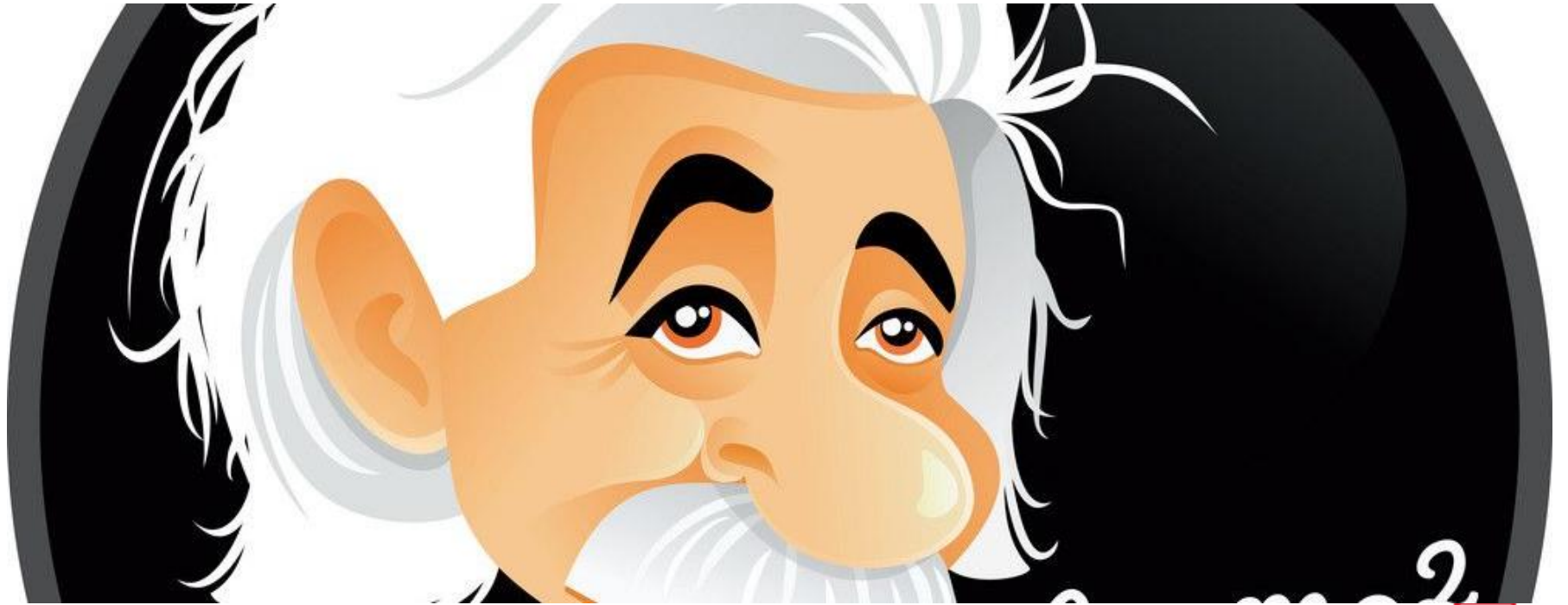


“How much clearer can it be, Fred? On page forty-one of the employee handbook, in black and white, it says: ‘Never run with scissors!’”



Don't be Fred

And Hope For Tomorrow. – Albert Einstein



Recruiting Efforts**



AQUATIC
CENTER



CAREER FAIR



ADVERTISING



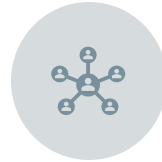
CASH
INCENTIVES



QR CODES AT
EVERY
BUILDING



QUICK
APPLICATION



VOLUNTEER
NETWORK

**LM Strategic Plan 4.2

FUTURE RECRUITING** thoughts.....

Visit 55+ establishments
Students

VERY part-time positions

Get creative with volunteers

Partner with community groups

[Marketing campaigns](#)

Retention Strategies:

Utilize data (Focus on SpEd)**

- Upbeat results
- Exit interviews
- Attendance
- Turnover
- Workers' Compensation

Retention Bonus

Review positions, etc.

Implement Stay Interviews

Additional Retention**

Focus:

- Employee Wellness
- Employee Safety
- Employee Voice

**LM Strategic Plan 4.3; 4.4; 4.5



A red-tinted photograph of an outdoor courtyard. In the foreground, there are several tables and chairs arranged in a row. In the background, a person is walking away from the camera. The text "THANK YOU!" is overlaid in the center in a large, white, bold font. The background also features large, faint letters that appear to say "WE LOVE LMA".

THANK YOU!

WE ARE LINN-MAR[®]

District Honors & Highlights

September 23, 2024

Academic Honors: Congratulations to the 1,039 Linn-Mar High School students that were recently presented with Academic Letters for achieving a grade point average of 3.33 or higher. Special recognition was also awarded to students achieving a 3.75-3.99 GPA (Honors) and 4.00+ GPA (Distinction).



Marching Band Honors: Congratulations to the Linn-Mar Marching Lions for being selected to participate in the Fall into Marion Parade sponsored by Farmers State Bank on September 14th.

#WeAreLinnMar

National Merit Scholarship Honors:

Congratulations to Linn-Mar High School Seniors Adam Kmetz, Varun Pradeep, Dwight Kueper, Aditya Suri, and Henry Granger for being named semifinalists in the 2025 National Merit Scholarship Program. Congratulations also go out to Lizzy Dreyer, Mariam Kiani, and Charlotte Masters for being named "Commended" in the program as well. [Click here for more information](#)



Alumni Honors: Congratulations to Linn-Mar Alumni Rachel Dunnwald and Sydney Fischer for being recipients of the 2024 Mental Health Influencer of the Year Student Award. Through their hard work and dedication to mental health, they organized a suicide prevention awareness event and raised over \$2,000.



FFA Highlight: Congrats to the Linn-Mar Future Farmers of America for growing 100 pounds of vegetables in the school garden for donation to the Marion Food Bank.

theROARstore Highlight: The students of theROARstore were recently visited by Marion Mayor Nick AbouAssaly. Mayor AbouAssaly shared some of his history and the impact the Future Business Leaders of America had on his career.



Boulder Peak Highlight: Congratulations to Boulder Peak for having a team present during the University of Iowa's Scanlan Center for School Mental Health BEST Conference. The Boulder Peak Team consisted of Dave Blum, Student Support Associate; Julie Neihart, Paraprofessional; Alex Berning, School Counselor; and Duane Orr, Associate Principal. The team shared the strategies that Boulder Peak has used related to paraeducator training.

Policy Recommendations for Second Reading – 9/23/24

- 103.1-R Regulations Regarding Anti-Bullying & Anti-Harassment Investigations
- 103.1-E1 Anti-Bullying & Anti-Harassment Complaint Form
- 103.1-E2 Anti-Bullying & Anti-Harassment Witness Disclosure Form
- 104.1 Equal Educational Opportunity
- 104.1-R Regulations Regarding Equal Educational Opportunity Grievances
- 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
- 202.7-E Board of Directors Conflict of Interest Form
- 204.1 Meetings of the School Board (*Updated per 9/9 first reading*)
- 400.1 Educational and Employment Equity
- 403.7-E1 FMLA Leave Request and Employee Obligation/Requirement Form
- 403.7-E8 Medical Documentation of Absence Form
- 403.17-E Employee Conflict of Interest Disclosure Form
- 403.19 Drug and Alcohol Testing Program
- 403.19-E2 Drug and Alcohol Testing Program Acknowledgement Form
- 403.19-E3 Drug and Alcohol Program and Pre-Employment Testing Written Consent to Share Information Form
- 403.20 Jury Duty/Witness Service
- 403.33 Affirmative Action
- 403.38-E Modified Duty Program Form
- 504.14-E1 Report of Student Disclosure Identity
- 505.3-E Standard Fee Waiver Application
- 702.4-R Regulations Regarding Eligibility for Free or Reduced Cost Meals

**Policy 103.1-R
Regulations Regarding Anti-Bullying & Anti-Harassment Investigations**

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 Human Resources Officer
319-447-3036 / kchristian@linnmar.k12.ia.us

Equity Coordinators:

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
319-730-3663 / melissa.frick@Linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302
Fax: 319-~~377-9252~~ **403-8008**

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

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

INVESTIGATION

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

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

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

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

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the

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

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

DECISION

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

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

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

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

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

volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

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

Adopted: 6/00
Reviewed: 9/10; 10/11; 4/13; 5/14; 9/16; 3/23
Revised: 7/13; 6/20; 8/23; 10/23
Related Policy: 103.1; 103.1-E1-E3
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 Human Resources Officer

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

Equity Coordinators:

Nathan Wear, Associate Superintendent **(Secondary Level)**

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

~~Bob Read, Associate Superintendent (Elementary Level)~~

~~319-447-3016 / bread@Linnmar.k12.ia.us~~

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services

319-730-3663 / melissa.frick@Linnmar.k12.ia.us

Address: **~~2999 N 10th Street~~ 3556 Winslow Road**, Marion, IA 52302

Fax: 319-**~~377-9252~~ 403-8008**

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

Revised: 6/20; 10/23

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

IASB Reference: 104-E(1)

Additional Pertinent Information: _____

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

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

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
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**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1
Equal Educational Opportunity**

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

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

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

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

Board policies, rules, and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

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

The school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders,

rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. ([Refer to Policy 104.1-R](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

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Fax: 319-~~377-9252~~ **403-8008**

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the affirmative action coordinator listed above.

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

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

Adopted: 11/08
Reviewed: 10/11; 5/14; 9/16; 3/23
Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20; 2/21; 10/23
Related Policy: 104.1-R; 104.1-E1-E5; 400.1
Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3
IASB Reference: 102
Mandatory Policy

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1-R
Regulations Regarding Equal Educational Opportunity Grievances**

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 Human Resources Officer
319-447-3036 / kchristian@Linmar.k12.ia.us

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Fax: 319-~~377-9252~~ 403-8008

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 THE SCHOOL BOARD

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

Adopted: 9/10
Reviewed: 10/11; 9/16; 3/23
Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-E1-E5
IASB Reference: 102-R(1)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1-E1
Annual Notice of Non-Discrimination**

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

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

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
319-730-3663 / melissa.frick@linnmar.k12.ia.us

Address: **2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**377-9252 403-8008**

Adopted: 10/17
Reviewed: 5/14; 9/16; 3/23
Revised: 7/17; 10/17; 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E2-E5
IASB Reference: 102-EH(1)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



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

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

Nathan Wear, Associate Superintendent **(Secondary Level)**
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
319-730-3663 / melissa.frick@linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302
Fax: 319-~~377-9252~~ **403-8008**

Adopted: 10/17
Reviewed: 3/23
Revised: 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E1, E3-E6
IASB Reference: 102-EH(2)

**Policy Series 100 – School District
 Equal Educational Opportunity, Non-Discrimination,
 and Section 504 Compliance**



**Policy 104.1-E3
 Discrimination Complaint Form**

Date of Complaint: _____

Name of Complainant: _____

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

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

Date and Place of Alleged Incident: _____

Names of Witnesses: _____

Nature of alleged discrimination (Check all that apply):

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

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

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

Complainant's Signature: _____ Date: _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer

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

Equity Coordinators:

Nathan Wear, Associate Superintendent **(Secondary Level)**

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

~~Bob Read, Associate Superintendent (Elementary Level)~~

~~319-447-3016 / bread@Linnmar.k12.ia.us~~

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services

319-730-3663 / melissa.frick@Linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302

Fax: 319-~~377-9252~~ **403-8008**

Adopted: 10/17

Reviewed: 3/23

Revised: 6/20; 10/23

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

IASB Reference: 102-E(4)

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

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

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

Return this completed form to:

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

Equity Coordinators:
Nathan Wear, Associate Superintendent **(Secondary Level)**
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

~~Bob Read, Associate Superintendent (Elementary Level)~~
~~319-447-3016 / bread@Linnmar.k12.ia.us~~

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

Address: **~~2999 N 10th Street~~ 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**~~377-9252~~ 403-8008**

Adopted: 10/17
Reviewed: 3/23
Revised: 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E1-E3; E5
IASB Reference: 102-E(5)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.2
Section 504 Compliance**

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

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

Linn-Mar CSD Section 504 Coordinator:

Megan Brunscheen

Associate Director of Student Services

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, Iowa 52302

Phone: 319-447-3359

Fax: 319-~~377-9252~~ **403-8002**

Email: 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

Address: 230 S Dearborn St, 37th Floor, Chicago, IL 60604

Phone: 312-730-1560

Adopted: 1973

Reviewed: 4/13; 5/14; 9/16; 6/20; 3/23

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

Related Policy: 104.2-E

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

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



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

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

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

As a parent you have the right to the following:

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

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

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

Section 504 Coordinator:

Megan Brunscheen

Associate Director of Student Services

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302

Phone: 319-447-3359

Fax: 319-~~377-9252~~ **403-8002**

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

Adopted: 11/08

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

Revised: 6/20; 10/23

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

IASB Reference: 102-EH(3)

**Policy Series 100 – School District
Equal Opportunity, Non-Discrimination,
and Section 504 Compliance**



Policy 104.3

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

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

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

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

Title IX Coordinator:

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

Title IX Deputy Coordinator:

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

Address: **2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**377-9252 403-8008**

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

Adopted: 9/20
Reviewed: 3/23 / Revised: 10/23
Related Policy: 103 Series; 104 Series
IASB Reference: 106
Mandatory Policy

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



**Policy 202.7-E
Board of Directors Conflict of Interest Disclosure Form**

I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar CSD has, or might reasonably have in the future, a relationship with; or which Linn-Mar CSD may enter into a transaction with or compete with.

Name of conflicting or financial interest (individual or company, etc.):

Reason for potential conflict (e.g. family relationship, financial relationship, etc.):

All facts pertinent to the conflicting or financial interest:

_____ I have no conflict of interest to disclose.

_____ I hereby certify that I have read and understand [Policy 202.7 Board of Directors Conflict of Interest](#), which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of [Policy 202.7 Board of Directors Conflict of Interest](#).

Board Member's Signature: _____ **Date:** _____

Printed Name: _____ **Fiscal Year:** _____

Complete additional forms for multiple conflicts/financial interests, as needed.

Please return this form to:
LMCSD School Board Secretary/Treasurer
2999 N 10th Street 3556 Winslow Road, Marion, IA 52302

Adopted: 1/22
Revised: 10/22
Related Policy: 202.7
IASB Reference: 203

Policy Series 200 – Board of Directors Meetings of the Board



Policy 204.1 Meetings of the School Board

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

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

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

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The public notice will be posted on public display on an exterior facing door/window so that the community members may see the agenda when the building is physically closed at the ~~Learning Resource Center~~ **district administration building (2999 N 10th St 3556 Winslow Road**, Marion) at least three days before it is scheduled but, at the minimum, 24-hour notice needs to be given. A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

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

Adopted: 9/85
Reviewed: 10/11; 9/16; 10/19; 10/22
Related Policy: 204.2-8; 204.16
Revised: 8/23
Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2
IASB Reference: 210.05

Policy 400.1
Educational and Employment Equity

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity (EEO) and affirmative action (AA) laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

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

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

The district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy on an annual basis.

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

Prior to final offer of employment, the school district will perform the background checks required by law. Based upon the results of the background checks, the

school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the Board of Educational Examiners (BOEE), then the requirement for a background check is waived. The district will perform repeat background checks on the applicable employees as required by law.

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Linn-Mar Equity Coordinators and/or Affirmative Action Coordinator in writing to:

Linn-Mar Community School District Equity Coordinators

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

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@linnmar.k12.ia.us

~~Bob Read, Associate Superintendent (Elementary Level)~~
~~319-447-3016 / bread@linnmar.k12.ia.us~~

Affirmative Action Coordinator

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

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion IA 52302
Fax: 319-~~377-9252~~ **403-8008**

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

Further information and copies of the procedures for filing a complaint are available in the district's Human Resources office.

Adopted: 7/81

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

Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24

Related Policy: 400.1-E; 401.1; 403.11

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

IASB Reference: 401.01

Mandatory Policy

Policy 403.7-E1
FMLA Leave Request and Employee Obligation/Requirement Form

I, _____, request family and medical leave for the following reason(s): *(Check all that apply)*

- For the birth of my child. (Employees will be required to use the following leaves if available and applicable: personal illness, family illness, personal days, and paid vacation.)
- For the placement of a child for adoption or foster care. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- To care for my child who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my spouse who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my parent who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- Because I am seriously ill and unable to perform the essential functions of my position. (Employees will be required to use the following leaves if available and applicable: personal illness, personal days, and paid vacation.)
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- Because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)

I understand that when the required paid leave has been used the remainder of the 12 weeks under the Family Medical Leave Act shall be unpaid.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on _____, and I request leave as follows: *(Check one)*

Continuous: I anticipate that I will be able to return to work on _____

Intermittent leave for the:

- Birth of my child or adoption or foster care placement subject to agreement by the district.
- Serious health condition of myself, child, spouse, or parent when medically necessary.
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter,

or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation).

___ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

___ **Reduced work schedule for the:**

___ Birth of my child or adoption or foster care placement subject to agreement by the district.

___ Serious health condition of myself, child, spouse, or parent when medically necessary.

___ Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).

___ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize the impact on school operations.

While on family and medical leave I agree to pay my regular contributions to employer-sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me, I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the district for any payment of my contributions with deductions from future monies owed to me, or the district may seek reimbursement for payments of my contributions in court.

I acknowledge my obligation to provide medical certification within 15 days of filing this request for my serious health condition or that of a family member in order to be eligible for family and medical leave, and that I have received the appropriate medical form.

I acknowledge that if this request for leave qualifies as family and medical leave it will be deducted from my annual 12-week entitlement.

I acknowledge that the above information is true to the best of my knowledge.

Employee's Printed Name

Employee's Signature Date

Please return this form to:
Linn-Mar Community School District
Human Resources Office
~~2999 North 10th Street~~
3556 Winslow Road
Marion IA 52302
Phone: 319-447-3053
Fax: 319-~~377-9252~~ **403-8008**

Reviewed: 3/17; 4/20; 4/23
Revised: 9/14; 8/23
Related Policy: 403.7; 403.7-R1-R2; 403.7-E2-E9
IASB Reference: 409.03-E(2); 414.03-E(2)



Policy 403.7-E8
Medical Documentation of Absence Form

It is the practice of the Linn-Mar Community School District to require a fitness-for-duty certificate from their physician if an employee has been absent for one calendar week or more due to the employee's personal injury or illness, prior to reporting back to work.

Please see the attached job description to determine return to full duties or restrictions as necessary.

_____ may return to full duties without restrictions on _____.
Employee Name Date

OR

Due to illness/injury on _____ (Date), this employee is not capable of performing the essential functions of their job.

Please indicate any restrictions below and the duration of the restrictions.

Comments: _____

Anticipated date employee can return to full, unrestricted duty: _____

Physician's Printed Name: _____ Date: _____

Physician's Signature: _____

Business Address: _____

Business Phone: _____

Please return form to:

Linn-Mar Community School District
Human Resources Office

2999 N-10th Street 3556 Winslow Road, Marion, IA 52302

Phone: 319-447-3053

Fax: 319-~~377-9252~~ **403-8008**

**Policy Series 400 – Staff/Personnel
All Employees**



**Policy 403.17-E
Employee Conflict of Interest Disclosure Form**

I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar CSD has, or might reasonably have in the future, a relationship with; or which Linn-Mar CSD may enter into a transaction with or compete with.

Name of conflicting or financial interest (individual or company, etc.):

Reason for potential conflict (e.g. family relationship, financial relationship, etc.):

All facts pertinent to the conflicting or financial interest:

_____ I have no conflict of interest to disclose.

_____ I hereby certify that I have read and understand [Policy 403.17 Employee Conflict of Interest](#), which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of [Policy 403.17 Employee Conflict of Interest](#).

Employee's Signature: _____ **Date:** _____

Printed Name: _____ **Fiscal Year:** _____

Complete additional forms for multiple conflicts/financial interests, as needed.

Please return this form to:
Human Resources Office
2999 N 10th Street 3556 Winslow Road, Marion, IA 52302

Adopted: 1/22
Revised: 4/23
Related Policy: 403.17

**Policy 403.19
Drug and Alcohol Testing Program**

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation and are required to possess a commercial driver's license (CDL) to operate those vehicles are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more people including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school district.

Employees or applicants that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety-sensitive function using a school vehicle. In addition, employees will be subject to random, reasonable suspicion, and post-accident drug and alcohol testing. Employees with questions about the drug and alcohol testing program may contact the Human Resources office (~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302 / 319-447-3053).

Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.

Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or

recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school district and, in addition, may be subject to discipline up to and including termination.

It is the responsibility of the superintendent [or designee] to develop administrative regulations to implement this policy in compliance with the law. The superintendent [or designee] will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent [or designee] will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles.

The superintendent [or designee] will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Adopted: 12/95

Reviewed: 3/11; 12/11; 4/13; 9/14; 4/23

Revised: 1/07; 8/17; 6/20

Related Policy: 403.19-E1-E2

Legal Reference (Code of Iowa): §§ 124; 279.8; 321.375(2); 730.5

IASB Reference: 403.06

**Policy 403.19-E2
Drug and Alcohol Testing Program Acknowledgement Form**

I, _____, have received a copy, read, and understand the Drug and Alcohol Testing Program policy of the Linn-Mar Community School District and its supporting administrative regulations. I consent to submit to the drug and alcohol testing as required by the Drug and Alcohol Testing Program policy, the supporting documents, regulations, and the law.

I understand if I violate the Drug and Alcohol Testing Program policy, the supporting documents, regulations, or the law that I may be subject to discipline up to and including termination, or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use.

I further understand that drug and alcohol testing records are confidential and may be released in accordance with this policy, its supporting documents, regulations, or the law.

Signature of Employee/Applicant: _____

Date Signed: _____

Please return this signed form to:
Linn-Mar Community School District
Human Resources Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

**Policy 403.19-E3
Drug and Alcohol Program and Pre-Employment Testing Written Consent to
Share Information Form**

I, _____, understand that as part of my employment in a position that requires a commercial driver's license in the Linn-Mar Community School District, I grant consent for the district to conduct queries of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the district sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the district will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver's license. I further understand the district will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse or the district sharing of drug and alcohol testing information with past, present or future employers of the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

I hereby give my consent to the district to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present, and future employers, as well as the FMCSA Clearinghouse.

Signature of Employee: _____

Date Signed: _____

Please return this signed form to:
Linn-Mar Community School District
Human Resources Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

**Policy 403.20
Jury Duty/Witness Service**

All employees called to serve on a jury or to testify as a voluntary witness at the request of the district (by subpoena or otherwise) will be paid for the days or hours which the court requires attendance. If employees are subpoenaed to appear in court as witnesses but not at the request of the district, they will be excused from work in order to comply with the subpoena but will not be paid for time off unless the employee requests to use their available paid personal or vacation leave.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day they are normally scheduled to work or if the employee is excused before serving three hours of jury duty they are expected to report to work.

Employees will receive their regular salary as compensation for jury duty. Any payment for jury duty from the court will be paid to the district. Compensation for witness service will be paid only if the employee is summoned for witness service by the district.

Copies of vouchers received from the court showing compensation (excluding mileage) and dates served should be submitted to the LMCSO Business Office (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302).

Adopted: 6/70
Reviewed: 3/11; 12/11; 4/13; 9/14; 6/20; 4/23
Revised: 2/09; 8/17
Legal Reference (Code of Iowa): Chapters 607.2-3

**Policy 403.33
Affirmative Action**

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

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

The Affirmative Action Plan helps enable the district to:

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

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

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

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

- **Equity Coordinators:**

- Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

- ~~○ Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@Linnmar.k12.ia.us~~

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion IA 52302

Fax: 319-~~377-9252~~ **403-8008**

Inquiries may also be directed in writing to the following:

- Equal Employment Opportunity Commissions
Milwaukee Area Office
Reuss Federal Plaza
310 W Wisconsin Avenue, Suite 800
Milwaukee WI 53203-2292
800-669-4400 or TTY 800-669-6820
<http://www.eeoc.gov/field/milwaukee/index.cfm>
- Iowa Civil Rights Commission
400 E 14th Street
Des Moines IA 50319-1004
515- 281-4121 or 800-457-4416
<http://www.state.ia.us/government/crc/index.html>

Adopted: 2/09

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

Revised: 10/23

**Policy Series 400 – Staff/Personnel
All Employees**



**Policy 403.38-E
Modified Duty Program Form**

To: _____

RE: Modified Duty Program

Returning injured employees to work through a Modified Duty Program is vital to an employee's earning power and critical to controlling the district's Workers' Compensation costs. The Linn-Mar Community School District is exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury. We are also actively pursuing every option available to conserve our financial and human resources.

For these reasons we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice and one which the medical community can support as beneficial to employees.

You are presently treating an employee of the Linn-Mar Community School District and if they could perform any restricted/limited duty activities until full recovery is achieved, I would appreciate your direction.

Thank you for your consideration of this matter.

Respectfully,

Karla Christian
Chief Human Resources Officer

2999 N 10th Street 3556 Winslow Road, Marion IA 52302

Telephone: 319-447-3036

Fax: 319-~~377-9252~~ **403-8008**

kchristian@linnmar.k12.ia.us

Adopted: 9/12
Reviewed: 4/13; 9/14; 8/17; 6/20; 4/23
Related Policy: 403.38

Policy 504.14-E1
Report of Student Disclosure of Identity

Dear _____,
(Parent/Guardian)

This letter is to inform you that your student _____
(Student's name listed on school registration form)
has made a request of a licensed employee to: (Check all that apply)

_____ Make an accommodation that is intended to affirm the student's gender identity as follows:

_____ Use a name, pronoun, or gender identity that is different from the name, pronoun, and/or gender identity listed on the student's school registration forms.

The name, pronoun, or gender identity requested is: _____

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form ([Refer to Policy 504.14-E2](#)) and return it to the Student Support Services office (**2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302).

Sincerely,

Administrator's Signature

Building

Date

Adopted: 8/23
Related Policy: 504.14; 504.14-E2
Legal Reference (Code of Iowa): SF496
IASB Reference: 503.07-E(1)

Policy 505.3-E
Standard Fee Waiver Application

School Year: _____ Date: _____

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

Name of Student: _____ Grade: _____

Building: _____

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

Address: _____

Please check type of waiver desired:

Full Waiver _____ Partial Waiver _____ Temporary Waiver _____

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

Full Waiver:

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

Partial Waiver:

- _____ Reduced priced meals offered under the Children Nutrition Program

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

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

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

Administrative Action: Approved _____ Denied _____

By: _____ Date _____

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

Please return this form to:
Linn-Mar Community School District
Business Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

Reviewed: 7/13; 10/14; 11/17; 12/20
Revised: 10/23
Related Policy: 505.3; 505.3-R

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

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

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

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced price meals.
- C. Agrees to provide these benefits to foster children and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of meals. The names of the children eligible to receive either free or reduced price meals will not be published, posted, or announced in any manner and there will not be overt identification of any such children by use of special tokens, tickets, or any other means. Further assurance is given that children eligible for either free or reduced price meals shall not be required to:
 - o Work for meals
 - o Use a separate lunchroom
 - o Go through a separate serving line
 - o Enter the lunchroom through a separate entrance
 - o Eat meals at a different time
 - o Eat meals different from those sold to children paying full price
- E. Agrees that in the operation of child nutrition programs no child will be discriminated against because 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.

- F. Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free or reduced price meals. During the appeal and hearing process, the child will continue to receive free or reduced price meals. A record of all appeals and challenges and their dispositions will be retained for three years.

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

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue influence.
6. An opportunity to question or refute any testimony, or other evidence, and to confront and cross examine any adverse witnesses.
7. The hearing be conducted, and the decision made, by a hearing official who did not participate in the decision under appeal or in any previous conference.
8. The parties concerned, and any designated representative thereof, be notified in writing of the decision of the hearing official.
9. For each hearing a written record be prepared; including the decision under appeal, any documentary evidence and summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
10. Such written record be preserved for a period of three years and be available for examination by the parties concerned, or their representatives, at any reasonable time and place during such period.

- G. Agrees to designate the *Manager of Nutrition Services** for the Linn-Mar Community School District (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302) as the determining official who will review applications and make determinations of eligibility. The official will use the criteria outlined in this policy to determine which individual children are eligible for either free or reduced price meals.

H. Agrees to develop and send to each child's parent a letter as outlined herein, including an application for either free or reduced price meals, at the beginning of each school year and whenever there is a change in eligibility criteria.

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

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

When an application is rejected, parents will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the *Superintendent of Schools** (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302). **Must be different people.*

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

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

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

Attachments A through F are reviewed annually by the Chief Financial/Operating Officer of the Linn-Mar Community School District.

Attachments A, B, and C are published annually in the district's back to school booklet found on the district website: www.Linnmar.k12.ia.us.

Adopted: 6/70
Reviewed: 9/11; 10/12; 4/15; 8/17; 11/18; 9/21; 2/24
Revised: 10/10; 11/13; 4/16

2023-2024 Screen 8 - Special Education Balance

You have certified. Browse Only.

Gray cells are pre-populated data from the CAR application

Blue cells are pre-populated data

Yellow cells are calculations based on numbers entered in the textboxes

You must click **Submit** button to save changes

Special Education Expenditures and Revenues

Revenues	Weight 1.72	Weight 2.21	Weight 3.74	Total
Special Education Receipts	\$6,342,853.00	\$3,347,871.00	\$2,421,517.00	\$12,112,241.00
Tuition In Receipts	\$484,334.69	\$479,056.27	\$109,986.17	\$1,073,377.13
Medicaid Reimbursement for Instructional Program	\$3,770.03	\$146,756.12	\$566,092.57	\$716,618.72
Part B Receipts for Instructional Program	\$94,854.94	\$193,097.02	\$61,025.04	\$348,977.00
Teacher Quality	\$291,438.63	\$173,496.91	\$101,390.17	\$566,325.71
Foster Care Claims	\$0.00	\$0.00	\$0.00	\$0.00
Termination of Rights Claims	\$0.00	\$0.00	\$0.00	\$0.00
High Cost Fund Claims	\$0.00	\$0.00	\$0.00	\$0.00
Non-Public Claim	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Sales	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
DE Revenue Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Revenue	\$7,217,251.29	\$4,340,277.32	\$3,260,010.95	\$14,817,539.56
Expenditures				
Total Salaries (Instructional Only)	\$4,209,816.37	\$4,879,644.56	\$2,827,676.39	\$11,917,137.32
Total Employee Benefits (Instructional Only)	\$690,828.75	\$730,944.50	\$404,590.79	\$1,826,364.04
Employee Travel (Instructional Only)	\$33.25	\$77.00	\$2,069.13	\$2,179.38
Total Supplies & Materials (Consumables)	\$18,658.23	\$29,441.37	\$34,954.91	\$83,054.51
Total Contract Services (Non-Tuition)	\$27,352.71	\$13,945.82	\$90,244.82	\$131,543.35
Total Pupil Transportation	\$290,776.16	\$91,655.84	\$885,683.64	\$1,268,115.64
Total Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$5,237,465.47	\$5,745,709.09	\$4,245,219.68	\$15,228,394.24
SBRC Approval for Administrative Costs	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
SBRC Receipts for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
State/Local SBRC Approved Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Special Education	\$5,237,465.47	\$5,745,709.09	\$4,245,219.68	\$15,228,394.24
General Program Percentage	\$3,097,672.00	\$510,629.00	\$179,346.00	\$3,787,647.00
Tuition Out Total	\$724,502.78	\$633,743.89	\$483,743.26	\$1,841,989.93

Maintenance of Effort Reduction Amount	\$0.00	\$0.00	\$0.00	\$0.00
DE Expenditure Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Expenditures	\$9,059,640.25	\$6,890,081.98	\$4,908,308.94	\$20,858,031.17
Total Net				
Net Revenues Over (Under) Expenditures	(\$1,842,388.96)	(\$2,549,804.66)	(\$1,648,297.95)	(\$6,040,491.61)

2023-2024 Screen 11 - Certification

[Help](#)

Special Education Supplement LEA CERTIFIED 9/11/2024 12:59:57 PM

CAR CERTIFIED on 9/10/2024 6:38:14 PM

Transportation CERTIFIED 9/10/2024 6:39:13 PM

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

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

Our Board approved this action on 9/23/2024

Upload your minutes (PDF or Word): [Choose File](#) No file chosen

[Upload Minutes](#)

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$6,164,575.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$14,817,539.56	\$616,457.50
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$20,858,031.17	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$6,040,491.61)	\$6,040,491.61

DISTRICT LEVEL FORMS	STATUS	DATE
Screen 1 - Resident Students Tuitioned Out	COMPLETE	9/11/2024 8:21:13 AM
Screen 2 - Resident Students	COMPLETE	9/11/2024 8:31:26 AM
Screen 3 - Non-Resident Students Tuitioned In	COMPLETE	9/11/2024 8:31:32 AM
Screen 4 - Receipts	COMPLETE	9/11/2024 8:32:14 AM
Screen 5 - Part B Funds	COMPLETE	9/11/2024 8:32:27 AM

Screen 6 - Medicaid Reimbursement	COMPLETE	9/11/2024 12:36:34 PM
Screen 7 - Transportation Costs	COMPLETE	9/11/2024 8:33:24 AM
Screen 8 - Special Education Balance	COMPLETE	9/11/2024 12:38:04 PM
Screen 9 - Maintenance of Effort	COMPLETE	9/11/2024 8:37:40 AM
Screen 10 - Excess Costs	COMPLETE	9/11/2024 12:58:34 PM
Screen 11 - Certification	COMPLETE	9/11/2024 12:59:57 PM



September 3, 2024

I am requesting that you fill out the form below stating the balances as of June 30, 2024, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

A handwritten signature in black ink, appearing to read 'Jon Galbraith'.

CFO/Board Secretary

Bank Name: Central State Bank

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30, 2024 Balance</u>
Linn-Mar CSD	0051010456	<u>\$4,896,100.95</u>

Bank employee signature

Date 9-3-2024



September 3, 2024

I am requesting that you fill out the form below stating the balances as of June 30, 2024, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

A handwritten signature in black ink, appearing to read 'Jon Galbraith'.

CFO/Board Secretary

Bank Name: Hill Bank and Trust

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30, 2024 Balance</u>
-----------------	---------------------	------------------------------

School House	2557395	<u>\$14,612,933.55</u>
--------------	---------	------------------------

Bank employee signature

Arthy Webster VP Treasury Mgmt.

Date

9/4/24



September 3, 2024

I am requesting that you fill out the form below stating the balances as of June 30, 2024, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

A handwritten signature in black ink, appearing to read 'Jon Galbraith', written over a horizontal line.

CFO/Board Secretary

Bank Name: Farmers State Bank

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30, 2024 Balance</u>
School Nutrition	740688	<u>\$654,081.80</u>
Student Activity	740670	<u>\$600,684.12</u>
Management	279034	<u>\$1,133,619.80</u>
General	708271	<u>\$785,666.60</u>
Payment Account	824052	<u>\$5,201.98</u>
GF Money Market	30274682	<u>\$4,358,674.75</u>
SAVE Bond MM	30340921	<u>\$14,390,870.14</u>

Bank employee signature *Kallie Herink*

Date 9/3/2024



September 3, 2024

I am requesting that you fill out the form below stating the balances as of June 30, 2024, for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Jon Galbraith

A handwritten signature in black ink, appearing to read 'Jon Galbraith', written over a horizontal line.

CFO/Board Secretary

Bank Name: Iowa Schools Joint Investment Trust

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30, 2024 Balance</u>
General	38325-103	<u>\$13,410,150.20</u>
Nutrition	38325-104	<u>\$2,568,726.02</u>
Student Activity	38325-105	<u>\$924,741.34</u>
Management	38325-106	<u>\$770,617.78</u>
2023 SAVE Bonds	38325-204	<u>\$2,054,765.45</u>
2024 SAVE Bond Reserve	38325-205	<u>\$0.00</u>

ISJIT Representative signature

A handwritten signature in black ink, appearing to read 'Anita Tracy', written over a horizontal line.

Date 9/12/24

**Policy Series 200 – Board of Directors
Miscellaneous**



**Policy 205.5
Board Member Social Media Engagement**

The board sees the value in promoting the excellent work and accomplishments of the district's students and staff. Social media is one of many effective communication tools that the district may utilize. Board members have been publicly elected to govern the district and accept a fiduciary responsibility. That responsibility means board members agree to always act in the best interest of the district. For this reason, the board shall expect that individual communications and social media posts made by board members will reflect the values and decorum expected of elected officials in the school community.

All board members enjoy rights to freedom of speech under both the US and Iowa constitutions. As such, the district will not limit protected speech of any board member. Certain categories of speech are not protected and may be subject to regulation. Additionally, board members should be aware that protected speech can still subject individuals to legal liability. **Only the board president is designated as official spokesperson authorized to speak on behalf of the board.** ~~If using social media to discuss district related matters, board members should be aware that they may be prohibited from blocking individual communications and posters based upon the content of their posts. This may constitute viewpoint discrimination, which is when a governmental actor treats speech differently based on the opinion or perspective of the speech or speaker, which is prohibited by the US and Iowa constitutions.~~ **Any postings by board members about district related matters on their individual social media accounts shall not be considered official action of the district. Official statements of the district shall be made only on district social media accounts through the designated spokesperson of the district or the entire board speaking as a governing body. If individual school board members have a dedicated social media page affiliated with their role as a school board member, a single statement should be included on the main page description noting that all content and actions of the page represent opinions of the individual only and are not statements of the school board or district.**

The board as a whole and individual board members in their governance role have legal obligations to safeguard the privacy of information related to student and employee matters. Board members will refrain from posting or communicating on social media in a way that violates the district's obligation to protect the privacy of its students and employees.

Board members are uniquely positioned in the school community to be both accessible and responsive to community concerns about the effective governance of the district. As a result, the board will remember their obligation to safeguard student and employee privacy when responding to any social media posts or communications, even if the response is intended to correct

information for the rest of the school community. Board members will direct concerned individuals to the appropriate district staff to address their inquiry or complaint in accordance with board policy.

Adopted: 11/23

Related Policy: 403.35

Legal Reference: §§ 21; 22; 20 USC 1417(c); 34 CFR 99.3;
US Const Amend I, Iowa Const Art I-Sec 7; Lindke v. Freed, 601 US (2024)

IASB Reference: 200.04