

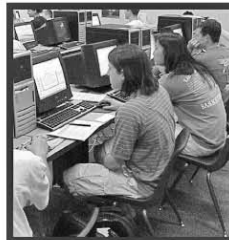
District Directory

Back to School

School begins August 20

Look inside for Information on...

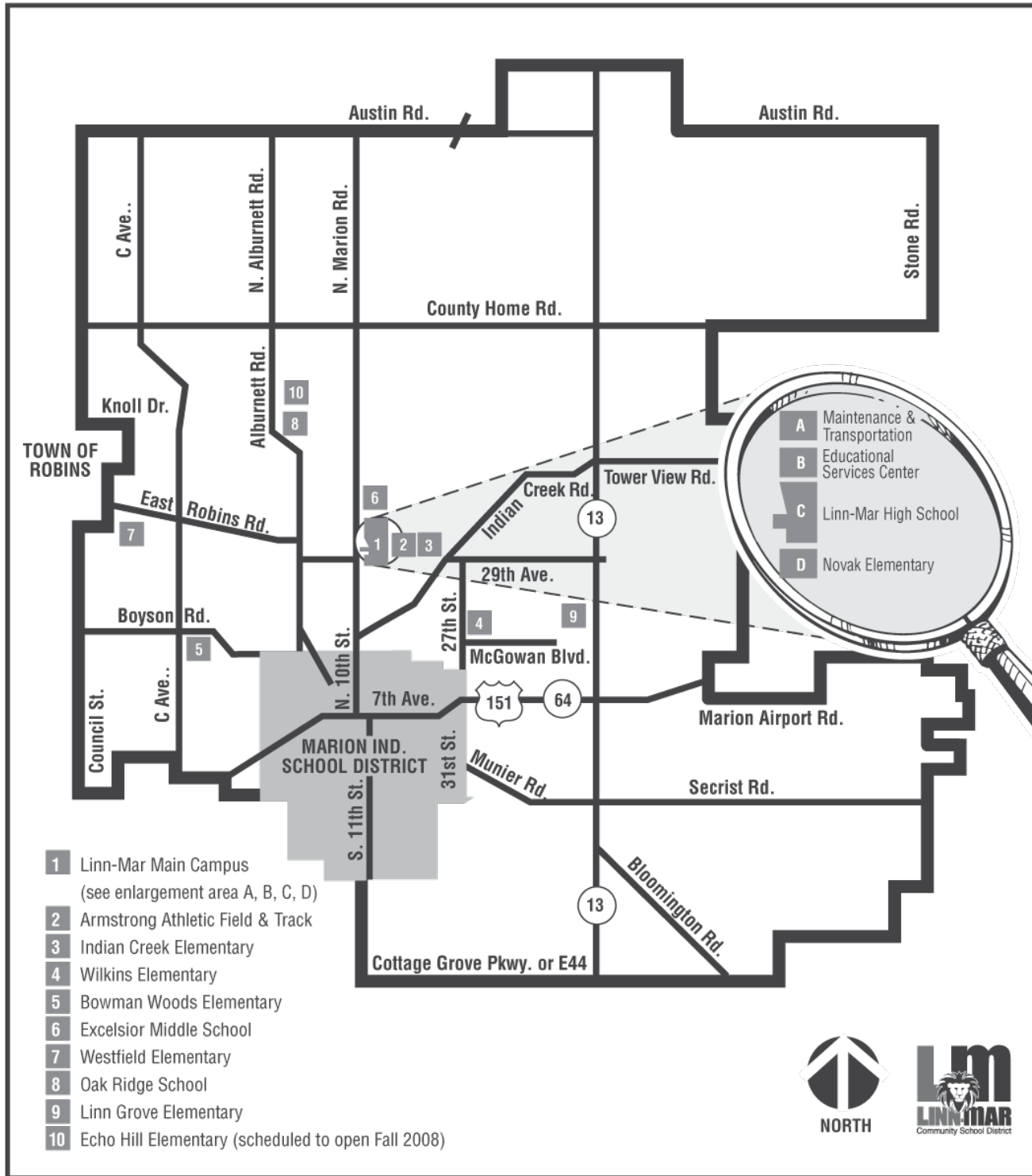
- Registration
- Telephone Numbers
- Calendar Dates
- Transportation
- Food Service
- Co-curricular Rules
- District Policies



Striving for Educational Excellence
2007-08 School Year

www.linnmar.k12.ia.us

Linn-Mar Community School District



During the 2006-07 school year, the Linn-Mar School Board approved new attendance boundaries for all elementary and middle schools. If you are unsure of which school your student will attend, log on to www.linnmar.k12.ia.us. Click on District Information then Boundaries or contact Laura Mallicoat at lmallicoat@linnmar.k12.ia.us. Be sure to include your address and phone number.



2007-2008 SCHOOL YEAR

Student Fees

Textbook/Supply Fee	
Pre-School.....	\$35.00
AK.....	\$40.00
K-5.....	\$40.00
6-8.....	\$50.00
9-12.....	\$70.00
Instrument Rental	
HS	
School Owned.....	\$45.00
Percussion.....	\$45.00
MS	
School Owned.....	\$45.00
Percussion.....	\$45.00
Drivers Education	
Summer.....	\$300.00
School Year (KCC).....	\$345.00
Summer School	
Little Lions.....	\$85.00
Reg. Summer School.....	\$80.00
Lunch	
K-5.....	\$1.85
6-8.....	\$1.90
9-12.....	\$1.95
K-12 Reduced.....	\$0.40
Adult.....	\$2.60
Breakfast	
K-5.....	\$1.10
6-8.....	\$1.10
9-12.....	\$1.10
K-12 Reduced.....	\$0.30
Adult.....	\$1.35
Activity Ticket	
6-8.....	\$40.00
9-12.....	\$40.00
Year Book	
6-8.....	\$23.00
9-12.....	\$45.00
Athletic Admissions	
K-12 Football.....	\$5.00
Adult Football.....	\$6.00
K-12 (Indoor Plus Track & Soccer).....	\$4.00
Adult (Indoor Plus Track & Soccer).....	\$5.00
K-12 (Baseball, Softball).....	\$3.00
Adult (Baseball, Softball).....	\$4.00
Music Events	
K-12 Students.....	\$2.00
Adults.....	\$3.00
Drama Events	
K-12 Students.....	\$2.00
Adults.....	\$3.00

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www.linnmar.k12.ia.us offers a variety of information at your fingertips. Calendars, activities, newsletters and much more are available online.

Linn-Mar Community School District has contracted with eTech Transaction Solutions, Inc., to facilitate the District with a check recovery plan. Please note that any returned checks will be re-presented electronically, and you will be charged a collection fee at the maximum allowed by the state. If you have any questions regarding this new policy, please call the Business Office.

For the 2007-2008 school year, the Linn-Mar Community School District will **require proof of residency** for students moving into the District. Parents of students enrolling for the first time, must show proof of residency in the Linn-Mar Community School District. Current dated documents (within 30 days of registration) that may be used to demonstrate residency in the district include:

- Rental agreement or lease
- Proof of purchase or mortgage statement
- Utility billing statements (water, telephone, cable service, electricity/gas, etc.)
- Financial statements (credit card, bank, investment statements, etc.)

Linn-Mar Community Schools



Bowman Woods Elementary (Grades K-5)

151 Boyson Road NE, Cedar Rapids

Phone: (319) 447-3240

Class hours: 8:30 a.m. - 3:15 p.m.



Principal: John Zimmerman
jzimmerman@linnmar.k12.ia.us

Secretary: TBA

Counselor: Mary Hutton
mhutton@linnmar.k12.ia.us

Nurse: Amy Duggan

PTO Chairs: Kim Menges and
Amy Steinbach

Volunteer Coordinator: Amy Westfal

Meet & Greet

Aug. 17 11:30 a.m. - 1:00 p.m.

Parent Information Night

Kindergarten & First Grade
Aug. 28 5:30 p.m.

Second & Third Grade
Aug. 30 5:30 p.m.

Fourth & Fifth Grade
Aug. 30 6:30 p.m.

Picture Day: Sept. 6

Volunteer Orientation: Sept. 4 9:00 a.m.



Indian Creek Elementary (Grades K-5)

2900 Indian Creek Road, Marion

Phone: (319) 447-3270

Class hours: 8:00 a.m. - 2:45 p.m.



Principal: Tina Monroe
tmonroe@linnmar.k12.ia.us

Secretary: Karen Jamieson

Counselor: Linda Runkle
lrunkle@linnmar.k12.ia.us

Nurse: Marilyn Calcara

PTO Chairs: Carla Lansing and Nikki Heyd

Volunteer Coordinator: Abby Chiavetta

Donuts & Drop Off

Aug. 17 7:30 - 9:00 a.m.

(Supply drop off time for grades K-4)

Parent Information Night

First Grade Sept. 6 6:00 p.m.

Second Grade Aug. 22 6:00 p.m.

Third Grade Aug. 16 6:30 p.m.

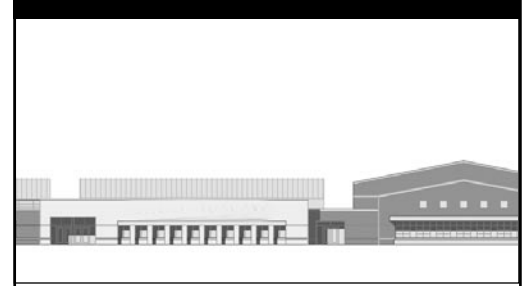
Fourth Grade Aug. 28 6:30 p.m.

Fifth Grade Aug. 16 6:30 p.m.

(Fifth grade students will drop off supplies.)

Picture Day: Sept. 6

Volunteer Orientation: Sept. 13 8:30 a.m.



Linn Grove Elementary (Grades K-5)

2301 50th Street, Marion

Phone: (319) 730-3500

Attendance Office: (319) 730-3501

Class hours: 8:30 a.m. - 3:15 p.m.



Principal: Shannon Bisgard
sbisgard@linnmar.k12.ia.us

School Administrative Manager:
Chad Buchholz
cbuchholz@linnmar.k12.ia.us

Secretary: Gayla Weldon

Counselor: Kathryn Knudson
kknudson@linnmar.k12.ia.us

Nurse: Marilyn Calcara

PTO Chair: Anne Marie Langguth

Volunteer Coordinator: Wendy Draper (Little
Lions)

Meet & Greet Aug. 16 4:00 - 6:00 p.m.

Parent Information Night

AK & Kdg & First Grade Aug. 28 5:30 p.m.

Second & Third Grade Aug. 28 6:15 p.m.

Fourth & Fifth Grade Aug. 28 7:00 p.m.

Picture Day: Sept. 10

Volunteer Orientation: Sept. 18 9:00 a.m.

Elementary Student Prevention Specialist: Stacia Dautremont sdautremont@linnmar.k12.ia.us



Have you moved during the summer?

Call the Transportation Office at 447-3030, so students may be placed on a bus list. All new families should also call.

Linn-Mar Community Schools



Novak Elementary
 (Grades K-5)
 2999 North Tenth Street, Marion
 Phone: (319) 447-3300
 Class hours: 8:10 a.m. - 2:45 p.m.



Principal: Joe North
 jnorth@linnmar.k12.ia.us
Secretary: Terri Vogel
Counselor: Cristina Southwood
 csouthwood@linnmar.k12.ia.us
Nurse: Amy Duggan
PTO Chair: TBA
Volunteer Coordinators:
 Kay Burns and Ann O'Donnell
Parent Information Nights

Kindergarten	Aug. 20	5:30 p.m.
First Grade	Aug. 20	6:15 p.m.
Second Grade	Aug. 20	7:00 p.m.
Third Grade	Aug. 23	5:30 p.m.
Fourth Grade	Aug. 23	6:15 p.m.
Fifth Grade	Aug. 23	7:00 p.m.

Picture Day: Sept. 10
Volunteer Orientation: Sept. 12 9:00 a.m.



Westfield Elementary
 (Grades AK-5)
 901 East Main Street. NE, Robins
 Phone: (319) 447-3350
 Class hours: 8:45 a.m. - 3:30 p.m.



Principal: Ed Rogers
 erogers@linnmar.k12.ia.us
Secretary: Lynette Stickney
Counselor: Amy Blesie
 ablesie@linnmar.k12.ia.us
Nurse: Amy Duggan
PTO Chairs: Tina Noble and Rebecca Sanor
Volunteer Coordinator: Bev Hoppe
Open House Aug. 17 11:00 a.m. - 1:00 p.m.
Parent Information Night

Alter. Kindergarten	Aug. 16	6:00 p.m.
Kindergarten	Aug. 9	6:30 p.m.
First Grade	Aug. 16	6:30 p.m.
Second Grade	Aug. 23	6:00 p.m.
Third Grade	Aug. 21	6:00 p.m.
Fourth Grade	Aug. 23	7:00 p.m.
Fifth Grade	Aug. 27	6:00 p.m.

Picture Day: Sept. 6
Volunteer Orientation: Sept. 11 9:00 a.m.



Wilkins Elementary
 (Grades K-5)
 2127 27th Street, Marion
 Phone: (319) 447-3380
 Class hours: 8:00 a.m.- 2:45 p.m.



Principal: Jeff Schneekloth
 jschneekloth@linnmar.k12.ia.us
Secretary: Cathy Walker
Counselor: Mike Hansen
Nurse: Marilyn Calcara
PTO Chairs: Tracy Read and Desiree Fernandez
Volunteer Coordinators:
 Catherine Spencer and Cindi Wibben
Meet & Greet Aug. 17 11:30 a.m. - 12:30 p.m.
 (First & Third Grade)
Parent Information Night

First Grade	Aug. 30	6:15 p.m.
Second Grade	Aug. 16	6:00 p.m.
Third Grade	Aug. 30	5:30 p.m.
Fourth Grade	Aug. 16	7:00 p.m.
Fifth Grade	Aug. 16	6:30 p.m.

(parents only)
Picture Day: Sept. 11
Volunteer Orientation: Sept. 20 9:00 a.m.

Elementary Student Prevention Specialist: Stacia Dautremont sdautremont@linnmar.k12.ia.us

Childcare Providers

The following businesses will be providing daycare services at Linn-Mar schools. For more information or to enroll please contact the daycare providers at the numbers listed to the right.

2007-08 School Year

- Bowman Woods**Kids, Inc..... (319) 929-0141
- Indian Creek**.....Kids, Inc..... (319) 929-0141
- Linn Grove**Hand in Hand..... (319) 377-5686
- Novak**Hand in Hand..... (319) 377-5686
- Oak Ridge**YMCA (319) 366-6421 ext. 102
- Westfield**Kids, Inc..... (319) 929-0141
- Wilkins**.....Apple Kids (319) 373-3808

Linn-Mar Community Schools



Oak Ridge School (Grades PreK-8)

4901 Alburnett Road, Marion

Phone: (319) 447-3410

Attendance Office: (319) 447-3413

Class hours: 8:00 a.m. - 2:45 p.m.



Principal: Kent Stock
kstock@linnmar.k12.ia.us



PreK-5 Principal
Dan Ludwig
dludwig@linnmar.k12.ia.us

School Administrative Manager:

Janelle Steichen
jsteichen@linnmar.k12.ia.us

Secretary: Chris Kircher

Counselors: Debra Bundy
dbundy@linnmar.k12.ia.us

Jessica Gerst
jgerst@linnmar.k12.ia.us

Student Intervention Specialist:
Sha Hall

Secretary: Linda Wilson

Nurse: Deb Johnson

PTO Chair: Laurie Patel

Volunteer Coordinator:

Nancy Almasi and Melissa Doyle (K-5)

Kristi Montague (6-8)

Meet & Greet Aug. 16 4:00 - 6:00 p.m.

Parent Information Night

Kindergarten	Aug. 14	6:00 p.m.
First Grade	Aug. 14	6:30 p.m.
Second Grade	Aug. 28	6:00 p.m.
Third Grade	Aug. 28	6:30 p.m.
Fourth Grade	Aug. 29	6:00 p.m.
Fifth Grade	Aug. 29	6:30 p.m.
Sixth Grade Orientation	Aug. 10	11:00 - 2:00 p.m.
Seventh & Eighth Grade	Aug. 30	6:30 p.m.

Pictures: Sept. 11

Volunteer Orientation: Sept. 6 9:00 a.m



Excelsior Middle School (Grades 6 - 8)

3555 North Tenth Street, Marion

Phone: (319) 447-3130

Class hours: 8:00 a.m. - 2:45 p.m.



Principal: Dr. Marc McCoy
mmccoy@linnmar.k12.ia.us

Assistant Principal/Activities Director:

John Christian
jchristian@linnmar.k12.ia.us

Assistant Principal: Erica Rausch
erausch@linnmar.k12.ia.us

Secretary: Bobbi Mitchell

Attendance Secretary: Sherri Fee

Counselors: Rachelle Haker
rhaker@linnmar.k12.ia.us

Bobbi Romitti
bromitti@linnmar.k12.ia.us

Student Intervention Specialist: Mike Shipley

Nurse: Deb Johnson

Volunteer Coordinator: Judy Ramsey

Sixth Grade Orientation Aug. 13

Parent Advisory:

Sept. 24	4:30 - 6:00 p.m.
Nov. 26	4:30 - 6:00 p.m.
Feb. 18	4:30 - 6:00 p.m.
Apr. 21	4:30 - 6:00 p.m.



High School (Grades 9 - 12)

3111 North Tenth Street, Marion

Phone: (319) 447-3040

Attendance Office: (319) 447-3050

Class hours: 8:45 a.m. - 3:10 p.m.



Principal: Jerry Van Dyke
jvandyke@linnmar.k12.ia.us

Secretary: Leigh Joseph

Associate Principal: Jeff Gustason
jgustason@linnmar.k12.ia.us

Secretary: Honey Sue Heater

Associate Principal: Kimberly Buelt
kbuelt@linnmar.k12.ia.us

Secretary/Bookkeeper: Joyce Dayton

Associate Principal/Athletic Director:
Scott Mahmens smahmens@linnmar.k12.ia.us

Secretary: Peg Hansen

Dean of Students:

Chad Schumacher (grades 11-12)

Travis Axeen (grades 9-10)

Attendance Secretary: Pam Hulseberg

Counselors:

Laura Gallo (grades 10-12)

lgallo@linnmar.k12.ia.us

David Kennedy (grade 9)

dkennedy@linnmar.k12.ia.us

Steve Schuett (grades 10-12)

sschuett@linnmar.k12.ia.us

Mary Griswold (grades 10-12)

mgriswold@linnmar.k12.ia.us

Greg Hall (grade 9)

ghall@linnmar.k12.ia.us

Denae Zigtema (grades 10-12)

dzigtema@linnmar.k12.ia.us

Secretary: Celia McAfee

Records Secretary: Kim Ternes

Academic Success Counselor:

Todd Goodell tgoodell@linnmar.k12.ia.us

Nurse: Nancy Kleitsch

Volunteer Coordinator: Kelly Belin

Open House Aug. 27 7:00 p.m.

Attendance

(Board Policy 501.11)



Regular daily attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents/guardians and students are encouraged to ensure an absence from school is a necessary one.

Student absences approved by the principal shall be excused absences. Excused absences include, but are not limited to, illness, family emergencies, dental/medical appointments, recognized religious observances, and school sponsored/approved activities.

Students whose absences are approved shall make up missed school work. It is the responsibility of the student to initiate a procedure with the teacher to complete the work missed.

Parents of students in grades K-8 are asked to call as soon as possible in the morning to excuse their child for that day.

At the high school, attendance is taken at the beginning of each regularly sched-

uled class and assigned study halls. Parents/guardians are urged to follow these guidelines to help ensure a high rate of good student attendance:

- All student absences are to be excused via a telephone call from the student's parent or guardian to the High School attendance office, (319) 447-3050, between 7:30 a.m. and noon on the day of the absence. Failure to place a call to the school may result in your child being counted as unexcused.
- All students are expected to sign in/out at the attendance office if they leave school early or arrive late.

The district is asking that parents carefully consider the scheduling of vacations during school days. According to administrators, students lose many learning hours by taking off several consecutive days for a family vacation. Because of the block scheduling at the high school, students may lose many hours of class work in just a few days of absence.

District administrators have drawn up a uniform attendance policy form to be used when a student (age six to 16) has irregular school attendance. This form, which lists the responsibilities of the student, parent, and the school, will be sent to parents/guardians when necessary.

Is my Child too Sick for School?

Each day many parents are faced with a decision: should they keep their sick children home or send them off to school? The following guidelines, recommended by experts at the Mayo Clinic, should be considered when making this sometimes difficult decision. A student should remain home when he or she:

- Vomits or has diarrhea in the last 24 hours.
- Has an oral temperature higher than 100 degrees.
- Coughs almost constantly or complains of difficulty breathing.
- Exhibits abdominal pain for more than two hours.

- Has sores on mouth or skin that are crusty, yellow or draining.
- Shows symptoms of contagious diseases such as chicken pox, mumps, whooping cough, strep throat.
- Has constant runny nose with green or yellow discharge.
- Displays an unexplained skin rash or red eye (with or without crusting/drainage).

Keeping a sick child home prevents the spread of illness in the school. It also allows the child opportunity to rest and recover. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. If you have questions, please contact the school nurse.

Open Enrollment



In the state of Iowa, a parent or guardian residing in a school district may apply to enroll their child in a public school in another school district without paying tuition, provided they comply with filing deadlines and procedures.

A parent may request an open enrollment application from any Iowa school district, area education agency or the State Department of Education. An application must be completed for each child and filed with the resident school district. Please note that application approval will be based, in part, on the school district's ability to provide appropriate classroom space to students.

Students considering open enrollment into another Iowa public school district should be aware of the following:

The deadline for filing an Open Enrollment Application for students in grades 1-12 is March 1 of the school year preceding the school year for which open enrollment is requested.

The deadline for students entering kindergarten, or for students who may qualify for "good cause" is September 1.

Parents and guardians of open enrolled students whose income falls below 160 percent of the federal poverty guidelines are eligible for transportation assistance.

Parents should also be aware that open enrollment might result in the loss of athletic eligibility.

Applications to enroll in a Linn-Mar school made after March 1 must be approved by the resident district before the request is considered by the Linn-Mar Board of Education.

For more information consult the District website at www.linnmar.k12.ia.us and click on District Information or contact Karen Ransom at (319) 447-3014.

School Cancellations & Delays

In some circumstances school will have to be delayed or cancelled.
In the case of such an event please use the following guidelines.



	Two Hour Delay	Cancellation
Little Lions	AM Cancelled	Cancelled
Alternative Kindergarten	AM Cancelled	Cancelled
Before School Care	Will open at regular time.	Regular all day schedule at regular school buildings.
High School Activities	AM Activities Cancelled	PM Activities Cancelled Pending ongoing weather conditions.
Middle School Activities	AM Activities Cancelled	PM Activities Cancelled
Elementary Activities	AM Activities Cancelled	PM Activities Cancelled

All delays, cancellations and early dismissals will be communicated on:			
TV: KWWL KGAN KCRG	RADIO: WMT KMRY KKRQ KHAK KZIA KCKK	DISTRICT: Centerpoint SNS	To sign up for SNS notification on your PCS phone go to www.linnmar.k12.ia.us .

Energy Related Early Dismissal

The District has an energy saving agreement with Alliant Energy to shut down power on the main campus should temperatures become too extreme (cold or hot). The schools that would be directly affected by a power shut down are: Linn-Mar High School, Excelsior Middle School, Novak Elementary, and Indian Creek Elementary

Alliant Energy has agreed to give the district a two hour advance notice if a shut down should be required.

The following procedures are followed for energy-related dismissals.

Notification of Power Interruption for Energy Related Early Dismissals

10:30 a.m. or earlier
Schools Affected: Linn-Mar High School, Excelsior Middle School, Novak Elementary School, Indian Creek Elementary School Dismissal Time: Tune to local media or log on to Centerpoint. Lunch: Every effort will be made to serve the lunch meal prior to sending students home. After School Care: Children receiving the services will go home or to other child care arrangements as made by the parents After School/Evening Activities: Cancelled Scholastic Competition: High School - As Scheduled; home events relocated. Middle School - Cancelled Staff Responsibilities: Professional but they must leave the closed buildings.

After 10:30 a.m.
Schools Affected: All Dismissal Time: Tune to local media or log on to Centerpoint. Lunch: Will be served following the early dismissal schedule. After School Care: Relocate to Powered Sites: Novak (Hand in Hand) – location determined by daycare provider Indian Creek (Kids Inc) – participating students relocated to Westfield After School/Evening Activities: Cancelled Interscholastic Competition: High School - As Scheduled; home events relocated. Middle School - Cancelled Staff Responsibilities: Standard early dismissal guidelines.

Frequently Asked Questions

What happens when extreme weather threatens?

The safety of students and staff is the overriding, deciding factor. Since school is a safe, supervised setting for children the District tries to avoid early dismissals.

How do we decide to start, delay or cancel?

The superintendent decides whether or not to delay, cancel or dismiss early. As early as possible, weather and road condition information are gathered from various sources, including government agencies, meteorologists, and through personal inspection by school personnel.

Why don't all school districts make the same decision?

Sometimes road conditions in outlying areas vary from those in the city. Sometimes building conditions may vary. For example, there may be problems with heating and/or power.

Please avoid calling the school about delays, cancellations or dismissals. Unless you see an announcement, assume school is running as usual.

Transportation

In the event of a delay or early dismissal, students normally transported in buses will be picked up and returned to the regular bus stop unless other arrangements have been previously made and communicated to the school.

Other Emergencies

The Linn-Mar Community School District has Crisis Management Guidelines that outline procedures for all types of emergencies and incidents that might occur. Evacuation and relocation is always a possibility.

Tune to local media, SNS or log on to Centerpoint during such emergencies for procedures to follow when picking up your student(s).

Health Services



A school nurse is available in all buildings on a regular basis. The nurse is also available for emergencies on call from the other schools. The health office in each school is staffed by a health associate.

Emergency Contacts

Should an accident occur or your child becomes ill, the student's parent/guardian(s) will be notified at once. A student is never sent home unless arrangements are made with authorized persons as identified on the emergency card. At registration you will be asked to supply the phone number of an emergency contact person other than the primary parent/guardian phone number in case a student becomes ill or is injured. Please be sure that the neighbor, friend, or relative is aware that you have given their number as an emergency phone number. If an emergency exists and no one can be reached, school personnel will contact the hospital or doctor indicated on the student's emergency contact card.

If at any time during the school year your emergency contact information changes, please notify the school immediately, so that records may be kept current.

Immunizations

The State of Iowa requires that all children be immunized before they may attend school. Your student's health records will be checked on the opening day of school. If he/she is not properly immunized, you will be notified of what steps to take to insure that your student may remain in school.

Physical Examinations

Grades K-9: Physical examination is requested.

Grades 7-8: Physical forms are required for seventh and eighth grade students involved in athletics.

Grades 9-12: Physical forms are required for all students participating in athletics and recommended for all freshmen students. Physical forms are available at www.linnmar.k12.ia.us.

Medication in School

School personnel cannot administer any medication during the school day, including prescription and over-the-counter medication, unless a medication permission form is completed. These forms are available at registration and in the school office throughout the school year.

Prescription medication must be supplied to the school in the labeled prescription container and a permission form signed by parent/legal guardian. The label must include the name of the student, the name of the medication, dosage prescribed, frequency to be given, and the name of prescribing physician. Non-prescription medication must be supplied to the school in the original container and labeled with the student's name. The medication permission form must be completed and signed by the physician and parent/legal guardian before school personnel can administer any over-the-counter medication (this includes Tylenol, Advil, and cold medicines).

All medication must be delivered to and from school by a parent/legal guardian. No medication is to be kept by students in their desks, lockers, or on their person.

In accordance with Iowa law (Code 280.16) a student with asthma or other airway-constricting disease may possess their medication while in school and at school sponsored activities. If the student abuses self-administration, permission to self-administer may be withdrawn. The district shall incur no liability of an injury arising from self-administration. The student is responsible for maintaining a self-administration record.

Recess and Physical Education Participation

Students in elementary/middle school should be allowed to refrain from participation in physical education classes/recess for health related reasons for three consecutive

classes/days with a written request from the parent/guardian. A physician's note explaining the nature of the limitation and recommended length of non-participation shall be requested after the third excused class.

High school students require a physician's note to be excused from physical education class.

Hearing and Vision Screening

Grant Wood AEA Hearing/Vision Departments will be coming to Linn-Mar at various times during the school year. Routine screening is performed for hearing in grades K, 1, 2, and 5. Students in other grades may be tested if there is a known history of ear problems or if the student is new to the school. Vision screening is performed on all K-8 students. Parents who do not want their child's hearing/vision tested will need to indicate that request in writing to the school. The school will then notify the Grant Wood AEA personnel of these requests.

Children may be excused from Health, Human Growth & Development.

Parents/guardians who object to having their child involved in Health, Human Growth, and Development instruction may file, with the building principal, a written request that the child be excused from instruction.

If parents/guardians wish to excuse their child, the following procedure is recommended. Please note that steps one and two are recommended, but not required. Step three is required.

Step 1: The parents/guardians should review the curriculum. This can be done by contacting the building principal.

Step 2: The parents/guardians should ask questions regarding any item that is unclear during their review of the curriculum. The building principal, teacher, or a director of curriculum can answer questions.

Step 3: The parent/guardian must submit to the building principal a written request that the child be excused from instruction. This request may be in the form of a written letter or note. The parent may use the form provided in the principal's office.

Transportation



Transportation eligibility is based on a student's residence (home address). The District provides transportation privileges for elementary and middle school students whose residence is two or more miles from their attendance center and high school students whose residence is more than three miles away.

Prior approval is needed from the Transportation Department if a student wants to ride on a route to which they are not assigned. Without approval from the Transportation Director, students attempting to ride a route to which they are not assigned will be sent to their assigned bus or the school office. Voicemail, notes or approval from school offices are not means of sufficient notification.

Students should plan to arrive at their assigned bus stop five minutes prior to their scheduled pick up time. Students should wait for their bus to arrive across the street if their stop is at a busy intersection.

For more information contact the Transportation Department 319.447.3030.

Student Behavior Guidelines

Unacceptable Behavior/Consequences

Class I Behavior (Most Serious)

- Possession of a handgun, ammunition, knife or other weapon/dangerous object.
- Possession of alcohol, illegal drugs or tobacco.
- Assault on the driver.
- Attempting to hold onto/ride the outside of the bus.
- Threatening district employees.
- Flagrant disregard for safety.
- Intentionally running in front of a moving school bus.

- Violent assault of another student.
- Vandalism/destruction of property
- Opening an emergency exit without authorization.
- Sexual misconduct.
- Throwing items at or intentionally distracting driver.

Class I Consequences

First Offense: Minimum 3 day suspension and up to loss of bus privilege for remainder of year.*

Class II Behavior

- Abusive/profane language directed at district employees.
- Ignition of any type of fire source. (lighters, matches, etc.)
- Physical aggression towards another person.
- Bullying/intimidation of others.
- Theft.
- Possession of a look-a-like weapon.
- Use or possession of laser lights.
- Tampering with bus equipment including lights, radio, etc.
- Running beside a moving bus.
- Extending any body part out of window of moving bus.
- Willful damage of the property of another student.
- False identification or refusal to identify his/herself to the driver.
- Failure to follow safe crossing procedure.
- Riding while bus privilege is suspended.
- Throwing/shooting objects out of bus.

Class II Consequences

First Offense: Written warning and/or 1-10 day bus suspension.

Second Offense: 3-30 day bus suspension.

Third Offense: 5-day suspension up to loss of bus privilege for remainder of the school year.*

Class III Offenses

- Failure to follow driver's directions.
- Standing or not facing forward while bus is moving.
- Use of obscene or profane language and gestures.
- Harassment of other students. (poking, pushing, etc)
- Riding on a bus other than the one assigned.
- Boarding or exiting at other than the assigned stop.
- Shouting or excessive noise making.
- Tripping or blocking the aisle.
- Spitting.
- Horseplay.
- Throwing or shooting objects inside bus.
- Eating or drinking.(including gum/candy)
- Littering.

Use of cell phone on bus

We require phones, sport balls, cards, toys, etc., to be stowed away in students backpack.

Class III Consequences

First Offense: Written warning and/or 1-5 day bus suspension.

Second Offense: Written warning and/or 1-10 day bus suspension.

Third Offense: 1-60 day bus suspension.

Fourth Offense: 1 day bus suspension up to loss of bus privilege for the remainder of the school year.*

*Loss of bus privilege for the remainder of the year is classified as a minimum of a 60 day period. In the event that there are less than 60 days left in a school year, the balance of the suspension will be served in the subsequent year.

*Students receiving special education services will be reviewed by school administrators after 10 days of suspension within a school year.



Have you moved during the summer?

Call the Transportation Office at 447-3030, so students may be placed on a bus list. All new families should also call.

Food Service



Breakfast Grades K-12.....	\$1.15
Reduced price breakfast Grades K-12.....	\$0.30
Lunch Grades K-5.....	\$1.85
Lunch Grades 6-8.....	\$1.90
Lunch Grades 9-12.....	\$1.95
Reduced price lunch Grades K-12	\$0.40
Milk.....	\$0.35

Children need healthy meals to learn. Linn-Mar Community Schools offer healthy meals every school day.

Breakfast is offered at all buildings on a daily basis. A variety of foods are offered and school breakfasts are designed to meet one fourth of a student's daily needs for key nutrients. Encourage your students to start their day with a healthy breakfast at school.

Middle and high school students are offered a variety of "a la carte" items for breakfast and lunch. These items are available, and priced the same, for all students. If your student is eligible for free or reduced meals and would like to purchase a la carte items, money may be deposited in their meal account to cover these costs. Signs are posted in the cafeteria listing individual prices. *Remember that these prices are the same for all students.*

USDA provides for accommodating children with special dietary needs in the school nutrition program. This provision covers those children who have food intolerances or allergies. A medical statement is needed to verify any special dietary needs which includes identification of the medical or other special dietary need which restricts the child's diet; and the food or foods to be omitted from the child's diet, and the food or choice of foods to be substituted. Students who have an allergy to milk must have a statement from their physician documenting this allergy. Providing this documentation is on file, USDA allows school food service departments to substitute 100% fruit juice.

If you are interested in finding out any specific nutritional information about our school meals, please contact Susan Knight, Food Service Director, at 447-3302. Your comments and suggestions are welcome.

School Dining System

The Food Service Department uses a system called SDS (School Dining System) to track student meal accounts. SDS is an internet based program where parents may access their family meal account to review deposits, purchases and receive e-mail notification of low account balances.

ID cards are provided free of charge at the beginning of each school year. In the event a card is lost, replacement cards may be purchased for a fee of \$5.00.

You may access SDS via the Linn-Mar home page at www.linnmar.k12.ia.us. Follow the "Quick Link" for Food Service (SDS.) If you are a new user, contact Ruth Noth at rnoth@linnmar.k12.ia.us for your user name and password. She will need to know the first and last names of all your students, as well as their grade.

Be sure to keep your email address up to date so you continue to receive electronic notification of low account balances. If your email address has changed, or you'd like to add another email address to an account, you may make those changes directly to the student's account yourself, using the user name and password you were supplied.

SDS meal accounts are family accounts. This means that everyone in your household has been linked to one account. Money deposited into each family account is available for all students linked to that account. Funds may be deposited electronically to your family meal account. Simply sign into SDS and follow the link to PaySchools. You may deposit funds directly from your checking account or by using a credit/debit card.

Your child(ren) may qualify for free meals or reduced price meals. Regular and reduced prices are listed above. Free and Reduced Lunch Application will be handed out at registration. Forms are available throughout the year at each school or by contacting Susan Knight in Food Service at 447-3302.

Fee Waiver

Students whose legal custodians meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose legal custodians are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Legal custodians or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time each fall for a waiver form. This waiver does not carry over from year to year and must be completed annually.

See reverse side for fee waiver application.

LINN-MAR COMMUNITY SCHOOL DISTRICT
STANDARD FEE WAIVER APPLICATION

School Year: _____ Date: _____

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

Name of student: _____ Grade in school _____

Building: _____

Name of parent, guardian: _____
(or legal or 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
- _____ The Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation assistance under open enrollment
- _____ 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 or actual custodian)

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

Administrative Action: Approved _____ Denied _____

By: _____ Date _____

Athletic Department



Athletic Event Tickets

Activity tickets are available for \$40.00 per 6-12 grade student.

Activity tickets are non-transferable and good for all school-sponsored athletic events except tournaments, invitationals and the spring musical.

General admission for athletic events (with the exception of football) is \$5 for adults and \$4 for K-12 students.

Football tickets are \$6 for adults and \$5 for K-12 students.

Senior citizens receive \$1 off the student price on all tickets.

Eight-punch passes are available for \$34 in the athletic office and are valid at all regular season events.

Activity tickets and punch passes will be accepted for regular season events only during the 2007-2008 school year and are not valid for playoffs, tournaments or invitationals.

Reserved Football Seats

Reserved seats for the four home football games may be purchased for \$36. Those buying reserved seats are limited to the purchase of four tickets per person. Reserved tickets may be purchased in the High School Athletic Office beginning August 6.

Event Work Available

Anyone wishing to volunteer to work six (6) two-hour shifts at varsity athletic events (where admission is charged) will receive a 20-admission punch ticket (usable at regular season games). Shifts may be shared with a spouse or other adult family member.

Event sign up is available at high school registration or by calling the athletic office, (319) 447-3060. Acceptance of free passes will obligate the volunteer to work the assignment or find a replacement and notify the athletic office.

School Safety



Making schools a safe and secure place for students and staff is one of the main concerns of the Linn-Mar school district. Every building has implemented procedural plans to take safety measures.

- A complete review and update of the district's emergency guidelines with input from the police and fire departments and emergency management agency has been made.
- All staff and adult guests in our buildings are directed to wear name badges so students can identify a "safe" person.
- All buildings will continue to use special locking procedures for the doors to each building; only designated doors will be used for entrances with all others locked from the outside entrance.
- Any rumors, threats, or reported concerns of safety will be investigated immediately.
- The Linn-Mar Community School District works closely with the Marion Police Department to notify parents when a person on the Iowa Sex Offender registry moves into a school attendance area. Ultimately, though, it is the parent's responsibility to be informed of possible sex offenders living in their neighborhood. A searchable database of sex offenders is available online at www.iowasexoffender.com.

Olweus Bullying Prevention Program

The Olweus (pronounced Ol-VEY-us) Bullying Prevention Program is a comprehensive school-wide program used in all Linn-Mar schools. The goals are to enhance positive relationships by reducing and preventing bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.

Olweus is a research based preventative and problem solving program focused on changing norms and behavior. The program principles include development of a school environment characterized by warmth and positive interest, involvement from adults and adults acting as authorities and positive role models. The Olweus "School Rules" against bullying are: "We will not bully others, we will help students who are bullied, we will include students who are easily left out, and when we know somebody is being bullied we will tell an adult".

Community Services



Volunteer Program

The Linn-Mar Volunteer Program is entering its 36th year of existence. More than 750 volunteers logged over 20,000 curriculum-based hours last school year. The Linn-Mar Community Services Office requires that all volunteers register with the program. If you are new to Linn-Mar and wish to volunteer,

please plan to attend the volunteer orientation in your school.

For more information contact the Community Services office at (319) 447-3110.

Bowman Woods Elementary	Sept. 4, 9:00 a.m.
Indian Creek Elementary	Sept. 13, 8:30 a.m.
Linn Grove Elementary	Sept. 18, 9:00 a.m.
Novak Elementary	Sept. 12, 9:00 a.m.
Westfield Elementary	Sept. 11, 9:00 a.m.
Wilkins Elementary	Sept. 20, 9:00 a.m.
Oak Ridge School	Sept. 6, 9:00 a.m.

Booster Club

The Linn-Mar Booster Club provides financial support for the Linn-Mar Community School District by operating concession stands, selling activity calendars, extra-curricular photo packages, and clothing items through the Lions' Den Store. Activity calendars may be purchased at all school registrations or at each school office.

Linn-Mar clothing sales will be held:

- During Linn-Mar High School and Excelsior Middle School registrations.
- At all home football games.
- At Linn-Mar High School on Sept. 15, Oct. 6 and Dec. 1 from 9:00 a.m. to 12:00 p.m.
- Clothing items can also be purchased by contacting the Booster Club Clothing Coordinator, Karen Newland at (319) 294-1968.

Concession stand workers are needed Sept. 7, Sept. 14, Oct. 5 and Oct. 10. Call Pete King at (319) 377-0023

If you would like to become a member of the Booster Club by making a monetary donation, be a concession worker (three concessions maximum), view the Lions' Den store or for more information please visit www.linmarboosterclub.org.

Foundation

The Linn-Mar School Foundation is a not-for-profit organization that was established in 1985 to support the educational activities of the district. It is the only authorized not-for-profit organization that may receive matching funds from businesses and other charitable foundations to benefit the Linn-Mar Community School District. Donations provide tools for enhanced learning: innovative curriculum materials, up-to-date instructional equipment, extra-curricular experiences for students and increased support for ongoing staff development. Charitable donations may be made in a variety of ways: unrestricted contributions, wills or as a beneficiary in life insurance policies, memorials or honorariums, target a specific area of current granting, build the endowment fund, or endow a permanent scholarship.

For more information contact the Foundation Office at (319) 447-3065.

Tina Patterson, Executive Director
tpatterson@linnmar.k12.ia.us

Karin Franz, Operations Administrator
kfranz@linnmar.k12.ia.us



Parent Advisory

The Superintendent's Parent Advisory is an opportunity for Dr. Katie Mulholland, superintendent, to share information and take questions from Linn-Mar parents. The advisory sessions will be held in the Educational Services Center, 3333 North Tenth Street, Marion.

September 25 5:15 p.m.
Board Room (ESC, lower level)

November 29 5:15 p.m.
Board Room (ESC, lower level)

February 27 5:15 p.m.
Board Room (ESC, lower level)



Lunch & Learn

Lunch & Learn is an opportunity for parents with a flexible lunch schedule to visit with Dr. Mulholland. Bring your own lunch to these informal learning sessions.

September 28 12:00 p.m.
St. Mark's Lutheran Faith and Life Center
8300 C Avenue NE, Marion

November 30 12:00 p.m.
Lutheran Church of the Resurrection
3500 29th Avenue, Marion

February 29 12:00 p.m.
Christ Community Methodist Church
3000 Alburnett Road, Marion

Linn-Mar Board Policies



Board of Education

Bob Crawford, President
(term expires 2009)
Ann Stark, Vice-President
(term expires 2008)
Jim Green, (term expires 2008)
Mark Klopfenstein (term expires 2007)
Erik Miles (term expires 2009)
Lorna Richards (term expires 2007)
Helen Romanowsky (term expires 2008)
David L. Nicholson, Secretary
and Treasurer
Katie Mulholland, Ed.D., Superintendent

Board of Education meetings are typically held the first and third Monday of each month at 7:00 p.m. in the lower level of the Educational Services Center, 3333 North Tenth Street, Marion.

Student Educational Rights (FERPA & Board Policies 505.6 – 505.62)

Student Records

The federal Family Educational Rights and Privacy Act (FERPA) requires annual notification of parents and students in a school district of their rights concerning student educational records.

The Act states:

1. It shall be the right of a student's parents and eligible students (18 or over) to inspect and review the student's educational records.
2. The school district will limit the disclosure of information in the records except:

- (a) by written consent of the parents or eligible students;
- (b) as directory information, unless the parent or eligible student has prohibited the disclosure of such information. Linn-Mar has defined directory information for students as: student name, name of parents, address, telephone number, date and place of birth, class designation, participation in officially recognized extra and co-curricular activities, achievement awards or honors, weight and height, photograph, and most recent educational institution attended.

3. A parent or eligible student may seek to correct parts of the student's educational record that he/she believes to be inaccurate, misleading, or in violation of student rights.

4. It shall be the right of any person to file a complaint with the Department of Health, Education, and Welfare if Linn-Mar violates the FERPA or its student records policy.

5. Anyone may obtain a copy of this policy in the superintendent's office.

The Linn-Mar school district also maintains, for public inspection, a current listing of the names and positions of employees who may have access to personally identifiable information. These names are on file in each school and at the Educational Services Center.

Student Directory Information

Parents or eligible students must advise the school district within two weeks of this notification (registration) if they do not wish directory information (name, address, telephone, date/place of birth, field of study, participation in activities, weight/height, attendance, awards, previous schools, and other similar information) released.

Anyone with questions concerning FERPA may call the Office of the Superintendent, at (319) 447-3002 or their school principal.

Student Rights (Board Policy 104.1)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); has a record of such impairment; is regarded as having such an impairment. The following is a description of the rights and options granted by Federal law to students with handicaps. The intent of the law is to fully inform parents concerning decisions about their child and to inform parents of their rights if there is disagreement with any of these decisions. Parents have the right to:

1. Have their child take part in and receive benefits from public education programs without discrimination because of his/her handicapping condition;
 2. Have the school district advise them of their rights under federal law;
 3. Receive notice with respect to identification, evaluation, or placement of their child;
 4. Have their child receive a free, appropriate public education. This includes the right to be educated with nonhandicapped students to the maximum extent appropriate.
- It also includes the right to have the school district make accommodations to allow their child an equal opportunity to participate in school and school-related activities;
5. Have their child educated in facilities and receive services comparable to those provided nonhandicapped students;
 6. Have their child receive special education and related services if he/she is found



to be eligible under the Individuals with Disabilities Education Act (IDEA-PL.101.476), and/or general education intervention/modifications outside of special education under Section 504 of the Rehabilitation Act;

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data, and placement options;

8. Have transportation provided to and from an alternative placement setting at no greater cost to them than would be incurred if the student were placed in a program operated by the district;

9. Have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;

10. Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program, and placement;

11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

12. A response from the school district to reasonable requests for explanations and interpretations of their child's records;

13. Request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the child. If the school district refuses this request for amendment, it shall provide notification within a reasonable time and advise of the right to a hearing;

14. File a local grievance;

15. Request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program, or placement.

Parents and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to Su-

perintendent of Schools;

16. Ask for payment of reasonable attorney fees if you are successful on your claim.

For further information, contact the Office of the Superintendent at (319) 447-3002.

Educational Equity (Board Policy 104)

The Linn-Mar Community School District shall provide equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, or disability in its educational programs and activities.

A fair and supportive environment will be provided for all students regardless of their race, creed, color, religion, gender, age, national origin, marital status, or disability.

This district shall provide educational programs and activities, which include curricular and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and life styles open to both men and women in our society. These programs and activities shall foster respect and appreciation for the cultural diversity found in our country, an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society, and reduce stereotyping and bias on the basis of race, creed, color, religion, gender, age, national origin, marital status, and disability.

The district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities, and disabled. A fair and supportive environment will be provided for all students and employees regardless of their race, creed, color, religion, gender, age, national origin, marital status, or disability.

Inquiries regarding compliance with equitable educational or employment opportunities and/or affirmative action laws and policies including but not limited to complaints

of discrimination, shall be directed to the Equity Coordinator, Linn-Mar Community School District, 3333 North Tenth Street, Marion, Iowa, 52302, (319) 447-3006. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, Iowa, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, or the United States Department of Education, Office for Civil Rights—Chicago Office, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

Student Expectations (Board Policy 500)

In the delivery of the educational program, students and staff shall treat each other with respect and conduct themselves with appropriate conduct. 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 buses; 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.

Homeless Act (Board Policy 501.15)

The McKinney-Vento Homeless Assistance Act enacted in 2001 ensures the educational rights and protections for children and youth experiencing homelessness. If your family or a family you know lives in any of the following situations, the family's children have certain rights or protections under the act: in a shelter, motel, vehicle or campground; on the street; in an abandoned building, trailer or other inadequate accommodations; doubled up with friends or relatives because the family cannot find or afford housing. Under the Act, children who are experiencing homelessness have certain rights. Some of these rights include: The right to go to school, no matter where the family lives or how long they have lived

Linn-Mar Board Policies



there. They must be given access to the same public education, including preschool education provided to other children; the right to continue in the school they attended before the family became homeless or the school they last attended; receive transportation to school and to school programs; enroll in school without giving a permanent address; receive the same special programs and services, if needed, as provided to all other children served in these programs. For more information about the act or for further assistance, please contact the Student Services Director at (319) 447-3003.

Counseling Services (Board Policy 604.1)

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (student assistance team, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

Asbestos Notification

The Linn-Mar Community School District is required annually to notify parents, students and employees regarding asbestos. Property Solution, Inc., has been contracted by the district to review and update the management plan in order to verify asbestos-containing materials existence and location of same. The school district has a management plan and is following that according to the AHERA guidelines. The management plan is located in the office of each school; copies are also available in the Educational Services Center. The entire district continues to operate under the guidelines of AHERA in order to provide a safe environment for

students and employees. Three-year reinspection and six month surveillance was completed by an Iowa Licensed and EPA certified contractor. Anyone with questions may contact the Business Administrator at (319) 447-3008.

Allegations of Abuse Will be Investigated (Board Policy 403.15)

Linn-Mar school employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior toward students. Disciplinary actions, up to and including discharge, will be taken against any school employee who commits such acts. Prompt investigative action will be taken in response to allegations of abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible.

When requested, all employees will assist in the investigation to provide information and keep the report and investigation confidential. The Linn-Mar Community School District shall appoint a Level I investigator and alternate, and shall arrange for or contract with a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate shall be provided training in the conducting of an investigation, at the expense of the Linn-Mar Community School District. This policy shall be carried out in accordance with state law.

Video Cameras on Buses (Board Policy 701.2)

The Linn-Mar Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be

retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Transportation for Extra Curricular Activities (Board Policy 701.6)

Students traveling to extracurricular activities in or outside the metro area are required to ride in school district vehicles unless individual arrangements have been made with the coach/sponsor/licensed personnel.

Questions/Concerns/Appeals (Board Policy 502.12)

When concerns occur, school board policy provides for a chain of appeal. The place to begin is always with the people involved. If you have a question or problem, contact the teacher or staff member closest to the situation. If the question cannot be answered or the concern cannot be resolved, the next step is to visit with the school principal or the employee's supervisor. Should it still seem necessary, remaining concerns can be brought to the attention of the associate superintendent or superintendent. If the concern relates to a teacher's or any other employee's performance, it is at this point that signed, written concerns with contact information should be sent to the superintendent and Board President.

"Good Conduct" Rules Extra & Co-Curricular Programs (Board Policy 502.5)

Linn-Mar extra and co-curricular programs are completely voluntary programs. No student is obligated to take part in school activities. Participation is not required for advancement or graduation. Furthermore, school boards have the authority to adopt "good conduct" rules. (Board of Directors



of the Independent School District of Waterloo vs. Green, 147 N.W. 2d 854, 1967.) The basis of good conduct rules may apply to extracurricular activities beyond athletics. (Bunger vs. Iowa High School Athletic Association.) Standout students, whether in athletics, forensics, dramatics, or other interscholastic activities, play a somewhat different role from the rank and file. Leadership brings additional responsibility and more is expected of participants in order to be eligible for their particular activity.

According to Linn-Mar Board Regulation 502.5-R1, proper student conduct in these activities, whether on school grounds, away from school during the school year or in the summer, is expected and must coincide with the rules of the school.

Administrative regulations regarding the extra and co-curricular conduct policy, code 502.5-R3, states: "A student who participates in extra and co-curricular activities involving public performance is prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol, or other drugs at any time (year around) during his/her middle school or high school career. The administration will suspend a student from participation if it is determined as reported by school personnel that the violation did occur. The ruling includes any activities outside of school as well as at school or at school events (either home or away). Suspensions may also result from either legal documentation or by self-admittance. Investigation of possible infraction will involve parent notification. If a student is guilty of an infraction and is not currently involved in an activity, the suspension will become effective utilizing the activities they were involved in the previous year.

During the middle or high school:

First offense: Tobacco, Alcohol and Other Drugs:

Suspended from at least 20% of public performances, with carryover to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice.

Second offense: Tobacco, Alcohol and Other Drugs: Suspended from at least 50% of public performances with carryover to next activity. Counseling required prior to reinstatement. Must continue to practice.

Third offense: One-year suspension from extra and co-curricular activities. Counseling required prior to reinstatement for all third offenses.

Fourth offense: Permanent suspension from extra and cocurricular activities. Counseling available for all fourth offenses.

Established school/team/group rules may also apply to violations.

In order for the suspension to be put into effect, it must be clearly determined that the violation did occur. It is clear that an admission from the student is not required prior to disciplining a student. (Schmahl vs. Glenwood Community School District, 2 D.P.I. App. Dec. 26, 1979.)

Court System Involvement: Students admitting to or found guilty of non-traffic misdemeanors or felonies not defined in these regulations may be subject to suspension from extra and co-curricular activities as determined by the building principal and/or designee. The school district will cooperate with the courts or other recognized public agencies in carrying out consequences in extra-curricular activities.

Appeal Process: As established by Board Policy 502.5 and 502.5-R1. Within the first two weeks of any activity, the director of the extra or co-curricular activity will establish and make known the rules of conduct and regulations for the students participating in the activity. Those rules of conduct shall be approved by the building principal or a designee. Said rules shall be in writing and given to each student in the particular activity. Additional rules of conduct shall be established and made known during the school year. Each Linn-Mar High School student will be sent a copy of the extra and co-curricular policy with registration materials in August. Any student who will be participating in extra and/or co-curricular activities, or is contemplating such participation, should

complete the sign-off section of the policy and return it to the high school during registration. Student sign-off sheets are cataloged and supplied to all coaches and sponsors.

Sundays and Wednesday Evening Activities (Board Policy 503.5)

Sundays and Wednesday evenings shall be reserved for non-school sponsored student activities. On Wednesdays, during the school year, no Linn-Mar sponsored activity shall detain students after 6:30 p.m. Any Linn-Mar activity scheduled on Sunday or after 6:30 p.m. on Wednesday must have advance written approval from the superintendent. Building principals shall annually notify students and parents regarding the provisions of this policy and confirm that students will be excused without penalty. The Linn-Mar Community School District is not responsible for activities scheduled by organizations outside the district.

Student Appearance (Board Policy 502.9)

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. Clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents/guardians, appearance disruptive to the education program will not be tolerated. When, in judgement of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Linn-Mar Board Policies



Weapons Prohibited on School Property (Board Policy 502.8)

Parents/legal guardians of students found to possess a weapon, dangerous objects or look-alikes on school property shall be notified of the incident. Possession or confiscation of weapons, dangerous objects or look-alikes shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. ...The term 'firearm' includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. ...The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes."

The administrative regulation 502.8-R defines weapons as: "Any dangerous objects which cause material and substantial disruption to the school environment or present a threat or perceived threat to the health and safety of students, employees, and visitors... the following are examples of weapons: knives, clubs, brass knuckles, look-alike weapons, and look-alike firearms."

This policy applies to all weapons on school property. For example, a student who intends to go hunting after school might have a rifle in his/her car. This is forbidden and could result in a 12-month expulsion for the student.

Care of School Property (Board Policy 502.10)

Students shall treat school district property with care and respect. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy or school district rules and regulations. They may also be referred to local law enforcement authorities.

Harassment (Board Policy 502.14)

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion.

Technology and the Internet (Board Policy 603.12)

Technology is a vital part of the school district curriculum and the internet will be made available to employees and students. The internet can provide a vast collection of educational resources for students. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. Although students will be under teacher supervision while on the internet, it is not possible to constantly monitor individual students and what are accessing. Some students might encounter information that may not be of educational value. Parents/guardians will be required to sign a permission form to allow their students to access the internet. Students will be required to sign a form acknowledging they have read and understand the acceptable internet use policy and that they will comply with the policy and regulations and understand the consequences for violation.



2007-2008 School Calendar



Start-Finish
August 20 – May 30

Summary of Calendar
Days in classroom: 178

Tri 1 Nov. 16	Q1 Oct. 18
Tri 2 Feb. 14	Q2 Jan. 10
Tri 3 May 30	Q3 March 13
	Q4 May 30

Calendar Legend

	Start
	Early Dismissal
	End
	Trimester
	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Staff Development
	Parent/Teacher Conference
	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
	9-12 Student Non-Attendance

Linn-Mar Days:

High School (9-12)
178 School Days
6 Teacher Work Days
6 Staff Development Days
2 Parent/Teacher Comp Days
192 Total

Elementary & Middle School (PreK-8)

176 School Days
6 Teacher Work Days
6 Staff Development Days
4 Parent/Teacher Comp Days
192 Total

Snow Days

First	April 4, Early Dismissal [2 hr]
Second	March 14, Early Dismissal [2 hr]
Third	*May 5, Early Dismissal [2 hr]
Subsequent	June 2-6, Early Dismissal [2 hr]

* If May 5 is a snow make-up day, then Staff Development will be made up the first week day after the last student attendance day. Staff Recognition will be on May 5 in the p.m.

M	T	W	Th	F	Student Days	Teacher Days
August, 2007						
		1	2	3		
6	7	8	9	10		
13	14	15	16	17	0	4
{20}	21	22	23	{24}	5	9
27	28	29	30	31	10	14
September						
8	4	5	6	7	14	18
10	11	12	13	14	19	23
17	18	19	20	21	24	28
24	25	26	27	28	29	33
October						
1	2	3	4	5	34	38
8	9	10	11	12	39	43
15	16	17	Q	18	43	48
22	23	24	25	26	47	53
29	30	31			50	56
November						
			1	2	52	58
5	6	7	8	9	57	63
12	13	14	15	T	62	68
19	20	21	22	23	62/64	71
26	27	28	29	30	67/69	76
December						
3	4	5	6	7	72/74	81
10	11	12	13	14	77/79	86
17	18	19	20	[21]	82/84	91
24	25	26	27	28		
31						
January, 2008						
1	2	3	4		84/86	93
7	8	9	Q	11	89/90	98
14	15	16	17	18	94/95	103
21	22	23	24	25	98/99	108
28	29	30	31		102/103	112
February						
				1	103/104	113
4	5	6	7	8	108/109	118
11	12	13	T	15	112/114	123
18	19	20	21	22	116/118	128
25	26	27	28	29	121/123	133
March						
3	4	5	6	7	126/128	138
10	11	12	Q	14	130/132	143
17	18	19	20	21		
24	25	26	27	28	135/137	148
31					136/138	149
April						
	1	2	3	4	139/141	152
7	8	9	10	11	143/145	157
14	15	16	17	18	148/150	162
21	22	23	24	25	153/155	167
28	29	30			156/158	170
May						
			1	2	158/160	172
5	6	7	8	9	162/164	177
12	13	14	15	16	167/169	182
19	20	21	22	23	172/174	187
26	27	28	29	◇[30]	176/178	191
June						
2	3	4	5	6		192
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						

August

14,15,17 Teacher Work Days
16 Staff Development
20 First Day of School K-12, Early Dismissal {75 min}
24 Early Dismissal {75 min}
27 HS Open House/Conf.

September

3 Labor Day

October

8-18 K-8 Parent Conferences
18 End Quarter 1
19 No School K-12
19 9-12 Teacher Work Day
19 K-8 Teacher Comp Day
22 Staff Development
22 No School K-12

November

16 End Trimester 1
19,20 No School K-8
19 K-8 Teacher Workday
20 K-8 Teacher Comp Day
21 No School K-12
21 K-12 Teacher Comp Day
22,23 Thanksgiving Vacation

December

5 High School Conferences
21 Early Dismissal [2 hr]
24-31 Winter Break

January

1,2 Winter Break
10 End Quarter 2
11 9-12 Teacher Work Day
11 No School 9-12
21 Staff Development
21 No School K-12

February

13 High School Conferences
14 End Trimester 2
15 K-8 Teacher Work Day
15 No School K-8
18 Staff Development
18 No School K-12

March

3-13 K-8 Parent Conferences
13 End Quarter 3
14 No School K-12
14 9-12 Teacher Work Day
14 K-8 Teacher Comp Day
17-21 Spring Break

April

4 No School K-12
7 Staff Development
7 No School K-12

May

5 Staff Development
5 No School K-12
25 Graduation
26 Memorial Day
30 Last Day of School K-12, Early Dismissal [2 hr]

June

2 K-8 Teacher Work Day
2 9-12 Teacher Comp Day



Telephone Quick Reference 2007-08

Switchboard.....		447.3000
Superintendent's Office	Katie Mulholland, Ed.D.....	447.3002
Associate Superintendent's Office.....	Rick Ironside, Ed.D.....	447.3006
Business Administrator's Office.....	Dave Nicholson	447.3008
Human Resources.....	Karla Christian.....	447.3004
Instructional Services	Dirk Halupnik	447.3028
Student Services/Special Education.....	Julie Jensen	447.3019
TAG/LEO		447.3117
Boundaries/District Information	Laura Mallicoat	447.3005
Community Services/Volunteers.....	Karla Terry	447.3110
Transportation/Busing	Brian Cruise.....	447.3030
Food Service	Susan Knight.....	447.3302
Foundation.....	Tina Patterson	447.3065
Booster Club.....	Pete King.....	377.0023
COMPASS Alternative High School Program.....	Dawn Young	447.0928
SUCCESS Center	Trish Chalupsky.....	373.4847

Bowman Woods Elementary

447.3240.....	Main Office
447.3242.....	Attendance
447.3243.....	Health
447.3242.....	Guidance

Indian Creek Elementary School

447.3270.....	Main Office
447.3272.....	Attendance
447.3273.....	Health
447.3272.....	Guidance

Linn Grove Elementary School

730.3500.....	Main Office
730.3501.....	Attendance
730.3504	Health
730.3505	Guidance
447.3440	Little Lions Preschool

Novak Elementary School

447.3300.....	Main Office
447.3345.....	Attendance
447.3304	Health
447.3303	Guidance

Westfield Elementary School

447.3350	Main Office
447.3356	Attendance
447.3356	Health
447.3352	Guidance

Wilkins Elementary School

447.3380	Main Office
447.3380	Attendance
447.3385	Health
447.3382	Guidance

Oak Ridge School

447.3410	Main Office
447.3413	Attendance
447.3415	Health
447.3413	Guidance
447.3139	Athletics

Excelsior Middle School

447.3130.....	Main Office
447.3132.....	Attendance
447.3137.....	Health
447.3141.....	Guidance
447.3139.....	Athletics

Linn-Mar High School

447.3040	Main Office
447.3050	Attendance
447.3080	Health
447.3070.....	Guidance
447.3060.....	Athletics