Welcome.

Superintendent’s Message

Welcome to Linn-Mar and the start of the 2020-21 school year. The start of every school year is an exciting time for students, staff and families, but this year brings an extra excitement because of how abruptly we had to end the 2019-20 school year due to COVID-19. I know I can speak for our staff, they are so excited to welcome kids back to school!

We are clearly not removed from the impact of COVID-19. This school year will most likely have many unusual aspects compared to most years. We do not know how this year will unfold. Our goal is to be back in school, with our students, as much as possible, as long as we can provide a safe environment for our students and staff. We also have plans in place in case we need to transition to an online learning format of some sort.

The 2020-21 school year promises to be a special school year across our district for reasons other than COVID-19 as well. We are very excited to open two new schools this year. Boulder Peak and Hazel Point Intermediate Schools are looking fantastic and we are excited to get staff and students into those buildings so each school can start to develop its unique personality and culture. We also have significant construction projects at Bowman Woods, Indian Creek and Wilkins Elementary Schools. Students will see a newer and fresher look at each of these buildings when they return to school this fall. The final construction project I will highlight is the new track in Lowe Park right across from Oak Ridge Middle School. This track will provide a much needed practice facility for our students to use during the track season, but it is also a facility that will be open to the public for walking, running and exercise. We were pleased to work with the City of Marion on this joint effort.

This past year we were excited to implement a 1:1 technology program at the High School. Each High School student was given a laptop to use as part of this program. It was a tremendous success throughout the school year, and was especially important during the 4th quarter school closure. This year, all 5th-8th graders will receive a device as part of our second phase of the 1:1 rollout. Students will be able to use these devices at school and at home as part of their educational experience. PK-4th graders were scheduled to receive their devices during the 2021-22 & 2022-23 school years. Due to COVID-19 we are moving that timeline up so each student, PK-12, will be assigned their own device this school year. Preschool and Kindergarten students will have iPads assigned to them. First through fourth graders will have laptops. This will allow all students to have their own device, in case we have to move to online learning again. It will also allow students to not have to share devices, and the germs that come with them, during the times we are in school.

I want to thank everyone for your patience and flexibility as we encountered truly uncharted waters last spring. I ask for similar patience again this year because we are still right in the middle of a pandemic that is causing us to rethink and redesign everything we do. I am confident that by working together we can make the best of this challenging situation and that we will be successful in serving our students.

We are Linn-Mar!

Shannon Bisgard, Superintendent
Fast Facts.

DISTRICT PROFILE:
• 12 Schools
  - 7 Elementary (Bowman Woods, Echo Hill, Indian Creek, Linn Grove, Novak, Westfield & Wilkins)
  - 2 Intermediate Schools (Boulder Peak & Hazel Point)
  - 2 Middle Schools (Excelsior & Oak Ridge)
  - 1 High School (LMHS, Compass and Success Center)
• 7,959 students
  Elementary – 3,456
  Intermediate – 1,129
  Middle School – 1,189
  High School – 2,233
• 1,261 Employees
• 369 Teachers with Advanced Degrees
• 21.6 Average Class Size (K-3)
  24.65 Average Class Size (4-5)
• 3,891 Eligible riders transported by 62 Buses and 13 Vans
• 1,826 volunteers gave more than 22,871 hours of time
• 4,789 Student lunches served daily

STUDENT PROFILE:
• 94.65% Attendance Rate (9-12)
• 95.89% Graduation Rate (2018-19 school year)
• Race/Ethnicity includes
  79.5% White
  4.9% Asian
  4.6% Black or African American
  4.7% Hispanic/Latino/Multi-Racial
• 2.2% of students are English Language Learners (ELL)
• 9.6% of students have IEPs
• 22.7% of students are eligible for Free/Reduced Lunch
• 78.8% of High School students took the ACT
• 678 Advanced Placement (AP) Exams taken; 80% of AP scores were 3 or higher

FINANCE/BUDGET:
Finance/Budget FY2020:
• $147,578,545 Total Approved Budget
• $86,598,385* General Fund Revenue
• $86,709,904* General Fund Expenditures
• $2,393,677,632 Districts’ Assessed Valuation (including TIF)
• $18.02 District Tax Rate (per $1,000 assessed value)

* latest information at time of printing: FY 2019
The Linn-Mar Community School District is dedicated to promoting an equal opportunity for a quality public education to its students. In cooperation with parents/guardians, the school district will strive to provide a nurturing learning environment that gives guidance and encourages critical thinking in students for a lifetime.

Board of Education meetings are usually held twice a month at 7:00 p.m. in the Board Room at the Learning Resource Center, 2999 North Tenth Street, Marion.

Board agendas, minutes and policies may be found on the District website at www.linnmar.k12.ia.us.

<table>
<thead>
<tr>
<th>School Board.</th>
<th>Linn-Mar Community School District Board of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sondra Nelson</td>
<td>President</td>
</tr>
<tr>
<td>Term expires 2023</td>
<td><a href="mailto:snelson@linnmar.k12.ia.us">snelson@linnmar.k12.ia.us</a></td>
</tr>
<tr>
<td>Rachel Wall</td>
<td>Vice President</td>
</tr>
<tr>
<td>Term expires 2021</td>
<td><a href="mailto:rachel.wall@linnmar.k12.ia.us">rachel.wall@linnmar.k12.ia.us</a></td>
</tr>
<tr>
<td>J.T. Anderson, CFO, COO, Treasurer, Board Secretary</td>
<td><a href="mailto:jtanderson@linnmar.k12.ia.us">jtanderson@linnmar.k12.ia.us</a></td>
</tr>
<tr>
<td>Barry Buchholz</td>
<td>Term expires 2023</td>
</tr>
<tr>
<td>Cara Lausen</td>
<td>Term expires 2021</td>
</tr>
<tr>
<td>Term expires 2023</td>
<td><a href="mailto:cara.lausen@linnmar.k12.ia.us">cara.lausen@linnmar.k12.ia.us</a></td>
</tr>
<tr>
<td>Brittania Morey</td>
<td>Term expires 2023</td>
</tr>
<tr>
<td>Term expires 2023</td>
<td><a href="mailto:brittania.morey@linnmar.k12.ia.us">brittania.morey@linnmar.k12.ia.us</a></td>
</tr>
<tr>
<td>Clark Weaver</td>
<td>Term expires 2023</td>
</tr>
<tr>
<td>Shannon Bisgard</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Term expires 2023</td>
<td><a href="mailto:sbisgard@linnmar.k12.ia.us">sbisgard@linnmar.k12.ia.us</a></td>
</tr>
</tbody>
</table>

### Linn-Mar School Board Meetings*

#### 2020:
- July 13
- August 10, 24
- September 14, 28
- October 12, 26
- November 9 & 23
- December 14

#### 2021:
- January 11, 25
- February 8, 22
- March 8
- April 12, 26
- May, 10, 24
- June 14
- July 12

*Dates subject to change.

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WE ARE LINN-MAR®
Buildings & Facilities.

(LM!)

Bowman Woods Elementary
(Grades PK-4)
151 Boyson Road NE, Cedar Rapids
Phone: (319) 447-3240
Attendance Phone: (319) 447-3242
Class hours: 8:30 a.m. – 3:15 p.m.
Principal: Tina March
tina.march@linnmar.k12.ia.us
Facilitator:
Val Lawrence
vlawrence@linnmar.k12.ia.us
Secretary: Kristina Messenger
kristina.messenger@linnmar.k12.ia.us
Counselor: Sally Wiley
swiley@linnmar.k12.ia.us
Counselor/Attendance Secretary:
Ann Matthews
amathews@linnmar.k12.ia.us
Student Assistance Specialist:
Tamara DeVries
tamara.devries@linnmar.k12.ia.us
Nurse: Anna Strand
astrand@linnmar.k12.ia.us
PTO Co-Chairs: Erika Eiles and Jen Irons
Volunteer Coordinator: Kari Ross
bwwvolunteers@linnmar.k12.ia.us
Before/After School Care:
Hand in Hand: (319) 373-3630

(LM!)

Echo Hill Elementary
(Grades PK-4)
400 Echo Hill Road, Marion
Phone: (319) 730-3560
Attendance Phone: (319) 730-3561
Class hours: 8:30 a.m. – 3:15 p.m.
Principal: C.J. McDonald
cmcdonald@linnmar.k12.ia.us
Facilitator:
Teresa Garcia
tgarcia@linnmar.k12.ia.us
Secretary: Heather Feigenbaum
hfeigenbaum@linnmar.k12.ia.us
Counselor: Deb Bundy
dbundy@linnmar.k12.ia.us
Counselor Secretary: Amy Davis
adavis@linnmar.k12.ia.us
Student Assistance Specialist:
Jacob Young
jacob.young@linnmar.k12.ia.us
Nurse: Abbi Riniker
abbi.riniker@linnmar.k12.ia.us
PTO Chair: Claire Whitaker-Smith
Volunteer Coordinators:
Amanda DeSalvo and Carrie Hay
ehvolunteers@linnmar.k12.ia.us
Before/After School Care:
YMCA: (319) 366-6421 ext. 102

(LM!)

Indian Creek Elementary
(Grades K-4)
2900 Indian Creek Road, Marion
Phone: (319) 447-3270
Attendance Phone: (319) 447-3272
Class hours: 8:30 a.m. – 3:15 p.m.
Principal: Kelly Kretschmar
kkretschmar@linnmar.k12.ia.us
Facilitator: Courtney Skoneczka
courtney.skoneczka@linnmar.k12.ia.us
Secretary: Pam Harder
pharder@linnmar.k12.ia.us
Counselor: Laura James
laura.james@linnmar.k12.ia.us
Counselor Secretary: Kitty Strauser
kstrauser@linnmar.k12.ia.us
Student Assistance Specialist:
Jacob Young
jacob.young@linnmar.k12.ia.us
Nurse: Marilyn Calcara
mcalcara@linnmar.k12.ia.us
PTO Chair: Claire Whitaker-Smith
Volunteer Coordinators:
Amanda DeSalvo and Carrie Hay
hvolunteers@linnmar.k12.ia.us
Before/After School Care:
Hand in Hand: (319) 373-3630
Buildings & Facilities.

**Linn Grove Elementary**

(Grades PK-4)
2301 50th Street, Marion
Phone: (319) 730-3500
Attendance Phone (319) 730-3501
Class hours 8:30 a.m. - 3:15 p.m.

Principal: Lori Manley
lmanley@linnmar.k12.ia.us

Facilitator:
Tristan Evans
tevans@linnmar.k12.ia.us

Secretary: Holly Swanson
hswanson@linnmar.k12.ia.us

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

Counselor Secretary: Colleen Kane
ckane@linnmar.k12.ia.us

Student Assistance Specialist:
Jacob Young
jacob.young@linnmar.k12.ia.us

Nurse: Marilyn Calcara
mcalcara@linnmar.k12.ia.us

PTO Chair: To be determined at time of printing

Volunteer Coordinator:
Jennie Wildman
lgvolunteers@linnmar.k12.ia.us

Before/After School Care:
Hand in Hand: (319) 377-5686

**Novak Elementary**

(Grades K-4)
401 29th Avenue, Marion
Phone: (319) 447-3300
Attendance Phone (319) 447-3345
Class hours 8:30 a.m. - 3:15 p.m.

Principal: Carol O’Donnell
codonnell@linnmar.k12.ia.us

Facilitator:
Ryan Phillips
rphillips@linnmar.k12.ia.us

Secretary: Tricia Peddicord
tpeddicord@linnmar.k12.ia.us

Counselor: Cristina Southwood
csouthwood@linnmar.k12.ia.us

Counselor Secretary: Carla Ness
cness@linnmar.k12.ia.us

Student Assistance Specialist:
Stacia Walker
swalker@linnmar.k12.ia.us

Nurse: Anna Strand
astrand@linnmar.k12.ia.us

PTO Chair: Stacey Blazek

Volunteer Coordinator:
Jaime Weldon
jewvolunteers@linnmar.k12.ia.us

Before/After School Care:
Hand in Hand: (319) 377-5686

**Westfield Elementary**

(Grades K-4)
901 East Main Street NE, Robins
Phone: (319) 447-3350
Attendance Phone: (319) 447-3356
Class hours 8:30 a.m. - 3:15 p.m.

Principal: Ed Rogers
erogers@linnmar.k12.ia.us

Facilitator:
Jess Fitzpatrick
jessica.fitzpatrick@linnmar.k12.ia.us

Secretary: Jill Pistulka
jpistulka@linnmar.k12.ia.us

Counselor: Kasi Shanahan
kshanahan@linnmar.k12.ia.us

Counselor Secretary: Micah Kremer
mkremer@linnmar.k12.ia.us

Student Assistance Specialist:
Jacob Young
jacob.young@linnmar.k12.ia.us

Nurse: Anna Strand
astrand@linnmar.k12.ia.us

PTO Chair: Tabitha Lightfoot

Volunteer Coordinators:
Bird Gengler & Morgan Yarker
wfvolunteers@linnmar.k12.ia.us

Before/After School Care:
Hand in Hand: (319) 377-5686
Buildings & Facilities.

(Linn-Mar Wilkins Elementary)
(Grades K-4)
2127 27th Street, Marion
Phone: (319) 447-3380
Attendance Phone: (319) 447-3382
Class hours 8:30 a.m. - 3:15 p.m.

Principal: Amanda Potter
amanda.potter@linnmar.k12.ia.us
Facilitator: Lisa Silver
lsilver@linnmar.k12.ia.us
Secretary: Vicky Faulkner
vfaulkner@linnmar.k12.ia.us
Counselor: Nick Mohwinkle
nmohwinkle@linnmar.k12.ia.us
Counselor Secretary: Jackie Butz
jbutz@linnmar.k12.ia.us
Student Assistance Specialist:
Tamara DeVries
tamera.devries@linnmar.k12.ia.us
Nurse: Marilyn Calcara
mcalca@linnmar.k12.ia.us
PTO Chairs: Jennie Telisak and
Christina Mullins
wilkineselementarypto@yahoo.com
Volunteer Coordinator: Amber Bergland
wvolunteers@linnmar.k12.ia.us
Before/After School Care:
Hand in Hand: (319) 377-5686

(Linn-Mar Boulder Peak Intermediate)
(Grades 5-6)
3920 35th Avenue, Marion
Phone: (319) 200-1600
Attendance Phone: (319) 200-1601
Class Hours: 7:30 a.m. - 2:35 p.m.

Principal: Dan Ludwig
Add: dludwig@linnmar.k12.ia.us
Associate Principal: Duane Orr
Add: dorr@linnmar.k12.ia.us
Facilitator: Lisa Silver
lsilver@linnmar.k12.ia.us
Secretary: Theresa Morgan
Add: theresa.morgan@linnmar.k12.ia.us
Counselor: Margaret Buonadonna
mbuonadonna@linnmar.k12.ia.us
Counselor Secretary: Alexandra Earles
alex.earles@linnmar.k12.ia.us
Student Assistance Specialist:
Tera Cooling
tera.cooling@linnmar.k12.ia.us
Nurse: Cami Martin
cmartin@linnmar.k12.ia.us
PTO Chairs: Position not filled at
time of printing.
wilkineselementarypto@yahoo.com
Volunteer Coordinators: Angela &
Shawn Burke
wvolunteers@linnmar.k12.ia.us
Before/After School Care:
Hand in Hand: (319) 377-5686

(Linn-Mar Hazel Point Intermediate)
(Grades 5-6)
453 Echo Hill Road, Marion
Phone: (319) 200-1700
Attendance Phone: (319) 200-1701
Class hours 7:50 a.m. - 2:35 p.m

Principal: Chad Buchholz
cbuchholz@linnmar.k12.ia.us
Associate Principal: Sara Hovden
shovden@linnmar.k12.ia.us
Facilitator: Lisa Silver
lsilver@linnmar.k12.ia.us
Secretary: Amanda Maher
amanda.maher@linnmar.k12.ia.us
Counselor: Jacqueline Adair
jacqueline.adair@linnmar.k12.ia.us
Counselor Secretary: Mic Evans
mic.evans@linnmar.k12.ia.us
Student Assistance Specialist:
Tera Cooling
tera.cooling@linnmar.k12.ia.us
Nurse: K’Dean Dunnwald
kdunnwald@linnmar.k12.ia.us
PTO Chairs: Position not filled at
time of printing.
wilkineselementarypto@yahoo.com
Volunteer Coordinator: Sara Hora
wvolunteers@linnmar.k12.ia.us
Before/After School Care:
Hand in Hand: (319) 377-5686
Buildings & Facilities.

(Grades 7-8)
3555 North Tenth Street, Marion
Phone: (319) 447-3130
Attendance Phone: (319) 447-3132
Class hours: 7:50 a.m. - 2:35 p.m.

Principal: John L. Christian
jchristian@linnmar.k12.ia.us

Associate Principal: Steven Starkey
sstarkey@linnmar.k12.ia.us

Secretary: Karen Mohwinkle
karen.mohwinkle@linnmar.k12.ia.us

Attendance Secretary: Denise Sevcik
dsevcik@linnmar.k12.ia.us

Counselors:
Erin Gorman
egorman@linnmar.k12.ia.us
Lindsey Starmer
lstarmer@linnmar.k12.ia.us

Counselor Secretary: Sheryl Fee
sfee@linnmar.k12.ia.us

Student Assistance Specialist:
Mike Shipley
mshipley@linnmar.k12.ia.us

Nurse: Cami Martin
cmartin@linnmar.k12.ia.us

Athletic/Activities Director: Kim Sleezer
ksleezer@linnmar.k12.ia.us

Volunteer Coordinator: Kerry Smith
exvolunteers@linnmar.k12.ia.us

(Grades 7-8)
4901 Alburnett Road, Marion
Phone: (319) 447-3410
Attendance Office: (319) 447-3413
Class hours: 7:50 a.m. - 2:35 p.m.

Principal: Travis Axeen
taxeen@linnmar.k12.ia.us

Associate Principal: Janelle Miller
jmiller@linnmar.k12.ia.us

Secretary: Christine Holtan
choltan@linnmar.k12.ia.us

Attendance Secretary: Mandy Merritt

Counselors:
Victoria Wanda
vwanda@linnmar.k12.ia.us
Kimberly Woods
kwoods@linnmar.k12.ia.us

Counselor Secretary: Maria Taylor
mtaylor@linnmar.k12.ia.us

Student Assistance Specialist:
Kristin Cannon
kristin.cannon@linnmar.k12.ia.us

Nurse: K’Dean Dunnwald
kdunnwald@linnmar.k12.ia.us

Athletic/Activities Director: Jay Lehman
jlehman@linnmar.k12.ia.us

Volunteer Coordinator: Position not filled at time of printing.

(Grades 7 - 12)
3111 North Tenth Street, Marion
Phone: (319) 447-3040
Class hours: 9:00 a.m. - 4:00 p.m. Early Bird: 7:50 - 8:35 a.m.

Principal: Jeffrey M. Gustason, Ph. D.
jgustason@linnmar.k12.ia.us

Secretary
Barb Benton
bbenton@linnmar.k12.ia.us

Cashier/Bookkeeper
Joyce Dayton

9th-10th Office
Associate Principal: Kimberly Buelt
kbuelt@linnmar.k12.ia.us

Student Dean: Abbie Parker
abbbie.parker@linnmar.k12.ia.us

Counselors
Victoria Wanda
vwanda@linnmar.k12.ia.us
Kimberly Woods
kwoods@linnmar.k12.ia.us

Counselor Secretary: Maria Taylor
mtaylor@linnmar.k12.ia.us

Student Assistance Specialist:
Kristin Cannon
kristin.cannon@linnmar.k12.ia.us

Nurse: Cami Martin
cmartin@linnmar.k12.ia.us

Athletic/Activities Director: Kim Sleezer
ksleezer@linnmar.k12.ia.us

Volunteer Coordinator: Kerry Smith
exvolunteers@linnmar.k12.ia.us

Nurse: Sheryl Cline
scline@linnmar.k12.ia.us

Student Assistance Specialist:
Kristin Cannon
kristin.cannon@linnmar.k12.ia.us

Athletic/Activities Director: Jay Lehman
jlehman@linnmar.k12.ia.us

Volunteer Coordinator: Position not filled at time of printing.
Buildings & Facilities.

11th-12th Office
Associate Principal: Joe Nuetert
jnietert@linnmar.k12.ia.us

Student Dean: Chris Robertson
crobertson@linnmar.k12.ia.us

Counselors
David Kennedy (last names A-G)
dkennedy@linnmar.k12.ia.us

Jennifer Thurston (last names H-N)
jthurston@linnmark12.ia.us

Elizabeth Kreher (last names O-Z)
ekreher@linnmar.k12.ia.us

Secretaries
Honey Sue Heater
hheater@linnmar.k12.ia.us

Amy Sturenfeldt
asturenfeldt@linnmar.k12.ia.us

Student Assistance Office
Student Assistance Counselors
Kevin McCauley
kmccauley@linnmar.k12.ia.us

Jessica Deahl
jdeahl@linnmar.k12.ia.us

Janessa Carr
Janessa.Carr@linnmar.k12.ia.us

Volunteer Coordinator
Kristen Beech
hsvolunteers@linnmar.k12.ia.us

Health Office
Nancy Kleitsch, Nurse
nkleitsch@linnmar.k12.ia.us

Nurse: Abbi Riniker
abbi.riniker@linnmar.k12.ia.us

College & Career Center
School Counselors
Sheryl Cline
scline@linnmar.k12.ia.us

Elizabeth Kreher
ekreher@linnmar.k12.ia.us

Secretary/Registrar: Jackie Little
jackie.little@linnmar.k12.ia.us

The ROAR Store
Corey Brinkmeyer
cbrinkmeyer@linnmar.k12.ia.us

LRC High School Classrooms/Compass (Alternative High School Program) Office
2999 N 10th Street, Marion
Phone: (319) 730-3620
Fax: (319) 730-3622
Class hours: 9:00 a.m. - 4:00 p.m.

Associate Principal: Steve Goodall
steven.goodall@linnmar.k12.ia.us

Tony Nicol (Academic Success)
tony.nicol@linnmar.k12.ia.us

Danielle Patterson (Academic Success)
dpatterson@linnmar.k12.ia.us

Secretary: Brenda Saville
bsaville@linnmar.k12.ia.us

Athletic Office
Athletic Director: David Brown
dbrown@linnmar.k12.ia.us

Associate Athletic Director: Tonya Moe
tmoe@linnmar.k12.ia.us

Secretary: Melaine Kelley
melaine.kelley@linnmar.k12.ia.us

Success Center
7085 C Ave. NE, Units A5 & A6
Cedar Rapids
Phone: (319) 373-4847
Megan Burke-Brunscheen
Associate Director of Student Services
megan.brunscheen@linnmar.k12.ia.us

Aquatic Center
3457 North Tenth Street, Marion
Phone: (319) 892-4800
Bobby Kelley
Manager
bkelley@linnmar.k12.ia.us

Iowa BIG
5313 North Park Place, NE, Cedar Rapids
Phone: (319) 899-3115
Bob Read
Director of Innovations
bread@linnmar.k12.ia.us

Linn-Mar Community School District offices, COMPASS, Atlas, and the Home School Assistance Program are located at the LRC.

Learning Resource Center (LRC)
2999 10th Street, Marion
Phone: (319) 447-3000
Fax: (319) 377-9252

Home School Assistance Program
Phone: (319) 447-3236
Mark Hutcheson
Director of High School Teaching and Learning
mhutcheson@linnmar.k12.ia.us
### District Departments.

#### Superintendent’s Office
Shannon Bisgard  
Superintendent  
(319) 447-3001

Gayla Burgess  
Assistant  
(319) 447-3002

- Board Policies
- Room Reservations (LRC)

#### Human Resources/PR
Karla Christian, PHR  
Chief HR Officer/Exec. Dir. of Public Relations  
(319) 447-3036

Phil Miller  
HR Manager  
(319) 447-3116

Heather Jordan  
HR Generalist  
(319) 447-3004

Cathy Gauger  
HR Generalist  
(319) 447-3011

Casey Fasselius  
Assistant  
(319) 447-3009

- Employment/Talent
- Equity
- Harassment
- Employee Well-being and Safety

#### Communications/Media
Kevin Fry  
Coordinator  
(319) 730-3530

Caitlin Wiedenheft  
Social Media/Communications Assistant  
(319) 447-3005

Sarah Offerman, Assistant,  
(319) 447-3145

- Student Directory Requests
- Public Records Requests

#### Community Relations
Karla Terry  
Coordinator  
(319) 447-3110

- Parent University
- Volunteers
- Facility Use/Rental
- Fundraising Requests
- Overnight Trip Requests

#### Technology Services
Jeri Ramos  
Executive Director  
(319) 447-3066

Sandy Clabough  
Accounts Payable  
(319) 447-3010

Tracy Ramos  
Accounts Receivable  
(319) 730-3541

Jennifer Mitton  
Payroll Technician  
(319) 447-3146

Michelle Riherd  
Payroll Technician  
(319) 730-3673

#### Student Services
Leisa Breitfelder  
Executive Director  
(319) 447-3003

Karen Wilson  
Assistant  
(319) 447-3019

- American Disabilities Act
- Day Care
- English Language Learners
- Foster Care
- Health Services
- Homeless Services
- Olweus
- PBIS
- Safe Drug Free Schools
- School Counselors
- Special Education

Kristi Hicks  
Associate Director of Student Services  
(319) 730-3663

Megan Burke-Brunscheen  
Associate Director of Student Services  
(319) 447-3359

Michaela O’Connell  
Director of Early Childhood Education  
(319) 730-3627

Kelly Trier  
Autism Consultant  
(319) 730-3529

Cathy Muller  
Behavior Consultant  
(319) 730-3547

#### Instructional Services
Nathan Wear  
Associate Superintendent/Chief Academic Officer  
(319) 447-3028

Terri Mohler  
Assistant  
(319) 447-3014

- Attendance Exception Requests
- Boundary Information
- Home School
- Open Enrollment

Karla Ries  
Director of Elementary Teaching and Learning  
(319) 447-3013

Erica Rausch  
Director of Middle School Teaching and Learning  
(319) 447-3548

Mark Hutcheson  
Director of High School Teaching and Learning  
(319) 447-3236

Bob Read  
Director of Innovations  
(319) 447-3016

TBD  
Assistant  
(319) 447-3015

#### Athletics Office (High School)
Bob Read  
Program Coordinator  
(319) 447-3016

#### LRC Reception Desk
Sarah Offerman  
(319) 730-3682
Community Connections.

Booster Club
The Linn-Mar Booster Club provides financial support for the Linn-Mar Community School District by supporting concession stands, extracurricular photo packages, and football programs.

If you would like to become a member of the Booster Club, make a monetary donation or become a concession worker, call (319) 447-3044 or visit us online at www.linmarboosterclub.org

Communications
Linn-Mar Community School District is committed to building connections through open communication with our community. We want you to know about the unique student achievements in our schools. Our goal is to increase awareness, understanding, involvement and support for the district. Linn-Mar strives to involve our community in district programs and activities with timely, two-way communication through a variety of channels, including our district website, social media pages, events and proactive media relations.

Please communicate with us! Let us know what is happening in your student’s school or classroom so that we can share it with the rest of our community. Linn-Mar invites you to submit story ideas and photos to the Communications Office.

Send story ideas and pictures to info@linnmar.k12.ia.us

The Communications Office also acts as a liaison for several other areas that involve our community:

**Annual Report to the Community**
Each year the district publishes an annual report for the prior school year. This report details, among other things, annual improvement in terms of Iowa Assessments and ACT scores. The report is primarily presented on the District website, but printed copies are available for review at the school buildings and the District office, upon request.

**Flyers and the Virtual Backpack**
Linn-Mar communication flyers will still come home with your student. However, the district has moved to a Virtual Backpack system for community brochures and flyers. The Board of Education at Linn-Mar has developed guidelines for external materials. All brochures and flyers must be evaluated and approved prior to posting to the Virtual Backpack on the district website. Learn more by visiting www.linnmar.k12.ia.us/backpack

**Freedom of Information Act Requests**
Linn-Mar Community School District is committed to openness and transparency, and follows the provisions of both federal law and the Code of Iowa in making records available to the public.

The release of student directory information is exclusive and may not be shared. Student directory information changes daily and is intended for ONE TIME USE only. Additional student directory information requests must be made to use information multiple times. There are nominal clerical and supply costs associated with these requests. Please allow two (2) weeks for fulfillment of all requests.

Requests to review public records or receive copies of district information should be made to Kevin Fry via email at kfry@linnmar.k12.ia.us. See Board Policy 1001.8 Public Examination of Public Records at policy.linnmar.k12.ia.us for more information.

**Paver Sale**
Leave your legacy at Linn-Mar! Personalized pavers for sale to be installed at the Stadium and Aquatic Center! Pavers can be ordered any time during the school year. Contact us at info@linnmar.k12.ia.us for more information.

continued >>
Community Connections.

The Linn-Mar Brand
The Communications Office is responsible for the use of the district logos, mascot, images and promotional materials. For licensing information, please contact the Business Office, 319-447-3018.

The Linn-Mar Logo
©Linn-Mar Community School District. The lion mascot logo and the LM logos are trademarks owned by Linn-Mar Community School District. These logos are also copyrighted by Linn-Mar Community School District. All rights reserved.

The district’s Graphic Standards Manual can be found at www.linnmar.k12.ia.us

The Linn-Mar Mascot
How can I use King?
King should be used as an extension of the Linn-Mar logo (like the Geico gecko). Mascots are used to build relationships with people and get them to root for Linn-Mar. In the case of King, he is “friendly and fun” and is meant to help people feel good about Linn-Mar.

To request use of King, please contact Kevin Fry, Communications Coordinator at kfry@linnmar.k12.ia.us or call (319)-730-3530.

Linn-Mar School Foundation
The Linn-Mar School Foundation strengthens our community by partnering with businesses and individuals to raise, steward, and distribute funds; thereby enhancing educational excellence for present and future Linn-Mar students.

The Linn-Mar School Foundation is a 501(c)3 non-profit organization established in 1985 to support the educational activities of the Linn-Mar School District. Gifts to the Foundation are tax deductible to the full extent of the law, and qualify for matching contributions for employees of participating companies.

Gifts may be made to general, endowed, and designated funds for educational programs and classroom projects throughout the district.

There are a number of simple ways to help support the Linn-Mar Foundation and Linn-Mar students and staff.

• Make a tax-deductible contribution to Smart Money, The Annual Fund for Linn-Mar
• Show Your Linn-Mar pride by making a gift to our One Day of Giving campaign
• Join us at the Mane Event auction at the CR Marriott each spring
• Enjoy Dine Out for Our Schools in September and April each year
• Golf or sponsor the Lion Open Golf Classic each June
• Volunteer on a committee or the Board of Directors
• Match your gift to the Foundation through your employer
• Scholarships and Memorial Funds
• Designate the Foundation for your employee volunteer hours and service award programs
• Endowment and Planned Giving

For more information and to get involved, contact Shelley Woods, Executive Director, at (319) 730-3638 or visit www.linnmarfoundation.org

Use of Student Photographs, Videos, and Likenesses
Photographs, videos, and/or likenesses may be released without written consent unless qualified objectors comply with the following procedure. If any parent or guardian objects to the use of their student’s photographs, videos, or likeness, they should contact their building principal in writing by September 15th, of each school year (or within two weeks of the student’s enrollment, should it occur after this date).

FOLLOW US ONLINE!

“Like” Linn-Mar CSD on Facebook! Follow “@LinnMarNews” on Twitter!
Check out “linnmarnews” on Instagram! Watch LMTV on YouTube!

Or visit www.linnmar.k12.ia.us!
Community Connections.

Volunteer Program

The Linn-Mar Volunteer Program has a long tradition of putting the “community” into Linn-Mar Community Schools. With 1826 active members, our volunteers enrich and support the education of our students. Last school year, 22,871 hours were given in support of our students. Our team encourages young readers and assists students with technology or in the classroom. Helping with opportunities that extend beyond the school walls, volunteers expand student learning on field trips and with special culminating events. Volunteers also meet monthly in our elementary schools to prepare learning materials for students while allowing our teachers to spend more time with students. They can work from home on projects as well. Volunteer Orientation is being held online by appointment. Please plan to schedule an appointment if you would like to volunteer in our schools. Contact Karla Terry by email at kterry@linnmar.k12.ia.us or call 447-3110, to begin the process of becoming an active Linn-Mar volunteer.

Parent Opportunities

Parent Teacher Organizations

Each Linn-Mar elementary building has a PTO which serves as a conduit between parents and their school. The PTOs promote a positive school environment. There are many fun and unique ways the PTOs support their schools, including fundraising efforts. If you are interested in joining the PTO, contact your school’s main office.

Parent University

Parent University is an opportunity for our school community to explore current parenting hot topics guided by a resident expert. Sessions are typically offered in the evenings at 6:30 p.m. in the Learning Resource Center, 2999 North Tenth Street, Marion; approximately three times per year. Contact Karla Terry about upcoming Parent University meetings at kterry@linnmar.k12.ia.us

Silver Cords Student Volunteer Program

Teaching our students the value of giving back to their community is important. One way that we encourage students to give back is through volunteering. The Silver Cords Program recognizes our graduating students who have volunteered at least 160 hours of service for the Linn-Mar Community School District during their four years at LMHS. Recipients of this honor receive a silver cord to be worn during the graduation ceremony.

Students interested in participating in the Silver Cords Program should contact the high school at (319) 447-3040.
District Accounting.

Past Due Funds and Non Sufficient Funds Notice.

Linn-Mar Community School District has contracted with eTech Transaction Solution, Inc. to facilitate the District with a collection recovery plan. Items 90 days past due will be turned over to eTech Transaction Solution, Inc., to facilitate the district with a collection recovery plan. Checks returned due to nonsufficient funds will be re-presented electronically and charged a collection fee at the maximum allowed by the state. If you have any questions regarding this procedure, please call the district office at (319) 447-3541.

Students may be assessed fines, charges, and/or fees for the materials needed in a course, for overdue school materials, for additional supplies/items required for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others, for fines charges, and/or fees, annually. Legal custodians or students who complete the official free and reduced application and meet the specific financial eligibility standards as set by the Department of Education, Bureau of Food & Nutrition, or by direct certification from the department of Human Services through Project Easier, shall automatically be granted a full or partial fee waiver depending on their qualification. Legal custodians or students who do not participate in the free and reduced meal program may qualify for a full, partial, or temporary waiver by completing the Standard Fee Waiver application. Forms can be found at the back of this handbook.

2020-21 Student Fee Schedule

<table>
<thead>
<tr>
<th>STUDENT FEES</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook/Supply Fee</td>
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<tr>
<td>AA-4</td>
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<td>5-8</td>
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<td>5-8 Reduced</td>
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<td>Kirkwood Class Drop Fee</td>
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<td>High School</td>
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<td>$2.10</td>
</tr>
<tr>
<td>Adult (All Sports)</td>
<td>$1.00 or GWD</td>
<td>$1.00 or GWD</td>
</tr>
</tbody>
</table>

Student Fee Summary

The Linn-Mar Community School District offers patrons a safe, secure, and reliable way to make payments online.

Total Access is our online payment system. A link to this website may be found on the district homepage or the Nutrition Services webpage. Service fees are not charged for essential items such as lunch and instructional fees. Other optional products may be offered for online purchase, but will have a small convenience charge added.

Please contact the Business Office if you have questions or problems logging into the system (319)447-3541.
Health Services.

The health offices in each school are staffed by a registered nurse and trained health associate.

**Dental Screenings**

Iowa law requires that any student who is entering kindergarten or ninth grade provide the school with proof of a dental check-up received within the last year. The goal of this legislation is for each student to receive the benefit of early and regular dental care including prevention. Not only will this ensure that children are ready to learn, but it is also an opportunity to provide outreach for those families with no payment source for dental care. Please take the Certificate of Dental Screening form (found on the Health Services Page of the Linn-Mar website) to your dentist to sign and return it to the health office at your building.

**Hearing Screenings**

Grant Wood Area Education Agency (GWAEA) screens all students in Early Childhood Blended Program (ECBP), kindergarten, grades 1, 2, and 5. All students in the Early Learning Program with IEP’s will be screened. Students in grades 3, 4, intermediate, middle, or high school, who are new to the school without a documented hearing test, as well as some students with a history of known hearing loss will also be tested. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing their child’s hearing be tested, should notify the health office in writing at the beginning of the school year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

**Vision Screenings**

Iowa law requires that any student who is entering kindergarten or third grade have a vision screening. In order to be valid, the screening must be performed no earlier than one year prior to the date of enrollment and no later than six months after the date of the child’s enrollment into both kindergarten and third grade. The vision screen may be conducted by a physician, optometrist, advanced nurse practitioner, physician assistant, local public health department, public or accredited nonpublic school, community based organization, free clinic, or child care center. An online screening may be conducted by the child’s parent or guardian. The Certificate of Vision Screening form is included in this handbook in the “Forms” section. Students within our Early Childhood programs will participate in Iowa Kidsight Vision Screening Program. More information about this program and consent forms can be found at www.medicine.uiowa.edu/KidSight/.

**Emergency Contacts**

Should an accident occur or your child becomes ill, the student’s parent/guardian will be notified at once. A student is never sent home unless arrangements are made with authorized persons as identified as an emergency contact. During eRegistration, you will be asked to supply the phone numbers of emergency contacts 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 contact. If an emergency exists and no one can be reached, school personnel will contact the hospital or doctor indicated on the student’s emergency records. If at any time during the school year your emergency contact information changes, please notify the school immediately and update the information in PowerSchool, so records may be kept current.

**Head Lice Management**

In accordance with the State of Iowa and Linn County Department of Health, the Linn-Mar Community School District has implemented a community plan that supports families by emphasizing prevention, early detection, and education in the management of head lice.

Family involvement is very important in preventing head lice outbreaks and families must actively participate at home in the treatment and control of head lice. Our goal is to support families and keep students in school. Students with evidence of head lice will not be excluded from school. Treatment is recommended before returning to school. For more information visit: www.idph.iowa.gov or www.cdc.gov/lice/head.

**Iowa’s Healthy Kids Act**

The Healthy Kids Act:

- Requires school districts to ensure every student in grades K-5 has 30 minutes per day of physical activity and every student in grades 6-12 has 120 minutes per week of physical activity.
- Requires every student to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of grade 12.

**Healthy Kids Initiative**

Linn-Mar is committed to promoting the health and well-being of our students. Procedures will provide students with healthier lifestyle choices regarding birthday celebrations in the classroom. Student birthdays may be celebrated at school, however, students will be encouraged to no longer bring food or beverages to share with classmates. Instead, birthdays can be celebrated with non-food options. Please contact your child’s school with any questions.

**Immunizations**

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health Certificate of Immunization Provisional Certificate or a valid certificate of religious or medical exemption. As your child receives boosters, please submit an updated immunization record to the health office. If he/she is not properly immunized, you will be notified of what steps to take to ensure that your child may remain in school.

The Iowa Department of Public Health has recently added the following immunization requirements:

- All students enrolling in 7th grade.
Health Services.

must meet the following guideline PRIOR to the first day of school: 1 dose of meningococcal vaccine and 1 dose of Tdap vaccine (Tetanus, Diphtheria, and Pertussis). Per Iowa Immunization Law, your student will not be able to attend school until proof of this vaccination is provided to the Linn-Mar health office.

All students enrolling in 12th grade must meet the following guideline PRIOR to the first day of school: 2 doses of meningococcal vaccines (if born after September 15, 1999); with 1 dose received when students are 16 years of age or older.

Your child will not be able to attend classes until the vaccination is received. This immunization is available at your physician’s office, select local pharmacies or the Linn County public health department at (319) 892-6000. Parents can provide proof of immunization via mail, fax, email, or by dropping off records to the student’s health office. For more information regarding this new school immunization requirement, visit the Linn County Public Health Department website http://www.linnmar.k12.ia.us.

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 in the last 24 hours without fever reduction medication
• Coughs almost constantly or complains of difficulty breathing
• Shows symptoms or has been exposed to contagious diseases

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

Medication in School
The board is committed to the inclusion of all students in the education program and recognizes that some students may be required to take medication during the school day. Medication will not be administered without written, signed, and dated authorization from the parent/legal guardian requesting medication administration. The medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, the time of the day in which it is to be given, the dosage, and the duration given. A written record of the administration of medication procedure must be kept for each student receiving medication including the date; student’s name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature, and title of the person administering the medication; the time and method of administration; and any unusual circumstances or omissions. Natural remedies and supplements, including essential oils and CBD, if needed, must be administered at home not in the school setting. Administration of medication records shall be kept confidential. Protocols for administration of emergency medication shall be posted. When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student’s parent/legal guardian. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written, signed, and dated statement by the student’s parent/legal guardian shall be on file requesting co-administration of medication when competence has been demonstrated.

Students in grades 7-12, with written, signed, and dated authorization from the parent/legal guardian, may bring over-the-counter, non-prescription medications to the health office for administration. Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse’s discretion. Frequent dosing may require a physician’s order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by a parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable form or different than the standard dose the district supplies.

By law, students with asthma or other airway-constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written, signed, and dated approval of the student’s parent/legal guardian and prescribing licensed health care professional regardless of competency. Persons administering medication shall include authorized practitioners such as licensed, registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication, such as the school nurse or in the nurse’s absence the person who has successfully completed an administration of medication course reviewed by State Department of Health. Medication shall be stored in a secured area unless an alternate provision is documented. In accordance with Iowa law (Code 280.16) and amended by Senate File 462 (SF 462), a student with asthma or other airway-constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may possess the student’s medication while in school and at school-sponsored activities. If the student abuses the self-administration policy, the permission to self-administer may be withdrawn. The school district and its employees acting reasonably and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records. The superintendent [or designee] shall be responsible in conjunction with the school nurse to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students.

Each student shall be provided with the requirements for administration of medication at school. Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medication needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Physical Examinations
• Grades PK-6: Physical examination is recommended.
• 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 and on pages 36-37 of this handbook.
Instructional Services.

Enrollment

Enrollment Requirements

Children in the school district will be allowed to enroll in the district’s regular education program at age five. The child must be age five on or prior to September 15th to participate in the district’s kindergarten program. The child must be age six on or before September 15th to begin the first grade of the education program.

The board requires evidence of age and residency in the form of a birth certificate, or other evidence, before the student may enroll in the district’s education program.

Parents of students enrolling for the first time must show two proofs 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.)

Prior to enrollment, the parent must provide the health office with their child’s health and immunization certificate.

Open Enrollment

Iowa law allows parents/guardians to enroll their child in a public school district other than their district of residence by completing an Open Enrollment application.

For those enrolling their child(ren) in a non-public school, transportation reimbursements are available.

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, 2021.
- The deadline for students entering kindergarten is September 1, 2020.

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.

How do I apply?

You 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.

When do I apply?

Forms must be filed with the resident district by March 1st of the school year prior to the school year for which open enrollment is requested.

For example, an application must be filed by March 1, 2021, 1st through 12th grades in order to be approved for the 2020-21 school year. For kindergarten students, the deadline is September 1, 2021. Students may qualify for “good cause”, such as a change in the state in which the family residence is located.

Does an application need to be filed for each child?

Yes.

Do I need to file a new application each year?

No. Once an open enrollment application is approved, your child may continue in the receiving district until they graduate or you move from the school district.
your resident district.

**Can I choose which school my child will attend?**
Accepted open enrollment students will be placed in buildings in which space is available in their grade level. Every effort is made to place students in their school of choice and with their siblings.

**Is there any cost involved?**
Your resident school district will be responsible for paying the cost of tuition each year for your child to attend school in the receiving school district. However, all miscellaneous registration fees for participation in the educational programs will be your responsibility.

**Can my request be denied?**
A request will be denied if filing deadlines are not met, if the resident district has a desegregation plan that would be adversely affected, if there is not classroom space for the student, or if the student is under suspension or expulsion from his/her current school district.

**Do we need to open enroll if we move out of the district and want to remain in the same school district?**
Yes. You must file for open enrollment when moving to a different district. Applications must be received within a reasonable length of time.

**What if we move to another district after we file for open enrollment and want to continue to attend in the current district?**
Simply send written notification to the new district, the resident district and the current district that you wish to transfer your open enrollment to the new district. This applies to a move within Iowa only. Out of state residents are not eligible for open enrollment and would need to pay tuition to continue.

**Can an 11th or 12th grade student complete their education at the resident district if their family moves to another district?**
Yes. See Iowa Code 257.6(d). 11th and 12th grade nonresident students who were residents of the district during the preceding school year may be enrolled in that district until they graduate. An open enrollment application is not required.

**Will the district provide transportation for my child?**
Parents/guardians of open enrolled students whose income falls below 160 percent of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

**Does open enrollment affect athletic eligibility?**
Students in grades 10-12 who transfer school districts through open enrollment have a 90 day waiting period to participate in athletic competition, although they may practice with the team during this time.

**Attendance Exception Requests**
Parents/guardians of Linn-Mar resident students wishing to attend a Linn-Mar school outside their assigned attendance center area must submit their annual request for an Attendance Exception Request using the available form under the district tab -- Attendance Exception Requests on the district homepage. Requests will be evaluated after an assessment of classroom space is made. Requests are NOT guaranteed from year-to-year. Interested parents should be aware that transportation is NOT available to students receiving approval for an Attendance Exception Request.

### Early Childhood

**Early Childhood Blended Program (ECBP)**
Children who may benefit from an additional year of learning prior to entering kindergarten may be offered all day programming through our Early Childhood Blended Program. The goal of the Early Childhood Blended Program is to provide students foundational skills to ensure kindergarten readiness. ECBP blends the philosophy of early childhood education and elementary education to further develop student skills with a focus on academic areas, as well as fine motor, social, and emotional growth. ECBP is located at Novak Elementary.

Enrollment in the ECBP program will be determined through a formal screening process and data collected to help identify a student’s strengths and areas of focus. A year of ECBP is typically followed by a year of kindergarten. A student attending ECBP would be considered as being retained in Kindergarten. Parents should also plan to complete the Linn-Mar Kindergarten Information Sheet and attend the Kindergarten Information Night at the residing school, generally held in January or February. If you have questions, please contact Michaela O’Connell at (319) 730-3627.

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**continued >>**
Little Lions Preschool

Little Lions Preschool is offered as a half day program for four year olds using Creative Curriculum, which is a developmentally appropriate, play-based curriculum, incorporating literacy, math, cognitive growth, as well as fine and gross motor, social, and emotional development. Teachers and parents are viewed as partners in children’s learning and collaborate to create a climate of respect, success and joy necessary for lifelong learning.

The following Linn-Mar elementary schools host Little Lions: Bowman Woods, Echo Hill, Linn Grove, and Wilkins. Transportation to/from any location is the parent/guardian’s responsibility. For more information, please refer to www.tinyurl.com/earlychildhoodLM or call the Early Childhood Office at (319) 730-3627.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained, or used by the school district in providing educational services.

Accommodations

Curricular, co-curricular, or extra-curricular assignments/activities that make students feel excluded or identified with a religion not their own shall be avoided, whenever possible.

The Linn-Mar Community School District shall accommodate requests from parents or students to be excused for religious reasons from curricular, co-curricular, or extra-curricular activities without penalty. When students are excused for religious reasons from curricular activities, teachers shall make available a comparable educational experience.

Anti-Bullying/Anti-Harassment Policies

(See Board Policy 103.1, 403.13 and 403.14 on page 31.)

Educational Equity

(see Board Policy 104.1 on page 32)

Grievance Procedure

Level 1 – Students, parents of students, employees, and applicants for employment with a complaint are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, personnel contact, or person directly involved.

Level 2 - If the complaint is not resolved at Level 1 and the complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district’s Equity Coordinators. The filing of the formal, written complaint must be within 15 working days from the date of the event.

Level 3 - 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.

Level 4 – 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.

Equity Coordinators

Mrs. Karla Christian,
Chief Officer of Human Resources
319-447-3036
Office Address: 2999 North Tenth Street, Marion, IA 52302

Mr. Nathan Wear,
Associate Superintendent/Chief Academic Officer
319-447-3028
Address: 2999 N 10th Street, Marion, IA 52302

If parents/guardians, employees, volunteers, or students do not feel that their complaints regarding Title IX, Title VI, or Section 504 have been met at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights-Chicago Office, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604
Health Curriculum Options
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.

Alternative Concurrent Enrollment Options
(Board Policy 602.18)
Students in high school may receive credits that count towards graduation requirements at community colleges, private colleges, or state universities. The following factors shall be considered in the board’s determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- The course is taken from a public or accredited private post-secondary educational institution.
- A comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district.
- The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program.
- The course is a credit-bearing course that leads to a degree.
- The course is not religious or sectarian.
- The course meets any other requirements set out by the board.

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

Ninth and 10th grade talented and gifted students and all students in grades 11-12 will be reimbursed for tuition and other costs directly related to the course up to $250.

Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit will reimburse the school district for all costs directly related to the course.

Student Complaints and Grievances
(see Board Policy 502.12 on page 33)

Religion in the Schools
The Linn-Mar Community School District believes there is value in diversity and appreciates the constitutional context in which schools must function regarding religious liberty and the First Amendment.

Religious Expression
The right of students to engage in religious activity and discussion shall be respected. For example, individual students are free to pray, read their scriptures, discuss their faith, and invite others to join their particular religious group as long as such behaviors are not disruptive or coercive. Students shall have the right to express their religious views when those views are relevant to the subject under consideration or meet the requirements of the assignment.

Students may form religious clubs which shall have access to school facilities on the same basis as other non-curriculum-related student clubs. Participation in such clubs must be voluntary and student-initiated. The club may not be sponsored by the school or school district employees.

Non-school persons shall not direct, conduct, control or regularly attend meetings of such clubs. School district employees may be present at
Instructional Services.

Teachers are not permitted to teach religious content, but they can present information about religious holidays and symbols.

Teaching About Religion
Religious holidays offer opportunities to teach about religions. Teachers can present information about religious holidays, but they cannot force students to participate in the celebration or observance of any religious celebration.

Teacher Leadership Program at Linn-Mar
The Teacher Leadership program was established at Linn-Mar in the 2014-15 school year. The goals of the Linn-Mar Teacher Leadership Program (TLP) are:

- Attract and retain new teachers by providing ongoing professional development, classroom support, and a comprehensive mentoring program for first and second year teachers
- Provide increased opportunities for collaboration between teachers
- Increase professional development and leadership opportunities for teachers
- Utilize existing structures such as Professional Learning Communities, Standards Based Curricula and Assessment, and Multi-Tiered Systems of Support (MTSS) to advance student learning

All Linn-Mar teacher leaders work within the schools to build learning communities, communicate with stakeholders, and continue to grow their knowledge base of content, instructional strategies, and professional decision while collaborating with educators to enhance student learning and achievement.

The district-wide coordinator for the Teacher Leadership Program is Bob Read. He supports 24 coaches who have been released from their classroom teaching assignments to work within the schools and approximately 120 teachers who remain in their classroom teaching assignments while serving teachers within their schools.

Teacher Qualifications
Parents and guardians in the Linn-Mar Community School District have the right to learn about the following qualifications of their child’s teacher: state licensure requirements for the grade level and content areas taught, current licensing status, and baccalaureate/graduate certification/degree. The qualifications of an instructional paraprofessional who serves the student in a Title I program may also be requested.

Parents and guardians may request this information from the Human Resources Office, 2999 North Tenth Street, Marion, Iowa 52302.
The Linn-Mar Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher, for four or more consecutive weeks who is not considered highly qualified.

**Technology and Instructional Materials**
(see board policy 603.12 on page 33)
The mission of Linn-Mar Technology Services is to provide the most efficient technology solutions based on educational and industry standards and to foster the acquisition of 21st Century skills for students and staff.

We focus on being excellent service providers to our students, teachers and district by creating a continuous learning environment, utilizing technology best practices, proper life-cycle planning, and delivering seamless integration of technology.

**Student Internet Access & Online Accounts**
Students will have access to the Internet at school for educational purposes and will be assigned a Microsoft Office 365 student account and/or Google Apps for Education Account that includes email and other Office 365/Google services.

If any parent or guardian objects to their student having access to the Internet at school for educational purposes, or objects to their student having access to a Microsoft Office 365 / Google Apps for Education accounts, they should contact their building principal in writing by September 15th of each school year (or within two weeks of the student’s enrollment should it occur after this date).
Nutrition Services.

The Healthy Hunger Free Kids Act (HHFKA) marked the most comprehensive changes to the school nutrition environment in more than a generation.

How the HHFKA impacts our program:
• Breakfast served at all buildings.
• Increased servings of fresh fruits and vegetables.
• Whole grains are prevalent in all meals.
• Daily salad bar offered at middle schools and high school.
• Students must select ½ cup serving of fruit or vegetables at breakfast and lunch to make a meal. The “meal deal” is the best value for price and nutrition. A lunch meal includes a choice of entrée, up to three sides, and milk.

Students with special dietary needs
• Students with a disability requiring special dietary needs can be accommodated in the Nutrition Services Program.
• Children without a disability, but with special health needs, may request the Nutrition Services Program meet their needs.
• Meal modifications based on personal opinions or preferences are not allowed by USDA.
• Students who have an allergy to milk must present a statement from their physician documenting the allergy. Lactose-free milk will be substituted, upon request. This information must be updated annually.

A la Carte Purchases
• Milk is an a la carte item, if purchased separate from a meal. The cost is $.50 for all students regardless of their eligibility for free or reduced meals.
• Intermediate, 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 a 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 purchases. Signs are posted in the cafeteria listing individual prices. All a la carte items meet Smart Snacks requirements.

Meal Assistance (Free/Reduced Price Meals)
• Your family may qualify for free or reduced priced meals.
• A new application must be on file each school year.
• Forms are available at each school and on the Linn-Mar website. They may be returned to any school office or directly to the Nutrition Services office.
• You may apply for meal assistance at any time during the school year.

How do I access information? You may access Total Access via the Linn-Mar home page by following the Parents Quick Links – Total Access. If you are a new user and need assistance, contact Tracy Ramos at Tracy.Ramos@linnmar.k12.ia.us

Stay up to date. Keep your email address up to date in PowerSchool so you continue to receive low account balance reminders.

What is a family account? Everyone in your household has been linked to one account. Money deposited into each student account is available for all family members linked to that account.

Total Access allows parents to control a la carte spending. If you would like us to set limits for extra purchases, contact Tracy Ramos at Tracy.Ramos@linnmar.k12.ia.us

How do I make a payment? Funds may be deposited electronically to your family meal account. Follow the “Parents Quick Links - Payment and Fees” on the district homepage. You may login by entering the username and password used for Linn-Mar’s electronic registration. This is NOT the same username and password used for Total Access. You may deposit funds directly from your checking account or by using a credit/debit card.

ID Cards. 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 (Grades 5-8) and $6.00 (Grades 9-12).

Charge Policy
The Nutrition Services department closely monitors student accounts to prevent negative balances and charges as follows:

Students:
• Students that fail to have positive account balances may charge meals under the following parameters:
Nutrition Services.

- Students will be served a full regular meal (breakfast or lunch)
- Allergies will be taken into consideration
- No snacks or à la carte items may be charged; with the exception of milk
- Families will receive email communications when the account balance is low or negative.

If you are having problems paying for school meals, please contact Stacy Fish, Nutrition Service Manager, by calling (319) 447-3302 or emailing sfish2@linnmar.k12.ia.us. We will make every attempt to work out a payment plan or help you apply for assistance.

In keeping with Linn-Mar's collection recovery plan, meal accounts carrying a negative balance for over 90 days will be turned over to eTech Solutions for collections. Checks returned due to nonsufficient funds will be re-presented electronically and charged a collection fee.

Meal Prices 2020-21

<table>
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<tr>
<th>Grade Level</th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$2.80</td>
</tr>
<tr>
<td>5-8</td>
<td>$1.70</td>
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<tr>
<td>9-12</td>
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</tr>
<tr>
<td>K-12 Reduced</td>
<td>$.30</td>
<td>$.40</td>
</tr>
<tr>
<td>Adult</td>
<td>$2.10</td>
<td>$3.85</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

School Safety.

Asbestos
The Linn-Mar Community School District is required annually to notify parents, students, and employees regarding asbestos. 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 at Operations and Maintenance.

The entire district continues to operate under the guidelines of AHERA in order to provide a safe environment for students and employees.

Safety at Linn-Mar
The safety of our students, staff and visitors is our top priority and we take this responsibility very seriously. Our school safety plan covers prevention, intervention, preparedness, building security and emergency response. In 2018, the State of Iowa mandated schools to add lockdown drills to their list of emergency response drills. Linn-Mar has chosen ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) as their intruder response protocol.

ALICE Training is the #1 active shooter civilian response training for any organization. All Linn-Mar students and staff are trained in ALICE techniques to ensure our schools are safe places for teachers to teach and students to learn.

The district partners with the Marion Police and Fire Departments and has six staff members certified as ALICE trainers. As with other safety drills (fire and tornado), intruder drills are practiced in our school two times per year.

Every building has procedural plans in place regarding the following 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

Classrooms are visited by Marion Police Department officers periodically to become more familiar with the buildings, talk with staff members, and interact with students at recess and other appropriate times. Linn-Mar also has a full time School Resource Officer (SRO) assigned to the district. Families and the community should expect to see the presence of the officers daily at the schools.

Student Insurance
(see Board Policies 504.8 and 504.9)
It is strongly recommended that a student be adequately insured. A policy from an outside vendor is available through the school district upon request.
Student Services.

Special Education is specially designed instruction. This instruction means adapting, as appropriate, the content, methodology, or delivery of instruction to address the unique needs of the child that result from the child’s disability. This ensures access to the general curriculum so that the child can meet the educational standards within the jurisdiction of the public school district.

Visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

**Individualized Education Program (IEP)**

Each Student eligible for special education services must have a written IEP prepared by the staff, in cooperation with parents, which specifies programs and services that will be provided by the schools. If necessary, the District will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on an annual basis with the parent.

Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district
2. An individual who can interpret the instructional implications of evaluation results
3. One or both parents
4. The child (when appropriate)
5. At least one general education teacher if the child is, or may be participating in, the general education environment
6. At least one special education teacher
7. Other individuals, at the discretion of the parent or school district

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The School District will provide parents with a copy of the IEP.

**Counseling Services**

(see Board Policy 604.1 on page 32)

**English Language Learners**

The English Language Learners (ELL) program at Linn-Mar is designed to help students acquire the English language.

ELL works with students whose first language is not English or who speak more than one language at home.

The Linn-Mar Community School District has ELL services at all schools. Students are able to attend their neighborhood school and the ELL teachers travel from building to building. The ELL teachers work to help support students in the general education classrooms; along with teaching skills in speaking, listening, reading, and writing in English.

At the elementary level, students spend most of their day in the classroom with their English-speaking classmates, with some daily small group instruction time for English Language instruction. During small group instruction, students work on the five areas of language: speaking, listening, reading, writing, and comprehension. The elementary and intermediate ELL curriculum is content-based, and students work on language acquisition through the areas of science and social studies.

At the middle school and high school, students spend one period or more a day in ELL class where we use a research-based curriculum and/or a combination of other materials to work on reading, writing, speaking, listening, and comprehension. Students may also be in a co-taught classroom or a content area classroom with an ELL support teacher. ELL works closely with the content teachers to assist students in comprehension and completing assignments.

**Homeless Students**

(see Board Policy 501.15 on page 32)

continued >>
Non-Public School Students
Students in the state-approved non-public schools may participate in special education programs in the same manner as public school students.

Placement
The student’s placement in a special education program is dependent upon the student’s educational needs as outlined in the Individualized Education Program (IEP). The school district must assure that students with disabilities are educated to the maximum extent possible, within the least restrictive environment. Students are entitled to have supplementary aids and services to help them in a general educational setting.

Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested.

Transportation of Students Receiving Special Education
The IEP team will determine eligibility concerning specialized transportation services. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Individual special conditions may warrant special education students to be transported to their assigned schools.

Section 504 Compliance - Student and Parental Rights
(see Board Policy 104.2 on page 33)
The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student’s disability. If it is determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular 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
- Receipt of free educational services to the extent they are provided to students without disabilities
- Receipt of information about your child and your child’s educational programs and activities in your native language
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child
- 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
- 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 have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to the Executive Director of Student Services

Student Assistance Programs
The Student Assistance Program is a school-based comprehensive prevention, intervention, and counseling program for students in grades preK-12 characterized by a team approach. This professional, systematic process is designed to provide education, prevention, early identification, intervention, referral, counseling and support services for students with at-risk behaviors which are interfering with their ability to achieve to their fullest potential.

The positive influence of the Student Assistance Program encourages student success in the school environment, fosters risk reduction, provides a safe environment and promotes opportunities for knowledge, skill and attitude development. Key components are developmental curriculum and education, policy, staff, and community in service and education, early identification, counseling support process, continued >>

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Student Services.

use of community resources, and ongoing evaluation.

Fairly new to the Student Assistance Program is the Family Resource Specialist. The Family Resource Specialist is able to support families that are in crisis by assisting them with resources that are within the district and within the community. Katie Smith, BSW, can be reached at 319-730-3633. Katie also works with families that are experiencing homelessness and children of families in foster care.

District Programs:

Olweus: Olweus (pronounced O-I-V-EY-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 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 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.

Student Support Groups:

A variety of support groups are offered addressing issues students may face in day to day life.

Elementary School Programs:

- Drug Resistance Skills enable young people to recognize and challenge common misconceptions about tobacco, alcohol and other drug use. Through coaching and practice, they learn informational and practical ATOD (Alcohol, Tobacco, and Other Drug use) resistance skills for dealing with peers and media pressure to engage in ATOD use.
- Personal Self-Management Skills teach students how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problem situations, and consider the consequences of each alternative solution before making decisions; reduce stress and anxiety, and look at personal challenges in a positive light.
- General Social Skills teach students the necessary skills to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, utilize both verbal and nonverbal assertiveness skills to make or refuse requests, and recognize that they have choices other than aggression or passivity when faced with tough situations.

Mentor Program:
The elementary program consists of staff members being paired with elementary students as well as high school students paired with elementary students. Mentor pairs take part in several different activities including playing games, helping with homework, improving study skills, and eating lunch together.

Traumatic Event Response Plan: The Student Assistance team facilitates the crisis plan when a traumatic event occurs.

Student Assistance Specialist: Jacob Young Jr., BSW (319) 447-3337 and Tammy DeVries, LBSW (319) 447-3436 are available for individual and/or group counseling support and education for students for a variety of life issues in a confidential format.

Grant Wood AEA Social Workers: Provide individual, family, and group counseling regarding family and emotional concerns. Referrals for service may come from any source.

Intermediate School Programs

Under development at time of printing

Middle School Programs:

Student Support Groups: Groups dealing with death, divorce, physical challenges, substance abuse, new to district and other life issues; CODE (Children of Disruptive Environments)

Wellness Based Education: Jr. SODA A group for students opposed to drugs and alcohol. It includes safe and substance-free programming, classroom lessons, T.R.Y. program activities, and support for student goal setting.

Mentor Program: Staff to student and high school T.R.Y. student to middle school student.
Student Services.

Peer Orientation Program: Utilizes a staff training team to identify and train 50-75 8th grade students to facilitate orientation as small group leaders for incoming 6th grade students.

Student Assistance Specialist: Kristin Cannon LMSW (319) 730-3559, is available for individual and group counseling support and education for Oak Ridge Middle School students for a variety of life issues in a confidential format.

Student Assistance Specialist: Mike Shipley, CCJP (319) 447-3152, is available for individual and group counseling support and education for Excelsior Middle School students for a variety of life issues in a confidential format.

High School Programs: High School Student Assistance Team – This team, which consists of multiple staff members, can assist students who voluntarily contact them for support, counseling, information, and resources in a confidential manner. The high school student assistance team is not intended to provide therapy or substitute for a therapeutic relationship between the student and a helping professional. Students needing additional counseling will be referred to one of the Student Assistance Specialists or an outside agency/professional.

Student Support Groups
- C.O.D.E. – a support group for Children Of Diverse Environments
- Lean On Me – a presentation group that addresses bullying and harassment issues for grades 4-8 students
- SODA – a social activity group for Students Opposed to Drugs and Alcohol
- TRY – Teens Reaching Youth, a group which provides education about productive, healthy lifestyles for K-8 students
- Girl Talk – a support group for girls who are undergoing a great deal of stress in their lives
- Girl’s Open House – this before school group offers opportunities for 9th grade girls to expand their social network
- North Star - peer monitoring program for 9th - 12th grade students

Staff/Student Mentoring Program – Selected high school staff serve as mentors to identified students who could benefit from a positive, supportive, role model. These staff members offer regular contact and provide support throughout the school year in all areas of the students’ life.

Student Assistance Specialist, Kevin McCauley, CADC, (319) 447-3047 – provides individual and group counseling for at-risk behaviors, a safe place for substance abuse screenings and education about personal life issues. Referrals for service may come from any source. CONFIDENTIALITY – All information received by the student assistance counselor is held highly confidential by federal law and is not included in student records.

Student Assistance Specialist, Jessica Deahl, MA, (319) 447-3047 – provides individual, family, and group counseling regarding family and individual concerns. Referrals for service may come from any source. Services are confidential and outcome-focused.

Student Assistance Specialist, Janessa Carr, MA, NDPS (319) 447-3047 – provides individual, family, and group counseling regarding family and individual concerns. Referrals for service may come from any source. Services are confidential and outcome-based.
Transportation.

Transportation eligibility is based on a student’s residence (home address). The district provides transportation privileges for elementary, intermediate, 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. If your student must ride on a route to which they are not assigned, a parent/guardian needs to call the Transportation Office at 447-3030 by 2:00 p.m. the day of to authorize. Without prior authorization through the Transportation Office, students attempting to ride a route to which they are not assigned will be sent to their assigned bus or the school office. Notes or approval from school offices are not means of sufficient notification.

Students should plan to arrive at their assigned bus stop at least five minutes prior to their scheduled pick up time to allow for variations in arrival time resulting from traffic, etc. If a student stop is across a busy thoroughfare, they should wait until the bus arrives to aid them safely across.

Have you moved during the summer?
Call the Transportation Office at (319) 447-3030 to place students on a bus list. All new families should be sure to call.

Bus Delays
Buses are sometimes delayed by weather, traffic, mechanical issues, etc. If your bus is delayed, please know that a bus WILL still be coming to your stop. For more information, contact the Transportation Department at (319) 447-3030.

Communication of Busing Information:
All eligible students are assigned busing. Bus passes containing transportation details are mailed out during the second week of August to all eligible students.

Bus Procedures
Please discuss the following transportation safety tips with your student:

Walking to the Bus Stop
- Always walk to the bus stop. Never run.
- Walk on the sidewalk.
- Always arrive at the bus stop at least five minutes before the bus is scheduled to arrive to allow for fluctuations in arrival times that could result from traffic issues or weather.
- While at the bus stop, wait quietly in a safe place away from the road. Do not run and play while waiting.

Getting On and Off the Bus
- Enter the bus in line with younger students in front. Hold the handrail while going up and down the stairs.
- When entering the bus, go directly to a seat. Remain seated and face forward for the entire ride.
- Always speak in a quiet whisper on the bus so the driver will not be distracted.
- Never throw things on the bus or out the windows.
- Keep the aisles clear at all times. Feet should be directly in front of you on the floor and both hands should be kept on your lap.
- Never play with the emergency exits. If there is an emergency, listen to the driver and follow instructions.
- Large instruments or sports equipment should not block the aisle or emergency exits.
- Remain seated until the bus stops completely.
- Always be silent when the bus comes to a railroad crossing so the driver can hear if there is a train coming.
- Hands should be kept to yourself at all times. Fighting and picking on others creates a dangerous bus ride.
- When it is necessary to cross the street wait for the bus to arrive, watch for red flashing lights, and the stop sign to be extended, and cross only when all traffic has stopped. Look left, right, and left again before crossing.
- Only get on and off the bus at your designated stop. If you need to get off the bus somewhere else your parents need to call the Transportation Office in advance.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come continued >>
Transportation.

Things you should do while riding the bus:
- RESPECT the driver.
- RESPECT each other.
- RESPECT yourself.
- RESPECT district property.
- Please keep food, drinks, and gum in your backpack.
- Remain in your seat, face the front of the bus, and speak to your neighbor in an indoor voice.

THANK YOU!

Student Conduct and Discipline:
The goal of the Linn-Mar Transportation Department is to provide each student with an emotionally and physically safe ride to and from school.

The School District has posted student behavior guidelines, which apply to all students, whether in the classroom or while being transported on district vehicles.

In the event that a student violates these behavior guidelines, the district utilizes a progressive discipline program based on violation severity and repetition. Bus drivers initiate disciplinary reports (bus tickets) in the event of such violations. Copies of these reports are sent home with the student and are mailed to the student’s home as well. A student’s eligibility to ride the school bus may be suspended or revoked as a result of violating conduct guidelines, applicable laws, and/or policies.

For more details on student conduct and discipline, see the “Student Conduct and Discipline Statement” brochure on the Transportation Office web page.

Daycare Transportation (K-8 Students)
The transportation of students to daycare provider sites is provided as a courtesy by the Linn-Mar Community School District with the following conditions:

1. The student must be eligible for transportation services based on the student’s primary home address.
2. The daycare provider must be located in a bused area within the student’s attendance center boundary.
3. There is an available seat on the corresponding bus.
4. The bus will not change its route or make additional stops to deliver the daycare student.
5. Daycare transportation will be limited to ONE location, Monday through Friday.
6. Changes/requests must be received at least two weeks in advance of anticipated start date.

To apply for daycare transportation, please fill out and return the application on page 54 of this handbook. This form must be submitted each year. It does not carry over from year to year.
Annual Notice on Corporal Punishment (Board Policy 502.7)

Corporal punishment may not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the following purposes:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a student’s control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate

Anti-Bullying/Anti-Harassment Policy (Board Policy 103.1)

The Linn-Mar Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees and volunteers to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal, state, and local policy and are not tolerated by the school board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

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.

To that end, the school board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Complaints will be investigated within a reasonable time frame. Refer to Policy 103.1-R – Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures.

A school employee, volunteer, students, or a student’s parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation (Policy 103.1-R), to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to and, including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to and, including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, re-continued >>
Board Policies.

The guidance and counseling program will serve grades PK-12. The program will assist students with their personal, educational, and career development. The program shall be coordinated with the education program and will involve licensed personnel.

**Equal Educational Opportunity**
*(Board Policy 104.1)*
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.

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.

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:

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

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

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

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

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.

**Homeless Students**
*(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 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.

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 U.S. Department of Education, Office for Civil Rights – Chicago Office, 500 W. Madison Street, Suite 1475, Chicago IL 60661.
Annual Notice of Non-Discrimination
(Board Policy 104.1-E1)
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:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian,
Chief Officer of Human Resources
319-447-3036
kchristian@Linnmark12.ia.us

Equity Coordinator:
Mr. Nathan Wear,
Associate Superintendent,
Chief Academic Officer
319-447-3028
Nathan.wear@Linnmar.k12.ia.us

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

Student Complaints and Grievances
(Board Policy 502.12)
Student complaints and grievances regarding board policy, administrative regulations, and other matters should be addressed to the student’s teacher or another licensed employee other than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

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

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Section 504 Compliance
(Board Policy 104.2)
It is the policy of the Board of Education of the Linn-Mar Community School District to comply with and be in compliance with board policy.

Inquiries regarding compliance with this policy should be directed to the district’s Section 504 Coordinator:

Mrs. Leisa Breitfelder
Executive Director of Student Services
2999 N 10th Street,
Marion, Iowa 52302
Phone: 319-447-3003
Email: lbreitfelder@Linnmar.k12.ia.us

Inquiries can also be directed to:
Office for Civil Rights -
US Department of Education
John C. Kluczynski Federal Building
230 S Dearborn St, 37th Floor
Chicago, IL 60604
Phone: 312-730-1560

Student Insurance
(Board Policy 504.8 and 504.9)
An all-student insurance program may be offered to the students and parents of the district. The insurance company issuing such policies shall be the same for all schools in the district and the choice of same shall be determined by the Board of Directors upon recommendation of the superintendent.

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

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

Technology and Instructional Materials
(Board Policy 603.12)
The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages district personnel to investigate efficient and effective ways to utilize technological advances as a part of the curriculum and instruction practices.

The superintendent (or designee) is responsible for developing guidelines to monitor the use of technology. Any objections to materials used as a result of technology will be processed under Policies 602.27, 602.27-R, 602.28, 602.29, 602.29-R, 602.29-E.

It shall be the responsibility of the superintendent, or designee, to develop a plan for the use of technology in the curriculum and to evaluate it biennially. The superintendent, or designee, shall report the results of this evaluation to the board and make a recommendation regarding the use of technology in the curriculum.
## IMMUNIZATION REQUIREMENTS

Applicants enrolled or attempting to enroll shall have received the following vaccines in accordance with the doses and age requirements listed below. If, at any time, the age of the child is between the listed ages, the child must have received the number of doses in the “Total Doses Required” column.

### Institutions

<table>
<thead>
<tr>
<th>Institution</th>
<th>Age</th>
<th>Vaccine</th>
<th>Total Doses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linn-Mar Community School District</td>
<td>Less than 4 months of age</td>
<td>This is not a recommended administration schedule, but contains the minimum requirements for participation in licensed child care. Routine vaccination begins at 2 months of age.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 months through 5 months of age</td>
<td>Diphtheria/Tetanus/Pertussis 1 dose</td>
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<td></td>
<td></td>
<td>Polio 1 dose</td>
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<td></td>
<td></td>
<td>haemophilus influenza type B 1 dose</td>
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<td></td>
<td></td>
<td>Pneumococcal 1 dose</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 months through 11 months of age</td>
<td>Diphtheria/Tetanus/Pertussis 2 doses</td>
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<td></td>
<td></td>
<td>Polio 2 doses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>haemophilus influenza type B 2 doses</td>
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<tr>
<td></td>
<td></td>
<td>Pneumococcal 2 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 months through 18 months of age</td>
<td>Diphtheria/Tetanus/Pertussis 3 doses</td>
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<tr>
<td></td>
<td></td>
<td>Polio 2 doses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>haemophilus influenza type B 2 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pneumococcal 3 doses</td>
<td>2 doses if the applicant received 1 dose before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.</td>
</tr>
<tr>
<td></td>
<td>19 months through 23 months of age</td>
<td>Diphtheria/Tetanus/Pertussis 4 doses</td>
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<tr>
<td></td>
<td></td>
<td>Polio 3 doses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>haemophilus influenza type B 3 doses, with the final dose in the series received on or after 12 months of age; or 2 doses if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pneumococcal 4 doses</td>
<td>3 doses if the applicant received 1 dose before 12 months of age; or 1 dose if the applicant has not received any previous doses or has received 1 dose on or after 12 months of age.</td>
</tr>
<tr>
<td></td>
<td>24 months of age and older</td>
<td>Diphtheria/Tetanus/Pertussis 4 doses</td>
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<tr>
<td></td>
<td></td>
<td>Polio 3 doses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>haemophilus influenza type B 3 doses, with the final dose in the series received on or after 12 months of age; or 2 doses if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pneumococcal 4 doses</td>
<td>4 doses if the applicant received 1 dose before 12 months of age; or 3 doses if the applicant received 2 doses before 24 months of age; or 2 doses if the applicant received 1 dose before 24 months of age; or 1 dose if the applicant did not receive any doses before 24 months of age.</td>
</tr>
<tr>
<td></td>
<td>Elementary or Secondary School (K-12)</td>
<td>Diphtheria/Tetanus/Pertussis 5 doses</td>
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<td></td>
<td></td>
<td>Polio 4 doses</td>
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<tr>
<td></td>
<td></td>
<td>haemophilus influenza type B 5 doses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Pneumococcal 5 doses</td>
<td>3 doses if the applicant was born on or before September 15, 2000, but on or before September 15, 2003; or 5 doses with at least 1 dose of diphtheria/tetanus/pertussis-containing vaccine received on or after 4 years of age if the applicant was born after September 15, 2000, regardless of the interval since the last tetanus/diphtheria-containing vaccine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Measles/Rubella 1 dose</td>
<td>1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Varicella</td>
<td>1 dose received on or after 12 months of age, unless the applicant has a reliable history of natural disease.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hepatitis B 3 doses</td>
<td>1 dose of hepatitis B vaccine received on or after 12 months of age, unless the applicant has a reliable history of natural disease.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meningococcal (A, C, W, Y) 1 dose</td>
<td>1 dose of meningococcal vaccine received on or after 10 years of age for the applicant in grades 7 and above, if born after September 15, 2004; and 2 doses of meningococcal vaccines for the applicant in grade 12, if born after September 15, 1999; or 1 dose if the applicant is 16 years of age or older.</td>
</tr>
</tbody>
</table>

1. Mumps vaccine may be included in measles/rubella-containing vaccine.
2. DTaP is not indicated for persons 7 years of age or older, therefore, a tetanus and diphtheria-containing vaccine should be used.
3. The 5th dose of DTaP is not necessary if the 4th dose was administered on or after 4 years of age.
4. Applicants 7 through 18 years of age who received their 1st dose of diphtheria/tetanus/pertussis-containing vaccine before 12 months of age should receive a total of 4 doses, with one of those doses administered on or after 4 years of age.
5. The 5th dose of DTaP is not necessary if the 4th dose was administered on or after 4 years of age.
6. Applicants 7 through 18 years of age who received their 1st dose of diphtheria/tetanus/pertussis-containing vaccine at 12 months of age or older should receive a total of 3 doses, with one of those doses administered on or after 4 years of age.
7. If both OPV and IPV were administered as part of the series, a total of 4 doses are required.
8. If the applicant received an inactivated poliovirus (IPV) or oral poliovirus (OPV) series, a 4th dose is not necessary if the 3rd dose was administered on or after 4 years of age.
9. Do not repeat the 2nd dose if administered 28 days or greater from the 1st dose. Administer 2 doses of varicella vaccine to applicants 13 years of age or older at least 4 weeks apart. The minimum interval between the 1st and 2nd dose of varicella for an applicant 13 years of age or older is 28 days.

January 2017
### Iowa Department of Public Health
#### Certificate of Immunization

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date Given</th>
<th>Doctor / Clinic / Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus, Pertussis DTaP/DT/DT/To/Tdap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td></td>
<td></td>
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<tr>
<td>IPV/OPV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella MMR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haemophilus influenzae type b Hib</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date Given</th>
<th>Doctor / Clinic / Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicella</td>
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<td></td>
</tr>
<tr>
<td>Chicken Pox</td>
<td></td>
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<tr>
<td>Pneumococcal</td>
<td></td>
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<tr>
<td>PCV/PPSV</td>
<td></td>
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<tr>
<td>Meningococcal</td>
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<tr>
<td>MCV/MPSV/ Mening B</td>
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<tr>
<td>Hepatitis A</td>
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<tr>
<td>Rotavirus</td>
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<tr>
<td>Human Papilloma Virus HPV</td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

A representative of the local Board of Health or Iowa Department of Public Health may review this certificate for survey purposes.

Signature: ____________________________

Date: ____________________________

Physician, Physician Assistant, Nurse, or Certified Medical Assistant

I certify that the above named applicant has a record of age-appropriate immunizations that meet the requirement for licensed child care or school enrollment.

[Signature]

Phone: ____________________________

Parent/Guardian: ____________________________

Address: ____________________________

Date of Birth: ____________________________
Linn-Mar Community Schools
Elementary/Intermediate Student
Physical Exam Form

Student Name: ______________________ Date of Birth: ________________

Address: __________________________________________________________

Parent/Guardian: ___________________________ Home Phone: __________________

School: ___________________________ Grade: _____ Sex: M ___ F ___ Date of Exam ______________

<table>
<thead>
<tr>
<th>HGB/HCT</th>
<th>BP</th>
<th>Lead</th>
<th>Height</th>
<th>Weight</th>
<th>Visual Acuity</th>
<th>Urinalysis</th>
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Date done-__________________________ Results-__________________________

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<tr>
<th>R eye-</th>
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<th>Sugar</th>
<th>R ear-</th>
<th>L ear-</th>
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GENERAL EXAM

<table>
<thead>
<tr>
<th>Teeth</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Explain</th>
<th>Neuro</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Explain</th>
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<tbody>
<tr>
<td>Throat</td>
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<td>Lungs</td>
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<td>Abdomen</td>
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</tr>
</tbody>
</table>

PHYSICIAN RECOMMENDATIONS

1. Is there any significant health history? Chronic illness, surgeries, injuries?

2. Is this student subject to any condition that may result in a classroom emergency or limit participation during the school day – Diabetes, asthma, allergies, seizures, cardiac?

3. Student immunizations are up-to-date?

4. Immunizations given today?

5. Updated TDAP for 7th Grade?

6. Student can participate in all school activities?

Additional Comments: ____________________________________________________

I have interviewed and examined this student:

Print Physician’s Name _______________________________ Phone: __________________

Print Physician’s Address ________________________________

______________________________ Date: __________________

Physician Signature

Revised 6/18/20

Linn-Mar Community School District | 2020-21 District Handbook | www.linnmar.k12.ia.us
Linn-Mar Community Schools
High School/Middle School Student
Physical Examination Form

Student Name: ______________________ Date of Birth: ____________

Address: _______________________________________________________

Parent/Guardian: ______________________ Home Phone: ____________

School: ______________________ Grade: ______________________

Parent/Guardian please answer the following:

Any medical problems or health concerns?  □ No  □ Yes
Any hearing, vision or speech problems?  □ No  □ Yes
Contact lens, glasses or hearing aids?  □ No  □ Yes
Any allergies?  □ No  □ Yes
Any medications?  □ No  □ Yes
Is this physical a sports participation exam?  □ No  □ Yes-please answer questions on back of this form.
If yes, please list any information for the above questions: ____________________________________________

________________________

Physician Recommendation:

Date of Exam: ______________________

Height: _____ Weight: _____ B.P.: _____ Pulse: _____

Student’s immunizations are current:  □ Yes  □ No  Immunizations given today: ____________

Student can participate in all school activities:  □ Yes  □ No

Student can participate in athletics1:  □ Yes  □ No

If no, physician recommendation: ____________________________________________

_____________________________________

I have interviewed and examined this student.

Physician name (print): ____________________________________________

Address: _______________________________________________________

Phone: _______________________________________________________

Physician signature: ____________________________________________

1 For a detailed listing of participation recommendations, see Kurowski & Chandran, The Preparticipation Athletic Evaluation, AFP
May 1, 2000, Vol. 61, p 2683, or http://www.aafp.org/afp/20000501/2683.html

Revised 1/07
**Forms. Health Services.**

**Athletic Participation Questions:**

- Do you take any medications? □ No □ Yes
- Do you have asthma or allergies? □ No □ Yes
- Do you have an ongoing illness or see a doctor regularly? □ No □ Yes
- Do you have only one eye or kidney? □ No □ Yes
- Have you ever passed out during or after exercise? □ No □ Yes
- Have you ever been dizzy during or after exercise? □ No □ Yes
- Have you ever had chest pain during or after exercise? □ No □ Yes
- Have you ever had trouble breathing or coughing during or after exercise? □ No □ Yes
- Has anyone in your family died suddenly before the age of 50? □ No □ Yes
- Have you ever broken a bone, worn a cast or injured a joint? □ No □ Yes
- Have you ever had any surgeries? □ No □ Yes
- Have you ever been knocked out or had a concussion? □ No □ Yes
- Have you ever had a seizure? □ No □ Yes
- For Women Only: Do you have regular periods? □ No □ Yes
- How old were you when you had your first period? ____________________________

If yes, list any information for the above questions:__________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

I have reviewed the above questions with my son or daughter and give my permission for my student to participate in athletics.

Parent/Guardian Signature: ______________________ Date: _______

A physical examination of all Linn-Mar students in grades kindergarten and nine is **requested**. It is **required** for students to have an annual physical examination prior to participation in organized school sports.
Medication Permission Form

To ensure compliance with Linn-Mar policy for administering medication at school, the following procedures must be followed:

- **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY THE PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by the parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student’s schedule.

- For preschool through 6th grade students, a physician/dentist signature is required before any non-prescription, over-the-counter medication will be given. This includes Acetaminophen, Ibuprofen, cough medicines, etc. All medications administered for preschool through 6th grade students must be provided by the parent/legal guardian in their original and properly labeled containers.

- High school and middle school students (Grades 7-12), in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written or PowerSchool eRegistration parental consent.

- Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse’s discretion. Frequent dosing may require a physician’s order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by the parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable form or different than the standard dose the district supplies.

- If any medication remains after the last day of school, it will be discarded within 24 hours per federal and state law.

**Student Name ____________________________ Grade ________________

Medication ____________________________ Dosage ________________ Time ________________

Start Date ___________ End Date ___________ For ________________ (health condition)

Parent/Guardian Signature ____________________________ Date ________________

**Physician signature required for non-prescription medications for students in preschool-6th grades.**

Physician Signature: ____________________________ Date ________________

**CONSENT FOR RELEASE OF INFORMATION:** I give permission for the parties named below to exchange written and verbal information with personnel at LMCSD regarding the above-named student. If this medication is for attention or behavior concerns, LMCSD may send behavior checklists to the physician named below. This permission is for one school year.

**Specific authorization for release of information protected by state or federal law:**

My signature releases all information related to (check appropriate spots):

- Mental Health/Psychological
- Substance Abuse
- Allergies
- Asthma

Other (Specify) ____________________________________________________________________________

Physician/Facility ____________________________ Phone ____________________________

Parent/Guardian Signature ____________________________ Date ________________
AUTHORIZATION – ASTHMA OR OTHER AIRWAY CONSTRICITING DISEASE
MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM

Student Name ___________________________________________ Grade ____________________

Medication ___________________________________________ Dosage ____________________

Purpose for Medication (Health Condition) ____________________________________________

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/legal guardian provides signed, dated authorization for student medication self-administration.
- Parent/legal guardian provides a written statement from the student’s licensed health care professional (A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C) containing the following:
  - Name and purpose of the medication or epinephrine auto-injector;
  - Prescribed dosage; and
  - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer’s labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma of other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student’s parent/legal guardian.

Pursuant to State law, the district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent/legal guardian of the student shall sign a statement acknowledging that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.
Forms. Health Services.

Medication ______________________________ Dosage ______________________________

Purpose for Medication (Health Condition) __________________________________________

Administration/Instructions _______________________________________________________

Special Circumstances: _____________________________________________________________

Discontinue/Re-Evaluate/Follow-Up Date _____________________________________________

---------------------------------------------------------------

Prescriber’s Signature                  Date

Prescriber’s Address                  Emergency Phone

---------------------------------------------------------------

• I request the above-named student possess and self-administer asthma or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.

• I understand the district and its employees, acting reasonably and in good faith, shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student’s self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the district shall incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.

• I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.

• I agree to provide safe delivery of medication and equipment to/from school and to pick up remaining medication and equipment.

• I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.

• I agree to provide the school with back-up medication approved in this form.

• Student shall maintain self-administration records.

---------------------------------------------------------------

Parent/Legal Guardian Signature                  Date

Parent/Legal Guardian Address

Home Phone                  Cell Phone                  Work Phone

Additional Self-Administration Authorization Information ______________________________

---------------------------------------------------------------

Adopted 4/16
Page 2 of 2
### Iowa Department of Public Health

**CERTIFICATE OF DENTAL SCREENING**

This certificate is not valid unless all fields are complete. RETURN COMPLETED FORM TO CHILD’S SCHOOL.

### Student Information (please print)

<table>
<thead>
<tr>
<th>Student Last Name:</th>
<th>Student First Name:</th>
<th>Birth Date (M/D/YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent or Guardian Name:</th>
<th>Telephone (home or mobile):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>City:</th>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of Elementary or High School:</th>
<th>Grade Level:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
</tr>
</tbody>
</table>

### Screening Information (health care provider must complete this section)

**Date of Dental Screening:** ____________________________

**Treatment Needs (check ONE only based on screening results, prior to treatment services provided):**

- [ ] **No Obvious Problems** – the child’s hard and soft tissues appear to be visually healthy and there is no apparent reason for the child to be seen before the next routine dental checkup.

- [ ] **Requires Dental Care** – tooth decay¹ or a white spot lesion² is suspected in one or more teeth, or gum infection³ is suspected.

- [ ] **Requires Urgent Dental Care** – obvious tooth decay¹ is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

1. Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.
2. White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.
3. Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

**Screening Provider (check ONE only):**

- [ ] DDS/DMD
- [ ] RDH
- [ ] MD/DO
- [ ] PA
- [ ] RN/ARNP  (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) ____________________________ Phone: ____________________________

Provider Business Address: ______________________________________________________________

Signature and Credentials of Provider or Recorder*: ____________________________ Date: ____________________________

*Recorder: An authorized provider (DDS/DMD, RDH, MD/DO, PA, or RN/ARNP) may transfer information onto this form from another health document. The other health document should be attached to this form.

A screening does not replace an exam by a dentist. Children should have a complete examination by a dentist at least once a year.

RETURN COMPLETED FORM TO CHILD’S SCHOOL.

---

### Footnotes:

1. Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.
2. White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.
3. Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.
Forms. Health Services.

Iowa Department of Public Health
CERTIFICATE OF VISION SCREENING
RETURN COMPLETED FORM TO CHILD’S SCHOOL.

<table>
<thead>
<tr>
<th>Student Information (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Last Name:</td>
</tr>
<tr>
<td>Student First Name:</td>
</tr>
<tr>
<td>Birth Date (M/D/YYYY):</td>
</tr>
<tr>
<td>Parent/Guardian Telephone Number:</td>
</tr>
<tr>
<td>Student Address:</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screening Information (vision screening provider must complete this section or parents may attach a copy of vision screening results given to them by a provider.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Vision Screening: ____________________________________________________________________________________________</td>
</tr>
<tr>
<td>Results (visual acuity): ____________________________________________________________________________________________</td>
</tr>
<tr>
<td>Right Eye_________  Left Eye_________</td>
</tr>
<tr>
<td>Overall Result (Please select one): ________________________________________________________________________________</td>
</tr>
<tr>
<td>Pass or Fail</td>
</tr>
<tr>
<td>Referral to eye health professional (Please select one): ____________________________________________________________________</td>
</tr>
<tr>
<td>Yes or No</td>
</tr>
</tbody>
</table>

Screening Provider: ________________________________________________________________________________________________
Provider Business Name/Source of Screening: (please print) ________________________________________________________________________________________________
Provider Name: (please print) ______________________________________________________________________________________ Phone: ______________________________________________________________________________________
Signature and Credentials of Provider: ______________________________________________________________________________ Date: ______________________________________________________________________________________

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten and again before enrollment in the 3rd grade.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in Kindergarten and no later than six months after the date of the child’s enrollment in Kindergarten.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in 3rd grade and no later than six months after the date of the child’s enrollment in 3rd grade.

RETURN COMPLETED FORM TO CHILD’S SCHOOL.

NUTRITION SERVICES

Stacy Fish
Manager

July 2020

Dear Linn-Mar family,

Enclosed is information to apply for free or reduced meals. In order to process our forms before school starts, we are sending this information to ALL Linn-Mar families prior to registration. If this information is not applicable for your family, simply discard.

Eligibility for free or reduced meals must be approved each school year.

If you have been eligible in the past, information must be updated in one of the three ways listed below.

1. If your family is eligible for food stamps or FIP, information will be shared by DHS. No further application is necessary.

2. If you receive a letter from DHS indicating eligibility, mail it or bring it to our office. No further application is necessary.

3. All other families may complete the enclosed application and return it to the Nutrition Services office at 2999 North Tenth Street Marion, Iowa 52302 or it may be returned to any Linn-Mar school office. Only one application per family is required.

IMPORTANT: Please be sure to list all students and household members on the application and sign the form. Also read/sign the back page of the form. A Supplemental Worksheet is also provided if you need additional space to add household members or apply for a fee waiver.

If you have questions or need additional information please contact Andrea Fish, Nutrition Services Administrative Assistant at (319) 447-3349 or Stacy Fish, Nutrition Services Manager at (319) 447-3302.

Thank you,
Stacy Fish
Nutrition Services Manager

(*Copies of all forms are available in Spanish and other languages upon request.)
Dear Parent/Guardian:

Children need healthy meals to learn. **Linn-Mar Community School District** offers healthy meals every school day. Breakfast cost **$1.70**; lunch costs **$2.80** (Grades K-4); **$2.85** (Grades 5-8) and **$2.90** (Grades 9-12). Your children may qualify for free meals/milk or for **reduced price meals**. Reduced price is **$0.30** for breakfast and **$0.40** for lunch. Return or mail the completed application to: **Linn-Mar Community School District: Nutrition Services Department 2999 North Tenth Street Marion, Iowa 52302**.

Below are some common questions and answers to help you with the application process.

1. **WHO CAN GET FREE OR REDUCED PRICE MEALS?**
   - All children in households receiving benefits from Food Assistance, the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced price meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/Milk.)

2. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: **Andrea Fish, 2999 North Tenth Street Marion, Iowa 52302; (319) 447-3349; afish@linnmar.k12.ia.us**; immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children’s school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.

3. **WHAT IF WE HAVE FOSTER CHILDREN?** Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.

4. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please contact: **Leisa Breitfelder, Student Services Director at (319) 447-3003; lbreitfelder@linnmar.k12.ia.us**.

5. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. **Use one Free and Reduced Price School Meals Application for all students in your household.** We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.

6. **MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child’s application is only good for that school year and for the first few days of this school year, through **October 5, 2020**. You must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.

10. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting Food Assistance, FIP or other benefits.

11. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Shannon Bisgard, Superintendent, 2999 North Tenth Street Marion, Iowa 52302; (319) 447-3028; sbisgard@linnmar.k12.ia.us.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.

15. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household’s primary wage earner or another adult household member (or an indication of “none”) is needed.

16. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact: Andrea Fish, 2999 North Tenth Street Marion, Iowa 52302; (319) 447-3349; afish@linnmar.k12.ia.us, to receive a Supplemental Worksheet.

17. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.

18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for hawk-i (children’s health insurance) or a waiver of school fees. Read the information on the back of the Application for hawk-i information. A school waiver form is available from your school.

19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call (319) 447-3499 or sfish2@linnmar.k12.ia.us.

Sincerely,

Stacy Fish, Nutrition Services Department Manager
HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS/MILK

Please use these instructions to help you fill out the application for free or reduced price school meals/milk. You only need to submit one application per household, even if your children attend more than one school in Linn-Mar Community School District. Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. The application must be filled out completely to certify your children for free or reduced price school meals. Completed applications should be mailed or returned to Linn-Mar Community School District, 2999 North Tenth Street Marion, Iowa 52302. If at any time you are not sure what to do next, please contact: Andrea Fish at (319) 447-3349 or afish@linnmar.k12.ia.us.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12.

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include all members in your household who are:

- Children age 18 or under and are supported with the household’s income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Linn-Mar Community School District, regardless of age.

A) List each child’s name and date of birth. Print each child’s first name, middle initial, last name and date of birth (optional). Use one line of the application for each child. If there are more children present than lines on the application, attach a Supplemental Worksheet, which can be obtained from the school, with all required information for the additional children.

B) Is the child a student? Mark ‘Yes’ or ‘No’ under the column titled “student” to tell us which children attend Linn-Mar Community School District. If you marked ‘Yes’ write where the child attends school and write the grade level of the student in the “Grade” column to the right.

C) Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the child’s name. If you are ONLY applying for foster children, after finishing STEP 1, go to “STEP 4”. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, mark the “Homeless, Migrant, Runaway” box next to the child’s name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FOOD ASSISTANCE, FIP, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Food Assistance Program (FA)
- The Family Investment Program (FIP)
- The Food Distribution Program on Indian Reservations (FDPIR)
A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:
   • Circle ‘NO’ and go to STEP 3. (Leave the rest of STEP 2 blank)
B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:
   • Circle ‘YES’ and provide a case number for FA, FIP, or FDPIR. You only need to write one case number. If you participate in one of these programs and do not know your case number, it is located on your Notice of Decision. You must provide a case number on your application if you circled “YES”.
   • Go to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.

- Gross income is the total income received before taxes.
- Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

A) Report all income earned or received by children. Refer to the table below titled “Sources of Income for Children” and report the combined gross income for ALL children listed in Step 1 in your household in the box marked “Total Child Income.” Only count foster children’s income if you are applying for them with the rest of your household (income from a part-time job or from any funds provided to the child for the child’s personal use). It is optional for the household to list foster children living with them as part of the household on an application for non-foster children.

Table 1. Sources of Income for Children

<table>
<thead>
<tr>
<th>Sources of Child Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Earnings from work</td>
<td>• A child has a regular full or part-time job where they earn a salary or wages. (Infrequent earnings, such as income from occasional babysitting or lawn mowing, are not counted as income.)</td>
</tr>
<tr>
<td>• Social Security</td>
<td>• A child is blind or disabled and receives Social Security benefits.</td>
</tr>
<tr>
<td>o Disability Payments</td>
<td>• A parent is disabled, retired, or deceased, and their child receives social security benefits.</td>
</tr>
<tr>
<td>o Survivor’s Benefits</td>
<td></td>
</tr>
<tr>
<td>• Income from person outside the household</td>
<td>• A friend or extended family member regularly gives a child spending money.</td>
</tr>
<tr>
<td>• Income from any other source</td>
<td>• A child receives regular income from a private pension fund, annuity, or trust.</td>
</tr>
</tbody>
</table>
FOR EACH ADULT HOUSEHOLD MEMBER:

B) List Adult Household member’s name. Print the name of each household member in the boxes marked “Name of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1.

Who should I list here?

When filling out this section, please include all adult members in your household who are:

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Do not include:

- People who live with you but are not supported by your household's income AND do not contribute income to your household.
- Children and students already listed in Step 1.

C) Report earnings from work. Refer to the chart below titled “Sources of Income for Adults” and report all income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are self-employed business or farm owner, you will report your net income. If you need assistance with this, ask your children’s school for the Supplemental Worksheet which has self-employment calculations.

What if I am self-employed?

If you are self-employed, report income from work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts and revenue. Ask your school for a Supplemental Worksheet to assist you in determining your monthly gross annual income before

D) Report income from public assistance/child support/Alimony. Refer to the chart below titled “Sources of Income for Adults” and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. Income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from pensions/retirement/all other income. Refer to Table 2 below titled “Sources of Income for Adults” and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

Table 2. Sources of Income for Adults

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Public Assistance/Alimony/Child Support</th>
<th>Pensions/Retirement/All Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Salary, wages, cash bonuses</td>
<td>• Unemployment benefits</td>
<td>• Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td>• Net income from self-employment (farm or business)</td>
<td>• Worker’s compensation</td>
<td>• Private Pensions or disability benefits</td>
</tr>
<tr>
<td>If you are in the U.S. Military:</td>
<td>• Supplemental Security Income (SSI)</td>
<td>• Regular Income from trusts or estates</td>
</tr>
<tr>
<td>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</td>
<td>• Cash assistance from State or local government</td>
<td>• Annuities</td>
</tr>
<tr>
<td>• Allowances for off-base housing, food and clothing</td>
<td>• Alimony payments</td>
<td>• Investment Income</td>
</tr>
<tr>
<td></td>
<td>• Child support payments</td>
<td>• Earned interest</td>
</tr>
<tr>
<td></td>
<td>• Veteran’s benefits</td>
<td>• Rental income</td>
</tr>
<tr>
<td></td>
<td>• Strike benefits</td>
<td>• Regular cash payments from outside household</td>
</tr>
</tbody>
</table>
F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today’s date. Print the name of the adult signing the application and that person signs in the box. “Signature of adult completing the form.”

C) Mail or return completed form to: Linn-Mar Community School District: Nutrition Services 2999 North Tenth Street Marion, Iowa 52302. Please do not mail completed form to the Department of Agriculture as this will delay processing.

D) Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

E) Decline having your information released to hawk-i. If you do not want your household information shared with hawk-i, print, sign and date in the box provided.

F) Obtaining translated applications. If you need a translated application with instructions, they can be found in 49 languages at: https://www.fns.usda.gov/school-meals/translated-applications.
Complete one application per household. Please use a pen (not a pencil). This application cannot be approved unless complete eligibility information is submitted.

### STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach the supplemental worksheet.)

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>MI</th>
<th>Child’s Last Name</th>
<th>Date of Birth</th>
<th>Student?</th>
<th>Child’s School</th>
<th>Grade</th>
</tr>
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</tbody>
</table>

### Definition of Household Member:
“Anyone who is living with you and shares income and expenses, even if not related.”

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

### STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, FIP, or FDPIR?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle one: Yes / No</td>
<td>No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).</td>
<td></td>
</tr>
<tr>
<td>Write only one case number in this space. Medicaid, Title XIX &amp; EBT card numbers are not acceptable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Number: ____________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STEP 3 Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2)

#### A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here.

- Total Child Income
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly

#### B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write 0. If you enter 0 or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.

- Name of Adult Household Members (First and Last)
- Earnings from Work
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
  - Annually
- How often?
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
  - Annually
- Public Assistance/Child Support/Alimony
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
- How often?
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
- Pensions/Retirement
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
- How often?
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly
- All Other Income
  - Weekly
  - Bi-Weekly
  - 2 Times per Month
  - Monthly

#### C. Earnings from Work

#### D. Public Assistance/Child Support/Alimony

#### E. Pensions/Retirement

#### F. Total Household Members (Children and Adults)

#### G. Last Four Digits of Social Security Number (SSN)

### STEP 4 Contact Information and Adult Signature

“I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.”

Printed name of adult completing the form

Signature of adult completing the form

Today’s date

Date Received by SFA:

Annual income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

Household Income: $_________

- Weekly
- Bi-Weekly
- 2 Times per Month
- Monthly
- Annually

Household Size: ____________

Application Approved: [ ] Income [ ] Foster Child [ ] FIP/Food Assistance [ ] Head Start (documentation required) [ ] Homeless/Migrant/Runaway-Local Official Documentation Required

Eligibility Determination: [ ] Free [ ] Reduced [ ] Free Milk [ ] Application Denied: [ ] Incomplete [ ] Over income limits

Determining Official

Effective Date

Confirming Official

Date

Follow-up Signature

Date
I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my right to confidentiality for waiver of school fees only. I certify

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other programs. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I

If you want further information, you may call (515) 464-4121, 800-281-4574 or 877-833-9778. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: https://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To file a program complaint of discrimination, complete the

USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.fns.usda.gov

Transferred applications are available at: https://www.fns.usda.gov/school-meals/transferred-applications

This institution is an equal opportunity provider.
2020-2021 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

**Additional Children in Your Household** (not listed on page 1)

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>MI</th>
<th>Child’s Last Name</th>
<th>Student?</th>
<th>Yes</th>
<th>No</th>
<th>Child’s School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Any income earned by the above listed children should be included under Step 3 A on the first page of the application.

**Additional Adults in Your Household** (Not listed on page 1)

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last)</th>
<th>Earnings from Work</th>
<th>Weekly</th>
<th>Bi-Weekly</th>
<th>2x Month</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**Self-Employment Income Calculations**

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources. Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year’s net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040 or 1040-SR and Schedule 1. Add together the amounts reported on the following lines:

- Capital Gain or (Loss) Form 1040 or 1040-SR, LINE 6 $______________
- Business Income or (Loss) Schedule 1 Part 1, LINE 3 $______________
- Other Gains or (Losses) Schedule 1 Part 1, LINE 4 $______________
- Rental real estate, royalties, partnerships, S corporations, trusts, etc. Schedule 1 Part 1, LINE 5 $______________
- Farm Income or (Loss) Schedule 1 Part 1, LINE 6 $______________

**TOTAL** $______________ Gross Annual Income Before Any Deductions.

**Computed Monthly Income** $______________ (Gross Annual Income + 12 = Computed Monthly Income.) The computed monthly income should be reported in Step 3 on the Application for Free and Reduced Price School Meals under All Other Income.
Forms. Transportation.

Transportation Day Care Form
K-8 Students
(This form must be renewed prior to each school year.)

The transportation of students to daycare provider sites is provided as a courtesy by the Linn-Mar Community School District with the following conditions:
1. The student must be eligible for transportation services, based on the student’s primary home address.
2. The daycare provider must be located in a bused area within the student’s attendance center boundary.
3. There is an available seat on the corresponding bus.
4. The bus will not change its route or make additional stops to deliver the daycare student.
5. Daycare transportation will be limited to ONE location, Monday through Friday.
6. Changes/requests must be received at least two weeks in advance of anticipated start date.

Student Information:
Name:________________________________________ Attendance center and Grade_________________
Address:______________________________________
Home Phone:__________________________________

Parent/Guardian Names and Contact information:
Contact #1 Name_________________________ Daytime Phone:______________________________
Contact #2 Name_________________________ Daytime Phone:______________________________

Daycare Provider information:
Name:____________________________________
Address:__________________________________
Phone:____________________________________

Please check below where your child needs to be picked up or dropped off every day.

<table>
<thead>
<tr>
<th></th>
<th>Home</th>
<th>Daycare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday MORNING Pick Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday – Friday AFTERNOON Drop Off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday – Friday MIDDAY (Little Lions)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to: Transportation Department
Linn-Mar Community Schools
490 62nd St.
Marion, IA 52302
Phone: (319) 447-3030 Fax: (319) 373-0353
Email: dsteward@linnmar.k12.ia.us

DUE TO BUS CAPACITY LEVELS AND ROUTE BOUNDARIES, THERE IS NO GUARANTEE OF A SEAT FOR DAYCARE TRANSPORTATION
School Cancellation & Delays.

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

The Linn-Mar Community School District will not open when travel is too difficult to guarantee the safety of our students. If bad weather forces the closing of schools, we will utilize the following notification systems to alert parents and staff of a delay or cancellation. Early closings and activity cancellations, due to adverse weather conditions or other emergencies, will be communicated in the same manner.

All delays, cancellations and early dismissals will be communicated on:

TV: KWWL KGAN KCRG KFXA
RADIO: WMT KMRY KKRD KHAK KZIA KCCK

DISTRICT: www.linnmar.k12.ia.us

School Messenger – emergency text notification service

In cases where school is delayed or cancelled, please use the following guidelines for other programs/activities:

TWO-HOUR DELAY
Little Lions Preschool
AM Cancelled

Before School Care
Cancelled if the cancellation occurs prior to opening. If cancellation occurs after opening, then it is at the discretion of the childcare program.

High School, COMPASS, and Success Center
AM Activities Cancelled

Elementary, Intermediate, and Middle Schools:
AM Activities Cancelled

CANCELLATION
Little Lions Preschool
Cancelled

Early Childhood Blended Program
Cancelled

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, information about weather and road conditions is 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.

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 District uses School Messenger, Facebook, Twitter and local media in the event of an emergency for procedures to follow when picking up your student(s).
# 2020-21 Calendar

**Start-Finish**
August 24th – May 25th

**Summary of Calendar**
Days in Classroom: 176
Total Student Hours: 1119.84

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>43</td>
<td>46</td>
<td>43</td>
</tr>
</tbody>
</table>

**Calendar Legend**
- Start/End
- Quarter
- No School
- 2-Hour Early Dismissal
- Holidays/Breaks/Comp Days
- Teacher Collaboration Days
- Teacher Workdays
- New Teacher Orientation Days
- Early Childhood Prof Learning
- Professional Learning Days
- High School Conferences

**Linn-Mar Days**
176 School Days
5 Teacher Collaboration Days
1 Teacher Workday
7 Professional Learning Days
2 Comp Days (Nov 25 & Feb 15)
191 Total

**Make Up Days for Cancellations**
May 26 thru June 4, 2021

## Updated and board approved 7/13/20

### August 2020

<table>
<thead>
<tr>
<th>M</th>
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<th>Th</th>
<th>F</th>
<th>Student Days</th>
<th>Teacher Days</th>
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</thead>
<tbody>
<tr>
<td>3</td>
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### September 2020

<table>
<thead>
<tr>
<th>M</th>
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<th>W</th>
<th>Th</th>
<th>F</th>
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<tr>
<td>1</td>
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### October 2020

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<th>Student Days</th>
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<td>2</td>
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