

Inspire Learning. Unlock Potential. **Empower Achievement.**

# District **Handbook** 2018-2019



**LINN-MAR**  
**2020**  
Spirit. Opportunity. Future>>

**LM** **LINN-MAR**  
Community  
School District

# Welcome.



Shannon Bisgard

## Superintendent's Message

I am proud to have the opportunity to be the superintendent of the Linn-Mar Community School District. I may be new to this position, but I am not new to Linn-Mar. I have served Linn-Mar in various leadership capacities since 2003. I began as a building principal at Bowman Woods before having the opportunity to open Linn Grove as a new school in 2007. After serving as a regional administrator at Grant Wood Area Education Agency for two years, I returned to Linn-Mar as the associate superintendent in 2015. Throughout all of these experiences I have always been impressed by the outstanding level of commitment to meet the needs of students and families by both the Linn-Mar staff and the supportive community. This is truly a special place to work and live!



As I begin my first year as the Superintendent of Linn-Mar, I am excited about all of the great things that are happening throughout our district and community. All of our schools continue to perform at a very high level academically. Our staff is dedicated to providing nothing but the best quality education for our students. Linn-Mar continues to offer a wide variety of activities and athletic opportunities for students as well. These programs produce high quality teams and performances through great leadership and community support. The combination of high academic expectations along with great extracurricular experiences give our students the opportunity to have a well rounded experience at Linn-Mar.

As our community continues to grow our school district does as well. The School Board has created a 10 year facility plan to help meet both the short term space needs in our schools and also to provide long term direction for the district. The first steps in the 10 year facility plan involve building two new 5th-6th grade intermediate buildings. These two buildings would provide space relief at all seven elementary schools as well as at our two middle schools. The last time Linn-Mar passed a school bond was in 2005. Student enrollment at that time was 5,267. Anticipated enrollment for the 2018-19 school year is 7,700, an increase of almost 2,500 students in 13 years. I am confident that a successful implementation of the 10 year facility plan will ensure that students will be able to benefit from learning a safe and comfortable learning environment in all of our schools!

Linn-Mar has a strong history of community support, academic success and school pride. I am excited to continue this tradition as the new Superintendent. We are Linn-Mar!

Shannon Bisgard,  
Superintendent

### Up-to-date Information

- Like us on Facebook
- @LinnMarNews
- LMTV

## Fast Facts

### DISTRICT PROFILE:

- 10 Schools
  - 7 Elementary (Bowman Woods, Echo Hill, Indian Creek, Linn Grove, Novak, Westfield & Wilkins)
  - 2 Middle Schools (Excelsior & Oak Ridge)
  - 1 High School (Linn-Mar High School, COMPASS and Success Center)
- 7,416 Students as of 5/31/18
  - (Elementary - 3,493, Middle School - 1,724, and High School - 2,199)
- 1,118 Employees
- 377 Teachers with Advanced Degrees
- 22.7 Students Average Class Size
- 3,750 Eligible riders transported by 59 Buses and 12 Vans
- 2:1 Student/Computer Ratio
- 807 Volunteers giving 26,417 hours of time
- 4,841 Student lunches served daily

### STUDENT PROFILE:

- 95% Attendance Rate
- 95% Graduation Rate
- Race/Ethnicity includes 81% White, 5% Asian, 5% Black, 4% Hispanic
- 1.5% of Students are English Language Learners (ELL)
- 9.0% of Students have IEP's
- 20.9% of Students are eligible for Free/Reduced Lunch
- 73% High School Students took the ACT (composite average of 24.2)
- 684 Advanced Placement (AP) Exams taken; 82% of AP scores were over 3

### FINANCE/BUDGET:

- \$140,222,824 Total Approved Budget/FY2018 Budget
- \$86,643,127 Budgeted General Fund Revenues/FY2018 Budget
- \$86,491,613 Budgeted General Fund Expenditures/FY2018 Budget
- \$2,184,255,528 District's Assessed Valuation (including TIF)
- District Tax Rate (per \$1,000 assessed value) is \$17.37

# Strategic Plan.

This District Handbook is intended to be used by students, parents and staff as a guide to the rules, regulations and general information about Linn-Mar Community School District. Parents are encouraged to it as a resource and to assist their child in following the rules included.



THEMES	BOARD GOALS		DESCRIPTION
PATHWAYS	Board Goal 1	Inspire Learning - Articulate	Implement a pathway and framework for Pre K-14 programming to ensure all students graduate future ready.
	Board Goal 2	Inspire Learning - Support	Create an effective and agile organization that is individually responsive to the needs of the whole child.
	Board Goal 3	Unlock Potential - Challenge	Become an excellent learning organization through a culture of continuous improvement.
TECHNOLOGY	Board Goal 4	Unlock Potential - Success	Maximize student achievement by increasing digital literacy utilizing 21st century digital tools.
	Board Goal 5	Empower Achievement - Involve	Enhance engagement opportunities through focused strategic partnerships.
FACILITY	Board Goal 6	Empower Achievement - Build	Construct physical learning environments using fiscally responsible and sustainable practices.

Above, you can see the framework of our 10-Year Strategic Plan's themes, mission, goals and goal descriptions in chart form. Every year we modify the process of writing our Strategic Initiatives for each of these goals.

These initiatives will be based upon feedback and guidance from our administrators, teachers, parents, and students. Initiatives will be either imminent (happening in the next 3 years), mid-range (happening in the next 5 years) or long-range (5+ years). Using these Strategic Initiatives, the Board Book was redesigned in an effort to be as transparent as possible and in order to publicly keep everyone (Board and Community) apprised of our work and progress toward our goals.

Inspire Learning. Unlock Potential. **Empower Achievement.**

# School Board.

## 2018-19 Linn-Mar Community School District Board of Directors



**Sondra Nelson**  
**President**  
Term expires 2019  
snelson@linnmar.k12.ia.us



**George AbouAssaly**  
**Vice President**  
Term expires 2019  
gabouassaly@linnmar.k12.ia.us

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](http://www.linnmar.k12.ia.us).



**Bob Anderson**  
Term expires 2021  
bob.anderson@linnmar.k12.ia.us



**Tim Isenberg**  
Term expires 2019  
tisenberg@linnmar.k12.ia.us



**Cara Lausen**  
Term expires 2021  
cara.lausen@linnmar.k12.ia.us



**Rachel Wall**  
Term expires 2021  
rachel.wall@linnmar.k12.ia.us



**Clark Weaver**  
Term expires 2019  
cweaver@linnmar.k12.ia.us



**Shannon Bisgard**  
**Superintendent**  
sbisgard@linnmar.k12.ia.us

### Linn-Mar CSD School Board Meeting Dates\*

#### 2018:

- July 9
- August 13, 27
- September 10, 24
- October 8, 22
- November 5, 19
- December 10

#### 2019:

- January 14, 28
- February 11, 25
- March 11
- April 8, 22
- May 6, 20
- June 10

\*Dates subject to change.

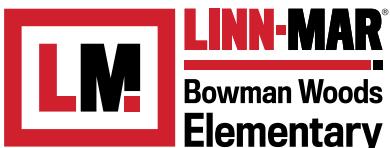


**J.T. Anderson, CPA**  
**Treasurer**  
jtanderson@linnmar.k12.ia.us

**Secretary**  
\*position not filled at time of printing

**WE ARE LINN-MAR®**

# Buildings & Facilities.



(Grades K-5)

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](mailto:tina.march@linnmar.k12.ia.us)

Facilitator:  
Val Lawrence  
[vlawrence@linnmar.k12.ia.us](mailto:vlawrence@linnmar.k12.ia.us)

Secretary: Denise Kack

Counselor: Sally Wiley  
[swiley@linnmar.k12.ia.us](mailto:swiley@linnmar.k12.ia.us)

Instructional Coach: Terri Streicher  
[tstreicher@linnmar.k12.ia.us](mailto:tstreicher@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Anna Strand

PTO Co-Chairs: Andrea Schoenbeck  
& Becky Streff  
[bowmanwoodspto@gmail.com](mailto:bowmanwoodspto@gmail.com)

Volunteer Coordinators: Angie Krueger  
& Roe Delaney  
[bwvolunteers@linnmar.k12.ia.us](mailto:bwvolunteers@linnmar.k12.ia.us)

Before/After School Care:  
Hand in Hand: (319) 373-3630



(Grades ECBP/PK-5)

400 Echo Hill Road, Marion  
Phone: (319) 730-3560  
Attendance Phone: (319) 730-3561  
Class hours: 8:45 a.m. – 3:30 p.m.



Principal: Dan Ludwig  
[dldwig@linnmar.k12.ia.us](mailto:dldwig@linnmar.k12.ia.us)

Facilitator:  
Teresa Garcia  
[tgarcia@linnmar.k12.ia.us](mailto:tgarcia@linnmar.k12.ia.us)

Secretary: Elise Duesing

Counselor: Deb Bundy  
[dbundy@linnmar.k12.ia.us](mailto:dbundy@linnmar.k12.ia.us)

Instructional Coach: Sara Hovdan  
[shovdan@linnmar.k12.ia.us](mailto:shovdan@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Lynn O'Brien

PTO Chair: Sarah Hora  
[echohillpto@yahoo.com](mailto:echohillpto@yahoo.com)

Volunteer Coordinator:  
Karen Daubs  
[ehvolunteers@linnmar.k12.ia.us](mailto:ehvolunteers@linnmar.k12.ia.us)

Before/After School Care:  
YMCA: (319) 366-6421 ext. 102



(Grades K-5)

2900 Indian Creek Road, Marion  
Phone: (319) 447-3270  
Attendance Phone: (319) 447-3272  
Class hours: 8:00 a.m. – 2:45 p.m.



Principal: Kelly Kretschmar  
[kkretschmar@linnmar.k12.ia.us](mailto:kkretschmar@linnmar.k12.ia.us)

Facilitator:  
Maurice Frazier  
[mfrazier@linnmar.k12.ia.us](mailto:mfrazier@linnmar.k12.ia.us)

Secretary: Pam Harder

Counselor: Kelly Ward  
[keward@linnmar.k12.ia.us](mailto:keward@linnmar.k12.ia.us)

Instructional Coach: Sara Hofer  
[shofer@linnmar.k12.ia.us](mailto:shofer@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Marilyn Calcara

PTO Co-Chairs: Sue Rupp &  
Jenny Hemmes  
[indiancreekpto@gmail.com](mailto:indiancreekpto@gmail.com)

Volunteer Co-Coordinator:  
Shawn & Angela Burke  
[icvolunteers@linnmar.k12.ia.us](mailto:icvolunteers@linnmar.k12.ia.us)

Before/After School Care:  
Hand in Hand: (319) 373-3630

# Buildings & Facilities.



(Grades PK-5)

2301 50th Street, Marion  
Phone: (319) 730-3500  
Attendance Phone (319) 730-3501  
Class hours: 8:45 a.m. – 3:30 p.m.



Principal: Chad Buchholz  
[cbuchholz@linnmar.k12.ia.us](mailto:cbuchholz@linnmar.k12.ia.us)

Facilitator:  
Tristan Evans  
[tevans@linnmar.k12.ia.us](mailto:tevans@linnmar.k12.ia.us)

Secretary: Holly Swanson

Counselor: Kathryn Knudson  
[kknudson@linnmar.k12.ia.us](mailto:kknudson@linnmar.k12.ia.us)

Instructional Coach:  
Tiffany Kinzenbaw  
[tkinzenbaw@linnmar.k12.ia.us](mailto:tkinzenbaw@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Marilyn Calcarra

PTO Chair: Kara Larson  
[linngroveptoemail@gmail.com](mailto:linngroveptoemail@gmail.com)

Volunteer Coordinator:  
Jennie Wildman  
[lgvolunteers@linnmar.k12.ia.us](mailto:lgvolunteers@linnmar.k12.ia.us)

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



(Grades ECBP/PK-5)

401 29th Avenue, Marion  
Phone: (319) 447-3300  
Attendance Phone (319) 447-3345  
Class hours: 8:00 a.m. – 2:45 p.m.



Principal: Carol O'Donnell  
[codonnell@linnmar.k12.ia.us](mailto:codonnell@linnmar.k12.ia.us)

Facilitator:  
Ryan Phillips  
[rphillips@linnmar.k12.ia.us](mailto:rphillips@linnmar.k12.ia.us)

Secretary: Terri Vogel

Counselor: Cristina Southwood  
[csouthwood@linnmar.k12.ia.us](mailto:csouthwood@linnmar.k12.ia.us)

Instructional Coach: Debra Barry  
[dbarry@linnmar.k12.ia.us](mailto:dbarry@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Anna Strand

PTO Chair: Brandy Vorhies  
[novakpto@gmail.com](mailto:novakpto@gmail.com)

Volunteer Coordinator:  
Alissa Philipp  
[nevoluteers@linnmar.k12.ia.us](mailto:nevoluteers@linnmar.k12.ia.us)

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



(Grades K-5)

901 East Main Street NE, Robins  
Phone: (319) 447-3350  
Attendance Phone: (319) 447-3356  
Class hours: 8:45 a.m. – 3:30 p.m.



Principal: Ed Rogers  
[erogers@linnmar.k12.ia.us](mailto:erogers@linnmar.k12.ia.us)

Facilitator:  
Jess Fitzpatrick  
[jessica.fitzpatrick@linnmar.k12.ia.us](mailto:jessica.fitzpatrick@linnmar.k12.ia.us)

Secretary: Jill Pistulka

Counselor: Kasi Shanahan  
[kshanahan@linnmar.k12.ia.us](mailto:kshanahan@linnmar.k12.ia.us)

Instructional Coach: Amy Bowman  
[abowman@linnmar.k12.ia.us](mailto:abowman@linnmar.k12.ia.us)

Student Assistance Specialist:  
Stacia Walker  
[swalker@linnmar.k12.ia.us](mailto:swalker@linnmar.k12.ia.us)

Nurse: Anna Strand

PTO Chair: Colleen Bakker  
[westfieldpto@gmail.com](mailto:westfieldpto@gmail.com)

Volunteer Coordinator:  
Raychelle Kiley  
[wfvolunteers@linnmar.k12.ia.us](mailto:wfvolunteers@linnmar.k12.ia.us)

Before/After School Care:  
Hand in Hand: (319) 373-3630

# Buildings & Facilities.



(Grades K-5)

2127 27th Street, Marion  
Phone: (319) 447-3380  
Attendance Phone: (319) 447-3382  
Class hours: 8:00 a.m. – 2:45 p.m.



Principal: Amanda Potter  
amanda.potter@linnmar.k12.ia.us

Facilitator: Lisa Silver  
lsilver@linnmar.k12.ia.us

Secretary: Vicky Faulkner

Counselor: Nick Mohwinkle  
nmohwinkle@linnmar.k12.ia.us

Instructional Coach: Lori Manley  
lmanley@linnmar.k12.ia.us

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

Nurse: Marilyn Calcara

PTO Chair: Amber Berglund  
wilkinspto2@gmail.com

Volunteer Coordinator: Amber Hruby  
wevolunteers@linnmar.k12.ia.us

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



(Grades 6-8)

3555 North Tenth Street, Marion  
Phone: (319) 447-3130  
Attendance Phone: (319) 447-3132  
Class hours: 8:00 a.m. – 2:45 p.m.



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

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

Associate Principal/Activities Director:  
Duane Orr  
dorr@linnmar.k12.ia.us

Secretary: Sherri Fee

Attendance Secretary: Denise Sevcik

Counselors:  
Margaret Buonadonna  
mbuonadonna@linnmar.k12.ia.us

Erin Gorman  
egorman@linnmar.k12.ia.us

Lindsey Starmer  
lstarmer@linnmar.k12.ia.us

Instructional Coach: Jessica Dirks  
jdirks@linnmar.k12.ia.us

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

Nurse: Lynn O'Brien

Volunteer Coordinators: Beth Graves  
& Cathy Baruth  
exvolunteers@linnmar.k12.ia.us



(Grades 6-8)

4901 Alburnett Road, Marion  
Phone: (319) 447-3410  
Attendance Office: (319) 447-3413  
Class hours: 8:00 a.m. – 2:45 p.m.



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

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

Associate Principal/Activities Director:  
CJ McDonald  
cmcdonald@linnmar.k12.ia.us

Secretary: Christine Holtan

Attendance Secretary: Mandy Merritt

Counselors:  
Victoria Lin Wanda  
vwanda@linnmar.k12.ia.us

Kimberly Woods  
kwoods@linnmar.k12.ia.us

Instructional Coach:  
Amy Collison  
amy.collison@linnmar.k12.ia.us

Student Assistance Specialist:  
Jessica Deahl  
jdeahl@linnmar.k12.ia.us

Nurse: K'Dean Dunnwald

Volunteer Coordinator: Amber Mulnik  
orvolunteers@linnmar.k12.ia.us

# Buildings & Facilities.



(Grades 9 - 12)

3111 North Tenth Street, Marion  
Phone: (319) 447-3040  
Class hours: 8:30 a.m. – 3:30 p.m.  
Early Bird: 7:15 a.m.



Principal: Jeffrey M. Gustason, Ph. D.  
[jgustason@linnmar.k12.ia.us](mailto:jgustason@linnmar.k12.ia.us)

Secretary  
Barb Benton

Cashier/Bookkeeper  
Joyce Dayton

## 9th-10th Office

Associate Principal: Kimberly Buelt  
[kbuelt@linnmar.k12.ia.us](mailto:kbuelt@linnmar.k12.ia.us)

Student Dean: Phillip Eastman  
[phillip.eastman@linnmar.k12.ia.us](mailto:phillip.eastman@linnmar.k12.ia.us)

Counselors  
Greg Hall (last names A-G)  
[ghall@linnmar.k12.ia.us](mailto:ghall@linnmar.k12.ia.us)

Pete Martin (last names H-N)  
[pmartin@linnmar.k12.ia.us](mailto:pmartin@linnmar.k12.ia.us)

Sheryl Cline (last names O-Z)  
[scline@linnmar.k12.ia.us](mailto:scline@linnmar.k12.ia.us)

Secretaries  
Angela Lysne  
Stephanie Sheldon

## 11th-12th Office

Associate Principal: Joe Nietert  
[jnietert@linnmar.k12.ia.us](mailto:jnietert@linnmar.k12.ia.us)

Student Dean: Chris Robertson  
[crobertson@linnmar.k12.ia.us](mailto:crobertson@linnmar.k12.ia.us)

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

Jennifer Thurston (last names H-N)  
[jthurston@linnmar.k12.ia.us](mailto:jthurston@linnmar.k12.ia.us)

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

Secretaries  
Honey Sue Heater  
Amy Sturenfeldt

## Student Assistance Office

Student Assistance Counselors  
Kevin McCauley  
[kmccauley@linnmar.k12.ia.us](mailto:kmccauley@linnmar.k12.ia.us)

Lisa Mooney  
[lmooney@linnmar.k12.ia.us](mailto:lmooney@linnmar.k12.ia.us)

Janessa Walters  
[jwalters@linnmar.k12.ia.us](mailto:jwalters@linnmar.k12.ia.us)

Volunteer Coordinator  
Michelle Hand  
[hsvolunteers@linnmar.k12.ia.us](mailto:hsvolunteers@linnmar.k12.ia.us)

## Health Office

Nancy Kleitsch, Nurse  
[nkleitsch@linnmar.k12.ia.us](mailto:nkleitsch@linnmar.k12.ia.us)

Camilla Martin, Nurse  
[camartin@linnmar.k12.ia.us](mailto:camartin@linnmar.k12.ia.us)

Kathy Ebeling, Health Assistant  
Deb Blythe, Health Assistant

## College & Career Center

School Counselors  
Sheryl Cline  
[scline@linnmar.k12.ia.us](mailto:scline@linnmar.k12.ia.us)

Elizabeth Kreher  
[ekreher@linnmar.k12.ia.us](mailto:ekreher@linnmar.k12.ia.us)

Secretary/Registrar: Brynne Love

## The ROAR Store

Corey Brinkmeyer  
[cbrinkmeyer@linnmar.k12.ia.us](mailto: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: 8:30 a.m. – 3:30 p.m.

Associate Principal: Steve Goodall  
[steven.goodall@linnmar.k12.ia.us](mailto:steven.goodall@linnmar.k12.ia.us)

Todd Goodell (Academic Success)  
[tgoodell@linnmar.k12.ia.us](mailto:tgoodell@linnmar.k12.ia.us)

Danielle Patterson (Academic Success)  
[dpatterson@linnmar.k12.ia.us](mailto:dpatterson@linnmar.k12.ia.us)

Secretary: Brenda Saville

## Athletic Office

Athletic Director: David Brown  
[dbrown@linnmar.k12.ia.us](mailto:dbrown@linnmar.k12.ia.us)

Associate Athletic Director: Tonya Moe  
[tmoe@linnmar.k12.ia.us](mailto:tmoe@linnmar.k12.ia.us)

Secretary: Melaine Kelley

# Buildings & Facilities.



## Learning Resource Center (LRC)

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

Linn-Mar Community School District Offices, as well as COMPASS and the Home School Assistance Program, are located at the LRC.

## Four Oaks

4000 Hwy 151, Marion  
Phone: (319) 784-1400  
Megan Burke-Brunsheen  
Associate Director of Student Services  
megan.brunsheen@linnmar.k12.ia.us

## Home School Assistance Program

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

## Success Center

1055 Linden Drive, Suite B, Marion  
Phone: (319) 373-4847  
Megan Burke-Brunsheen  
Associate Director of Student Services  
megan.brunsheen@linnmar.k12.ia.us

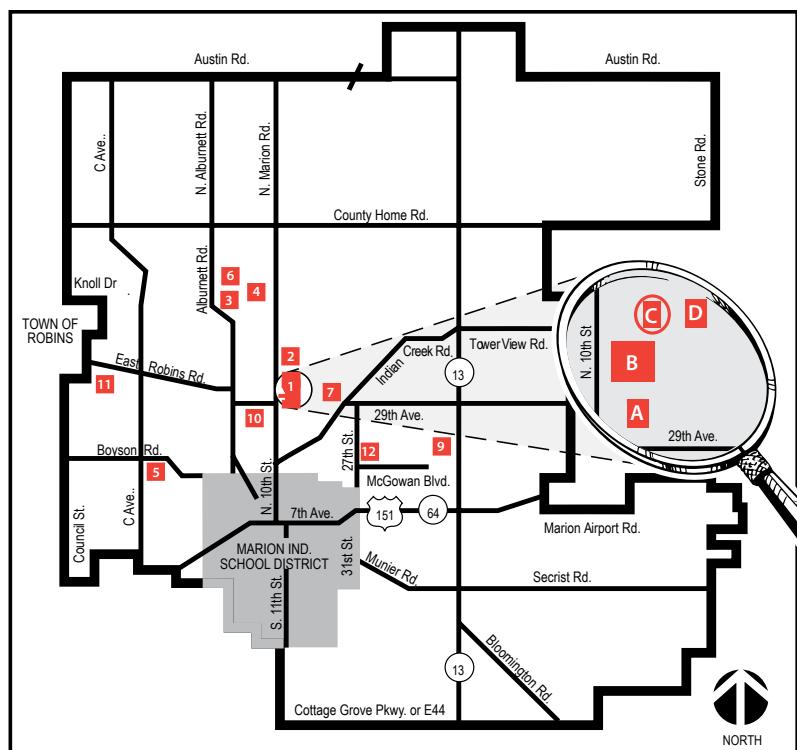
## Iowa BIG

600 Boyson Rd, Hiawatha  
Phone: (319) 899-3115  
Bob Read  
Director of Innovations  
bread@linnmar.k12.ia.us



## Aquatic Center

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



### Linn-Mar Community School District Map Key

- 1** Linn-Mar Main Campus (see enlargement area A-D)
  - A**. Learning Resource Center
  - B**. Linn-Mar High School
  - C**. Linn-Mar Stadium
  - D**. Linn-Mar Aquatic Center
- 2** Excelsior Middle School
- 3** Oak Ridge Middle School
- 4** Linn-Mar Baseball/Softball Complex
- 5** Bowman Woods Elementary
- 6** Echo Hill Elementary
- 7** Indian Creek Elementary
- 9** Linn Grove Elementary
- 10** Novak Elementary
- 11** Westfield Elementary
- 12** Wilkins Elementary

Students moving out of their attendance area should consult page 17.

For any other questions regarding school boundaries, please call (319) 447-3014.

# 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 Wellbeing  
and Safety  
• Workers Compensation

## **Communications and Media**

Matthew May  
Coordinator  
(319) 447-3005  
• Media Liaison  
• Social Media  
• Website  
• Virtual Backpack

Kevin Fry  
Digital Media Technician/  
LMTV Support  
(319) 730-3530

## **Community Relations**

Karla Terry  
Coordinator  
(319) 447-3110  
• Community Involvement  
• Parent University  
• Volunteers

## **Finance/Business Office**

J.T. Anderson, CPA  
Chief Financial Officer  
(319) 447-3008

Business Manager\*  
• Day Care  
• Finance/Budget  
• Financial Assistance  
• Gifts/Donations  
• Returned Checks

Laura Fuller  
Payroll Lead  
(319) 447-3018

Sandy Clabough  
Accounts Payable  
(319) 447-3010

Katie Wedeking  
Accounts Receivable/  
Payroll  
(319) 447-3146

Bre Hinders  
Accounting Assistant/  
Receptionist  
(319) 730-3682

## **Student Services**

Leisa Breitfelder  
Executive Director  
(319) 447-3003

Karen Wilson  
Assistant  
(319) 447-3019  
• American Disabilities Act  
• Day Care  
• English Language Learners  
• Health Services  
• Olweus  
• Safe & Drug Free Schools  
• Special Education

Kristi Hicks  
Associate Director of  
Student Services  
(319) 730-3627

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

Kelly Trier  
Autism Consultant  
(319) 730-3529

Cathy Muller  
Behavior Consultant  
(319) 730-3547

## **Technology Services**

Jeri Ramos  
Executive Director  
(319) 447-3066

Sarah Offerman  
Assistant  
(319) 447-3145

Help Desk  
(319) 447-3100

## **Instructional Services**

Nathan Wear  
Associate Superintendent  
(319) 447-3028

Louanne Lawson  
Assistant  
(319) 447-3014  
• Attendance Exception  
Requests  
• Boundary Information  
• Calendar  
• Equity  
• Home School  
• Open Enrollment  
• Professional Development

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

Dianne Van Praag  
Assistant  
(319) 447-3015

**Operations**  
J.T. Anderson, CPA  
Chief Operating Officer  
(319) 447-3008

Sarah Offerman  
Assistant  
(319) 447-3145  
• Facility Use/Rental  
• Fundraising Requests  
• Overnight Trip Requests

Stacy Fish  
Nutrition Services Manager  
(319) 447-3302

Andrea Fish  
Nutrition Services  
Coordinator  
(319) 447-3349

Nicole Krieger  
Total Access Assistant  
(319) 730-3541

Steve Nelson  
Operations & Maintenance  
Manager  
(319) 447-3021

Jamie Johnson  
Grounds Supervisor  
(319) 447-3025

Sarah Holub  
Assistant  
(319) 447-3020

Brian Cruise  
Transportation Manager  
(319) 447-3031

Brent Wilfong  
Dispatcher  
(319) 447-3034

Deb Steward  
Assistant  
(319) 447-3030

**Teacher Leadership**  
Erin Watts  
Program Coordinator  
(319) 447-3451

**Athletics Office (High  
School)**  
(319) 447-3060

**LRC Reception Desk**  
Bre Hinders  
(319) 730-3682

\*Position not filled at time of printing

# Community Connections.

## Booster Club

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

If you would like to become a member of the Booster Club by making a monetary donation or be a concession worker, call (319) 447-3044 or visit us online at [www.linnmar-boosterclub.org](http://www.linnmar-boosterclub.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 Linn-Mar Community School 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 to:  
Matthew May, Communications/  
Media Coordinator,  
[mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us)  
(319) 447-3005

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](http://www.linnmar.k12.ia.us/backpack)

## ***Freedom of Information Act Requests***

Linn-Mar 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. Electronic files are not available. 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 Matthew May via email at [mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us) or call (319) 447-3005. See Board Policy 1001.8 Public Examination of Public Records at [policy.linnmar.k12.ia.us](http://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](mailto: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 material. For licensing information, please contact the Business Office.

### *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](http://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.



#### **To find out more about Linn-Mar Community Schools:**

- For the latest news & announcements – [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)
- For social media updates – “like” Linn-Mar Community Schools on [facebook](#) and follow us @LinnMarNews on [twitter](#)
- LMTV Youtube Channel

In the case of King, he is “friendly and fun” and is meant to help people feel good about Linn-Mar. When using King, be sure to have the Linn-Mar logo or reference Linn-Mar (minus the logo “Lion”) somewhere visible in your materials.

To request use of King, please contact Matthew May, communications/media coordinator, at [mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us) or (319) 447-3005

## 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 & classroom projects throughout the District.

There are a number of simple ways to help support the Linn-Mar Foundation & 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 March 1st, 2019 at the CR Marriott
- Enjoy Dine Out for Our Schools in September & 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 & 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](http://www.linnmarfoundation.org)

## ***Use of Student Photographs, Videos, & Likenesses***

Photographs, videos, 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 15 of each school year (or within two weeks of the student's enrollment should it occur after this date).

# Community Connections.

## Volunteer Program

The Linn-Mar Volunteer Program is a vital part of our school community. Our volunteers are passionate about learning and work as part of our team in supporting the education of all students. Volunteers may tutor, read with children or assist in the classroom. Opportunities for our students are expanded by volunteers assisting with field trips and culminating classroom activities. Volunteers meet monthly in our K-5 schools to prepare learning materials for students allowing teachers to spend more time with students.

Linn-Mar Volunteers:

- Are an essential piece in developing our learning community.
- Provided more than 24,460 hours of time assisting staff and students during the 2017-18 school year.
- Receive additional support from the Community Relations Office and their school volunteer coordinator.

Volunteer Orientation will be held in your schools this fall, please plan to attend. Contact Karla Terry, community relations coordinator, at (319) 447-3110 or email [kterry@linnmar.k12.ia.us](mailto:kterry@linnmar.k12.ia.us) to begin the process of becoming an active volunteer at Linn-Mar!

## Parent Opportunities

### *Parent Teacher Organizations*

Each Linn-Mar elementary building has a PTO which serves as a conduit between parents and their school. The PTO groups promote a positive school environment. There are many fun and unique ways that the PTO supports 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 offered in the evening typically at 6:30 p.m. in the Learning Resource Center, 2999 North Tenth Street, Marion, approximately three times per school year. Contact Karla Terry about upcoming Parent University meetings at [kterry@linnmar.k12.ia.us](mailto: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 & 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 Solutions for collection. 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) 447-3000.

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 District 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 District's Free or Reduced Meal Program may qualify for a full, partial or temporary waiver by completing the Standard Fee Waiver application. Forms may be found at the back of this handbook.

**2018-19 Student Fee Schedule**

STUDENT FEES	2017-18	2018-19
<b>Textbook/Supply Fee</b>		
AK-5	\$50.00	\$50.00
AK-5 Reduced	\$25.00	\$25.00
6-8	\$60.00	\$60.00
6-8 Reduced	\$30.00	\$30.00
9-12	\$80.00	\$80.00
9-12 Reduced	\$40.00	\$40.00
9-12 Towel Fee	\$1.00	\$1.00
<b>Little Lions</b>		
Monthly Tuition	\$200.00	\$200.00
Registration Fee	\$45.00	\$45.00
<b>Kirkwood Class Drop Fee</b>	\$250.00	\$250.00
<b>Instrumental Rentals</b>		
High School/Middle School		
School Owned	\$45.00	\$45.00
Percussion	\$45.00	\$45.00
Reduced	\$22.50	\$22.50
<b>Band Uniform Rental</b>	\$5.00	\$5.00
<b>Orchestra Uniform Rental</b>	\$5.00	\$5.00
<b>Choir Robe Fee</b>	\$5.00	\$5.00
<b>Show Choir</b>		
10th Street	\$500.00	\$500.00
10th Street Reduced	\$250.00	\$250.00
In Step	\$475.00	\$475.00
In Step Reduced	\$237.50	\$237.50
Hi-Style	\$450.00	\$450.00
Hi-Style Reduced	\$225.00	\$225.00

HIGH SCHOOL	2017-18	2018-19
<b>Activity Ticket</b>	\$45.00	\$50.00
<b>Varsity/JV Athletic Admissions</b>		
K-12 Football	\$5.00	\$5.00
Adult Football	\$6.00	\$6.00
Sr. Citizen Footbal	\$4.00	\$4.00
K-12 (Other Sports)	\$4.00	\$4.00
Adult (Other Sports)	\$5.00	\$5.00
Sr. Citizen (Other Sports)	\$3.00	\$3.00
<b>Freshman Athletic Admissions</b>		
K-12 (All Sports)	\$2.00	\$2.00
Adult (All Sports)	\$3.00	\$3.00
<b>Music Events</b>		
K-12 Students	\$2.00	\$2.00
Adults	\$3.00	\$3.00
Senior Citizens	\$2.00	\$2.00
<b>Musicals</b>		
Single Ticket	\$10.00	\$10.00
<b>Drama Events</b>		
K-12 Students	\$5.00	\$5.00
Adults	\$5.00	\$5.00
<b>Parking Pass</b>	\$25.00	\$25.00
<b>Parking Fines (per occurrence)</b>	\$25.00	\$25.00

Middle School	2017-18	2018-19
<b>Fine Arts</b>	\$1.00 or GWD	\$1.00 or GWD
<b>Athletics</b>	\$1.00 or GWD	\$1.00 or GWD

Yearbook	2017-18	2018-19
6-8	\$22.00	\$22.00
9-12	\$70.00	\$70.00

Cap & Gown	2017-18	2018-19
Graduates	\$40.00	\$40.00
<b>Summer Programs</b>		<b>2018-19</b>
Kirkwood Drivers Education		\$400.00
Full Tuition		
Kirkwood Drivers Education		\$200.00
Reduced Tuition		

MEALS	2017-18	2018-19
<b>Lunch</b>		
K-5	\$2.60	\$2.60
6-8	\$2.65	\$2.65
9-12	\$2.70	\$2.70
K-12 Reduced	\$0.40	\$0.40
Adult	\$3.55	\$3.65
<b>Breakfast</b>		
K-5	\$1.50	\$1.50
6-8	\$1.50	\$1.50
9-12	\$1.50	\$1.50
K-12 Reduced	\$0.30	\$0.30
Adult	\$1.70	\$1.70
<b>Milk</b>	\$0.50	\$0.50

### Student Fee Summary

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

Touch Base is our online payment system. A link to this website may be found on the District Homepage or off of the School Nutrition Page. Service fees are not charged for essential items such as lunch and instructional materials 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.

# Health Services.

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

## Dental Screenings

Iowa law requires that any student who is entering kindergarten and 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 assure 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.**

Linn-Mar has partnered with St. Luke's Dental Health to provide dental screenings. If you prefer that your student not participate in the dental screening or follow-up screening, please provide a written note of your refusal to the school nurse.

## Emergency Contacts

Should an accident occur or your child becomes ill, the student's parent/guardian(s) will be notified at once. A student is never sent home unless arrangements are made with authorized persons as identified on the emergency card. At registration you will be asked to supply the phone 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 phone number. If an emergency exists and no one can be reached, school personnel will contact the hospital or doctor indicated on the student's emergency records.

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

## Head Lice Management

In accordance with the State of Iowa and Linn County Departments of Health, Linn-Mar Community School District has implemented a community plan that will support 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](http://www.idph.iowa.gov) or [www.cdc.gov/lice/head](http://www.cdc.gov/lice/head).

## Healthy Kids Act

The Healthy Kids Act was signed by Governor Culver in 2008 and:

- 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.

## Hearing Screening

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, middle, and 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. Parent/guardians not wishing that 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.

## Immunizations

The State of Iowa requires that all children be immunized before they may attend school. As your child receives boosters, please submit an updated immunization record to the health office. Your student's records will be checked. If he/she is not properly immunized, you will be notified of what steps to take to ensure that your student may remain in school.

**The Iowa Department of Public Health has the following immunization requirements for the 2018-2019 school year.**

All students enrolling in 7th grade 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

# Health Services.

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); or 1 dose if received when students are 16 years of age or older.

There will be NO grace/extension period for the implementation of this requirement. Your student will not be able to attend classes until the vaccination is received. This immunization is available at your physician office or the Linn-County public health department at (319) 892-6000. Walk-in clinics do not provide this vaccination.

Parents can provide proof of immunization to the LM Health Office by sending proof of immunization via mail, fax, email, or drop off records to the health office. For more information regarding this new school immunization requirement, visit the Linn County Public Health website.

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 or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

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

## Medication in School

Prescription and non-prescription medications will only be administered during the school day with written authorization from the parent/legal guardian (page 40 of this Handbook).

Prescription medication must be supplied to the school in the labeled prescription container. The label must include the name of the student, the name of the medication, dosage prescribed, frequency to be given, and the name of prescribing physician. The medication permission form signed by parent/legal guardian must be on file.

Non-prescription medication must be supplied to the school in the original container and labeled with the student's name. For Preschool through 8th grade students, a physician/dentist signature is required before any non-prescription over-the-counter medications will be given. This includes acetaminophen, ibuprofen, cough medications, etc. Middle and high school students, in accordance with Health Services protocols for common complaints of pain or illness, may have limited, non-prescription medications with

written authorization from parent/legal guardian. The medication must be kept in health office. The standard dose of acetaminophen and ibuprofen will be provided by Linn-Mar Health Services. All other over the counter medications for grades 6-12 must be supplied by a parent/guardian. The parent/guardian must supply any over the counter medication that needs to be given liquid/chewable form or different than the standard dose supplied by Linn-Mar Health Services.

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

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

## Physical Examinations

Grades K-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](http://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 school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 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 school district's education program.

Parents of students enrolling for the first time, must show proof of residency in the Linn-Mar Community School District. Current dated documents (within 30 days of registration) that may be used to demonstrate residency in the district include:

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

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

### Boundaries

Elementary boundary areas for Linn-Mar Community Schools are based on growth and balance enrollment across the district. Indian Creek Elementary, Linn Grove Elementary, Novak Elementary and Wilkins Elementary feed into Excelsior Middle School. Bowman Woods Elementary, Echo Hill Elementary and Westfield

Elementary feed into Oak Ridge Middle School. Both middle schools feed into Linn-Mar High School. A map showing school boundaries can be found on the District website or at any of the school buildings.

### 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



### Open Enrollment

Iowa law allows parents/guardians to enroll their child in a public school district other than their district of residence by completing the 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, 2019.

The deadline for students entering kindergarten is September 1, 2019.

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.

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 1 of the school year preceding the school year for which open enrollment is requested. For example, an application must be filed by March 1, 2019 in order to be approved for the 2019-20 school year. For Kindergarten students the deadline is September 1, 2019. 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 application is approved, your child may continue in the receiving district until they graduate, or you move from your resident district.

**continued >>**

# Instructional Services.

## **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 his/her education at the resident district if his/her 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 in

writing by March 1. Letters may be mailed to Associate Superintendent, 2999 North Tenth Street, Marion, IA 52302 or emailed to nathan.wear@linnmar.k12.ia.us

Requests will be evaluated after an assessment of classroom seat 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 center request.

## **Early Childhood**

### **ECBP (Early Childhood Blended Program)**

Children not yet ready for our standard kindergarten program will be offered all day programming. ECBP locations for the 2018-19 school year will be Echo Hill and Novak Elementary. Half of the day will be devoted to a blended classroom that includes four year old children and will focus on social, emotional, and behavioral growth while still supporting academics. The other half of the school day will have a literacy and math focus with only five year olds attending.

Enrollment in this program will be determined by data collected from parents and through a screening process to help identify how we can best meet your child's needs. To aid in this process, parents are asked to fill out the Linn-Mar Kindergarten Information Sheet. A year of kindergarten is typically followed by a year of full day Kindergarten. A student attending ECBP would be considered as being retained in Kindergarten. Parents should also plan on attending the Kindergarten Information Night at their neighborhood schools, generally held in January or February. If you have questions, please contact Dianne Van Praag at (319) 447-3015.

**continued >>**

# Instructional Services.

## Little Lions Preschool

Little Lions Preschool is offered as a half day program for three and 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 Novak. Transportation to/from any location is the parent's responsibility. For more information, please refer to [www.tinyurl.com/earlychildhoodLM](http://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/ Harassment Policies

(See Board Policy 104, 403.13 and 403.14 on page 31.)

## Educational Equity

(see Board Policy 105.1 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 or personnel contact person directly involved.

Level 2 - If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer.

Level 3 - If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent within five working days after the grievant receives the report from the Compliance Officers, the grievant may request a meeting with the Superintendent.

Level 4 – If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board within five

days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.

## Compliance Officer

Nathan Wear  
Associate Superintendent  
Phone: (319) 447-3038  
Office Address: 2999 North Tenth Street, Marion, IA 52302

If parents/guardians, employees, or students do not feel that their complaints regarding Title IX, Title VI, Section 504 have been met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights – Chicago Office, 500 W. Madison Street, Suite 1475, Chicago IL 60661.

## 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

[continued >>](#)

# Instructional Services.

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 with-

out 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.

## Questions/Concerns/ Appeals

(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



## Education Goals for Students

It is the intent of the Board and the staff of Linn-Mar Community School District that all students, to the degree they are able, will become productive, responsible, lifelong learners and be:

- Competent in Core Skills and Knowledge
- Thinkers
- Self-Directed Learners
- Responsible Citizens
- Effective Communicators
- Collaborative Workers
- Practitioners of Healthy Life Styles

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 religious club meetings in a supervisory capacity, but they shall not participate in club activities. Any club activity that is illegal or that would cause substantial disruption of the school shall be prohibited.

When acting on behalf of Linn-Mar Schools, employees shall be neutral among religions and between religion and non-religion. School district employees shall not organize, mandate or participate in student religious activities, including prayer.

## School Activities and Programs

The historical and contemporary significance of religious holidays

*continued >>*

# Instructional Services.



may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Music, art, literature and drama having religious themes will be permitted if presented in an objective manner.

The use of religious symbols are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

## Teaching About Religion

Religious holidays offer opportunities to teach about religions. The observance or celebration of a religious holiday in the school raises sensitive issues for people who observe the holiday and for those who do not. School district employees and students are permitted to observe their religious holidays in the schools so long as the observance is not disruptive. School district

employees will not force students to participate in the celebration or observance of any religious celebration.

## Teacher Leadership Program at Linn-Mar

This is the fifth year of Teacher Leadership at Linn-Mar. In March of 2014, Linn-Mar was one of 38 school districts awarded the Teacher Leadership Grant by the Iowa Department of Education. 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 Erin Watts. She supports 22 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 of the child's teacher, 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 Office of the Superintendent, 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 by a teacher who is not considered highly qualified.

[continued >>](#)

# Instructional Services.



## Technology and the Internet

(see Board Policy 603.12 on page 33)

The mission of the Linn-Mar Technology Services Team is to provide the most efficient technology solutions, based on educational and industry standards, 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.

### To find out more about Linn-Mar Community Schools:

- For the latest news & announcements – [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)
- For social media updates – “like” Linn-Mar Community Schools on [facebook](#), and follow us @LinnMarNews on [twitter](#)

### 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 without written consent unless qualified objectors comply with the following procedure:

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 15 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  $\frac{1}{2}$  cup serving 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 school nutrition program.
- Children without a disability, but with special health needs, may request the school nutrition 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.

If you are interested in finding out specific nutritional information about our school meals, please contact Stacy Fish, Nutrition Services Manager, at (319) 447-3302. Comments and suggestions are welcome.

## 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.
- 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.

## Total Access

Total Access is a web based program where parents may review meal account deposits, purchases and receive email notification of low account balances.

**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 Nicole Krieger at [nicole.krieger@linnmar.k12.ia.us](mailto:nicole.krieger@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 Nicole Krieger at [nicole.krieger@linnmar.k12.ia.us](mailto:nicole.krieger@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 LM homepage. You may log in by entering the user name 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. Electronic deposits are credited to student accounts at 9:00 a.m. each day. If your transaction is done after 9:00 a.m., funds will not be available until the following day.

**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 6-8) and \$6.00 (Grades 9-12).

**continued >>**

# Nutrition Services.

## Charge Policy

### Elementary and Middle School Students:

- Elementary students will be provided a meal.
- At Middle School, when the amount owed is more than \$15.00, a substitute sandwich, such as peanut butter and jelly, will be served until charges are paid in full. Allergies will be taken into consideration.

### High School Students:

- **No charges are allowed. Students must have a sufficient account balance to make a purchase.**
- Students **must** present their ID card to the cashier in order to make a purchase.

If you are having problems paying for school meals, please contact Stacy Fish, Manager of Nutrition Services, by calling (319) 447-3302 or emailing [sfish2@linnmar.k12.ia.us](mailto: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 2018-19

Grade Level	Breakfast	Lunch
K-5	\$1.50	\$2.60
6-8	\$1.50	\$2.65
9-12	\$1.50	\$2.70
K-12 Reduced	\$.30	\$.40
Adult	\$1.70	\$3.65
Milk	\$0.50	\$0.50

# 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 Department and has four 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 offend-



ers living in their neighborhood. A searchable database of sex offenders is available online at [www.iowasexoffender.com](http://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 community should expect to see the presence of the officers daily at the schools.

## Student Insurance

(see Board Policy 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 to the needs of an eligible child 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.



Special Education is provided at no cost to the parent, to meet the unique needs of a child with a verified disability, including classroom instruction, home instruction, instruction in hospitals and institutions, and instruction in physical education. The term may include transportation services, vocational training, vocational education, speech-language pathology, occupational therapy and physical therapy.

Linn-Mar Community School District is in partnership with Grant Wood Area Education Agency to provide services for students who qualify for an individualized education program (IEP). With this, a student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or

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. We work 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 Linn-Mar 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 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. We also work closely with the content teachers to assist students in comprehension and completing assignments.

[continued >>](#)

# Student Services.

## Homeless Students

(see Board Policy 501.15 on page 32)

## Nonpublic School Students

Students in the state-approved nonpublic 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 on the student's educational needs as outlined in the Individualized Educational 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 104.1 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 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 develop-

**continued >>**

# Student Services.

mental curriculum and education, policy, staff and community in service and education, early identification, counseling support process, use of community resources, and ongoing evaluation.

## District Programs:

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

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

## 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, Tobac-

co, 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 mentoring 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 such as: playing games, homework help, study skills, eating lunch together.

## Traumatic Event Response Plan

The Student Assistance team facilitates the crisis plan when a traumatic event occurs.

## Student Assistance Specialist: Stacia Walker, MSW (319) 447-3337 and Tammy DeVries, BSW (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 School Social Workers:

Provides individual, family, and group counseling regarding family and emotional concerns. Referrals for service may come from any source.

## Middle Schools 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)

**Homework Clubs:** Structured study time with staff members in which snacks and juice are provided. Club Ed meets Monday and Wednesday afternoon from 2:50-3:50 p.m. at Excelsior and Mondays only at Oak Ridge.

**Wellness Based Education:** Jr. SODA (a group for middle school students OK without drugs and alcohol), 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.

**Peer Orientation Program:** Utilize 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.



**continued >>**

# Student Services.

## **Student Assistance Specialist:**

**Jessica Deahl, CCJP** (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**

**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 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 & 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 serves as mentors to identified students who could benefit from a positive supportive role model. These staff members will have 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,**

### **Lisa Mooney, LISW, (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 Walters, (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 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 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:

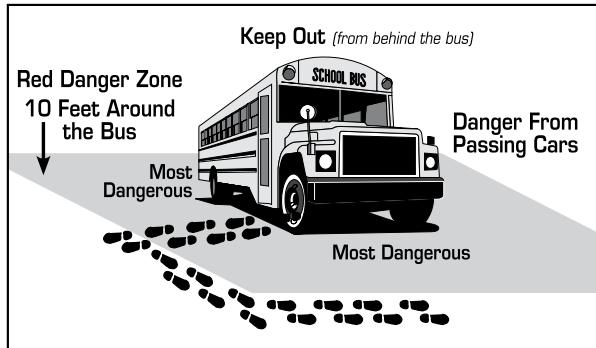
All eligible students are assigned to busing. Bus passes containing transportation details are mailed out during the second week of August to all eligible students.

## 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. If there is no sidewalk, walk on the left facing traffic.
- 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.

- While at the bus stop, wait quietly in a safe place well 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, and hold the handrail while going up and down stairs.
- When entering the bus, go directly to a seat. Remain seated and facing 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 while riding on the bus. 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.

**continued >>**

# Transportation.

- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and the bus may begin moving. Please contact the Transportation Office if you have left something on the bus.
- Always make sure that draw-strings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or the door.
- Respect the "Danger Zone" which surrounds all sides of the bus. Always remain 10 steps away from the bus to be out of the Danger Zone area and where the driver can see you.
- Always cross the street in front of the bus. Never go behind the bus. **Wait for the driver to signal before crossing.**
- If you drop something near the bus, tell the bus driver before you attempt to pick it up so the driver will know where you are.
- Never speak to strangers at the bus stop and never get into a car with a stranger. Always go straight home and tell your parents if a stranger tries to talk to you or pick you up.

## The Bus Driver

- Always obey the bus driver.
- If someone bothers you on the bus, tell the driver right away.
- If you need to talk to the bus driver, wait for the bus to stop, raise your hand, and call the driver's name.

The bus driver is in charge of your safety. He/she has the right to assign seats and initiate disciplinary reports (bus tickets).

## 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 book bag.
  - 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 are 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.



# Board Policies.

## Annual Notice on Corporal Punishment

(Board Policy 502.7)

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

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 pupil'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 pupil 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](http://www.iowa.gov/educate)

## Anti-Bullying/ Harassment Policies

(Board Policy 104, 403.13, 403.14)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

The Board prohibits harassment, bullying, hazing, or any other victimization of students and/or employees, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national

origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile school/work environment.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Investigator at the building level (principal) or designee will be responsible for handling all complaints by students alleging bullying or harassment.

An individual who believes that the individual has been harassed or bullied will notify the building Equity Investigator, the designated investigator. The alternate investigator is the District Equity Investigator. Information received during the

**continued >>**

# Board Policies.

investigation is kept confidential to the greatest extent possible.

## District Equity Investigators

Karla Christian, Chief Human Resource Officer  
Phone: (319) 447-3036  
Office Address: 2999 North 10th Street, Marion, IA 52302

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.

## Counseling Services

(Board Policy 604.1)

The Linn-Mar Community School District provides a student guidance and counseling program to student grades preK-12. The program assists students with their personal, educational, and career development and is coordinated with the education program. All school counselors are certified with the Iowa Department of Education and hold the qualifications required by the Board of Education and the Board of Educational Examiners.

## Educational Equity

(Board Policy 105.1)

The Linn-Mar Community School District will not discriminate in its educational activities and is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attri-

bute, political belief/party preference, or social-economic status.

The Linn-Mar Community School District 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 and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Linn-Mar Community School District offers the following Career and Technical Education service areas:

- Agriculture, Food, Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Business, Finance, Marketing, and Management
- Health Science
- Human Services – Family Consumer Science

## 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.

*continued >>*

# Board Policies.

## Notice of Non-Discrimination

(Board Policy 105.1-E1)

Student, parent, employees and others doing business with or performing services for the Linn-Mar Community School District are hereby notified that this school district does not discriminate on the basis of race, creed, color, age (except students), religion, national origin, gender, marital status, sexual orientation, gender identity, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or Iowa Code § 280.3 is directed to contact: Karla Christian, Chief Human Resources Officer, 2999 N. 10th Street, Marion, IA 52302 or (319) 447-3036 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2013).

## Questions/Concerns/ Appeals

(Board Policy 502.12)

Student complaints and grievances regarding board policy or 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.

## Section 504 Compliance

(Board Policy 104.1)

The Linn-Mar Community School District does not discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by Linn-Mar School District.

Inquiries regarding compliance with this policy should be directed to the District Section 504 Coordinator: Leisa Breitfelder, Executive Director of Student Services, 2999 North 10th Street, Marion, IA 52302 or (319) 447-3000, or to the U.S. Department of Education, Office for Civil Rights – Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 or (816) 268-0550.

## Student Insurance

(Board Policy 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.

## Technology and the Internet

(Board Policy 603.12)

Technology is a vital part of the school district curriculum and the internet will be made available to active employees and students. The internet can provide a vast collection of educational resources for students. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate.

Although students will be under teacher supervision while on the internet, it is not possible to constantly monitor individual students and all they are accessing. Some students might encounter information that may not be of educational value. Students will be required to sign a form acknowledging they have read and understand the acceptable internet use policy and that they will comply with the policy and regulations and understand the consequences for violation.



# Forms. Health Services.

Code 504.1-E

## **Attention Parents and Guardians**

### **All Students Entering the Linn-Mar Community School District Must Meet Minimum Immunization Requirements Before They Will Be Allowed to Attend School**

All students are required by State Law to meet at least minimum immunization requirements before they are allowed to attend school. A record of these immunizations must be on file at the child's school. No student will be allowed to attend school without minimum immunizations. Minimum immunizations required to enroll in school are ONE DOSE of each of the immunizations listed below.

#### **Meningococcal NEW REQUIREMENT AS OF JANUARY 2017**

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 received when the applicant is 16 years of age.

#### **If your child was born on or after September 15, 2000**

1 time dose of tetanus/ diphtheria/acellular pertussis-containing vaccine (Tdap) for applicants in grades 7 and above; regardless of the interval since the last tetanus/diphtheria containing vaccine

#### **ELEMENTARY SCHOOL or SECONDARY SCHOOL (K-12)**

4 Years of Age or Older

#### **If your child was born on or after September 15, 2003**

1. **Diphtheria/Pertussis/Tetanus (DPT)** – 5 doses with at least 1 dose of DPT received on or after 4 years of age.
2. **Polio** – 4 doses with at least 1 dose received on or after 4 years of age.
3. **Measles/Rubella** – 2 doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose OR applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
4. **Hepatitis B** – 3 doses if the applicant was born on or after July 1, 1994.
5. **Varicella (Chickenpox)** – 2 doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

#### **If your child was born after September 15, 2000 but before September 15, 2003**

1. **Diphtheria/Pertussis/Tetanus (DPT)** – 4 doses with at least 1 dose of DPT received on or after 4 years of age.
2. **Polio** – 3 doses with at least 1 dose received on or after 4 years of age
3. **Measles/Rubella** – Same as # 3 above.
4. **Hepatitis B** – Same as # 4 above.
5. **Varicella (Chickenpox)** – 1 dose received on or after 12 months of age unless the applicant has a reliable history of natural disease.

#### **If your child was born on or before September 15, 2000**

1. **Diphtheria/Pertussis/Tetanus (DPT)** - 3 doses with at least 1 dose of DPT received on or after 4 years of age.
- #2, 3, 4 and 5 – No changes from above

*If your child has begun immunizations but has not yet received all the required immunizations, he or she may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment, your child must have received at least one dose of each of the required immunizations. If your child falls into this category, you must submit an Iowa Department of Public Health Provisional Certificate of Enrollment to the school. This "certificate" will expire in 60 days, so you must have your child completely immunized during this time or he or she will not be permitted to attend school until the immunizations have been received. When your child has received all the required immunizations, you must submit a completed Certificate of Immunization to the school.*

Adopted 2017  
Revised 4/2013

# Forms. Health Services.



## Iowa Department of Public Health Certificate of Immunization

Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Physician, Physician Assistant, Nurse, or Certified Medical Assistant

Vaccine	Date Given	Doctor / Clinic / Source
<b>Diphtheria, Tetanus, Pertussis</b> DTaP/DTP/DT/ Td/Tdap		
If applicant has a history of natural disease, write "Immune to Varicells"		
<b>Varicella</b> Chicken Pox		
<i>If applicant has a history of natural disease, write "Immune to Varicells"</i>		
<b>Pneumococcal</b> PCV/PPSV		
<b>Meningococcal</b> MCV/MPSV/ Menin g B		
<b>Polio</b> IPV/OPV		
<b>Hepatitis A</b>		
<b>Measles, Mumps, Rubella</b> MMR		
<b>Haemophilus influenzae type b</b> Hib		
<b>Hepatitis B</b>		
<b>Rotavirus</b>		
<b>Human Papilloma Virus HPV</b>		
<b>Other</b>		
A representative of the local Board of Health or Iowa Department of Public Health may review this certificate for survey purposes.		

# Forms. Health Services.



## LINN-MAR COMMUNITY SCHOOLS ELEMENTARY STUDENT PHYSICAL EXAM FORM

Student Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: M \_\_\_\_ F \_\_\_\_ Date of Exam: \_\_\_\_\_

HGB/HCT	BP	Lead	Height	Weight	Visual Acuity	Urinalysis
		Date done- Results-			R eye- L eye -	Sp Gr - Sugar -

### GENERAL EXAM Check if Normal/Abnormal

	Normal	Abnormal	Explain
Teeth			
Throat			
Heart			
Lungs			
Abdomen			

	Normal	Abnormal
Neuro		
Skin		
Gait		
Back		

PHYSICIAN RECOMMENDATIONS		NO	YES
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:

# Forms. Health Services.



Community School District

## 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  YesAny hearing, vision or speech problems?  No  YesContact lens, glasses or hearing aids?  No  YesAny allergies?  No  YesAny medications?  No  YesIs 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  NoStudent can participate in athletics<sup>1</sup>:  Yes  NoIf no, physician recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have interviewed and examined this student.

Physician name (print): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> 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.

Physician signature: \_\_\_\_\_

## Athletic Participation Questions:

- |   |                             |                              |
|---|-----------------------------|------------------------------|
| Do you take any medications?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Do you have asthma or allergies?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Do you have an ongoing illness or see a doctor regularly?                 | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Do you have only one eye or kidney?                                       | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever passed out during or after exercise?                        | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever been dizzy during or after exercise?                        | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever had chest pain during or after exercise?                    | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever had trouble breathing or coughing during or after exercise? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Has anyone in your family died suddenly before the age of 50?             | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever broken a bone, worn a cast or injured a joint?              | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever had any surgeries?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever been knocked out or had a concussion?                       | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Have you ever had a seizure?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| For Women Only: Do you have regular periods?                              | <input type="checkbox"/> No | <input type="checkbox"/> 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.

# Forms. Health Services.

**IMPORTANT:** Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, "HEADS UP: Concussion in High School Sports."

Student's Signature

Date

Student's Printed Name

Parent's/Guardian's Signature

Date

Student's Grade

Student's School

## A FACT SHEET FOR PARENTS AND STUDENTS

# HEADS UP: Concussion in High School Sports

**The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:**

- (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.
- (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
- (3) Key definitions:  
**"Licensed health care provider"** means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.  
**"Extracurricular interscholastic activity"** means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

### What parents/guardians should do if they think their child has a concussion?

1. **OBEY THE NEW LAW.**
  - a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
  - b. Seek medical attention right away.
2. Teach your child that it's not smart to play with a concussion.
3. Tell all of your child's coaches and the student's school nurse about ANY concussion.

### What are the signs and symptoms of a concussion?

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

### STUDENTS:

If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

**IT'S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

### Signs Reported by Students:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### PARENTS:

#### How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### Signs Observed by Parents or Guardians:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

# Forms. Health Services.



Code 504.31-E1

## Linn-Mar Community Schools Medication Permission Form

To insure compliance with the Board Policy for administering medication at school, the following procedure must be followed:

- ❖ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY 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 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 5<sup>th</sup> 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 PK-5<sup>th</sup> grade must be provided by a parent/legal guardian.
- ❖ High school and middle school students (Grades 6-12), in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written parental consent.
- ❖ Students in Grades 6-12 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. All other over the counter medications for Grades 6-12 must be supplied by a parent/legal guardian. Parent/legal guardian must supply any medication that needs to be given in liquid/chewable form or different than the standard dose we supply.
- ❖ 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 preschool-5<sup>th</sup> grade.**

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 \_\_\_\_\_

Reviewed 7/15/13 Revised 10/14; 4/16; 10/17; 5/17

# Forms. Health Services.



Code NEW 504.31-E2

## **AUTHORIZATION – ASTHMA OR OTHER AIRWAY CONSTRICTING 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 or 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.

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# 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

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# Forms. Health Services.



## 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)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent or Guardian Name:		Telephone (home or mobile):
Street Address:	City:	County:
Name of Elementary or High School:	Grade Level:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

### 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 decay<sup>1</sup> or a white spot lesion<sup>2</sup> is suspected in one or more teeth, or gum infection<sup>3</sup> is suspected.
- Requires Urgent Dental Care** – obvious tooth decay<sup>1</sup> is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

<sup>1</sup> Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.

<sup>2</sup> 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.

<sup>3</sup> 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.**

*Iowa Department of Public Health • Oral Health Center*

515-242-6383 • 866-528-4020 • [www.idph.state.ia.us/ohds/OralHealth.aspx](http://www.idph.state.ia.us/ohds/OralHealth.aspx)

*A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.*

9/13/2012

# Forms. Nutrition Services.



Inspire Learning. Unlock Potential. **Empower Achievement.**

## NUTRITION SERVICES

**Stacy Fish**  
Manager

July 2018

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, bring it to registration.** No further application is necessary.
3. All other families may **complete the enclosed application** and return it at registration. 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 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.)

# Forms. Nutrition Services.

5/18

## Frequently Asked Questions About Free And Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Linn-Mar Community School District offers healthy meals every school day. **Breakfast cost \$1.50; lunch costs \$2.60 (Grades K-5); \$2.65 (Grades 6-8); \$2.70 (Grades 9-12).** Your children may qualify for free meals/milk or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. Return or mail the completed application to: **Linn-Mar Community School District; Nutrition Services Department, 2999 Tenth Street Marion, IA 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.)

**FEDERAL INCOME ELIGIBILITY GUIDELINES for School Year 2018-2019**

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each additional person:	7,992	666	333	308	154

- 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, Nutrition Services Administrative Assistant, 2999 North Tenth Street Marion, Iowa 52302;** 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, Executive Director of Student Services at (319) 447-3003; [lbreitfelder@linnmar.k12.ia.us](mailto: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, 2018. 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, Nutrition Services Administrative Assistant, 2999 North Tenth Street Marion, Iowa 52302**; (319) 447-3349, 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) 447-3302**.

*Sincerely,*

***Stacy Fish, Nutrition Services 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 instruction 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, Nutrition Services Administrative Assistant at (319)447-3499 or [a.fish@linnmar.k12.ia.us](mailto:a.fish@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.

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**

**What is Child Income?**

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

<b>Sources of Child Income</b>	<b>Example(s)</b>
• Earnings from work	• 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.)
• Social Security <ul style="list-style-type: none"> <li>○ Disability Payments</li> <li>○ Survivor's Benefits</li> </ul>	• A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives social security benefits.
• Income from person <i>outside</i> the household	• A friend or extended family member <i>regularly</i> gives a child spending money.
• Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust.

## 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. If 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**

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• <b>Net</b> income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>• Allowances for off-base housing, food and clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment benefits</li> <li>• Worker's compensation</li> <li>• Supplemental Security Income (SSI)</li> <li>• Cash assistance from State or local government</li> <li>• Alimony payments</li> <li>• Child support payments</li> <li>• Veteran's benefits</li> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private Pensions or disability benefits</li> <li>• Regular Income from trusts or estates</li> <li>• Annuities</li> <li>• Investment Income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• Regular cash payments from outside household</li> </ul>

- 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, Attn: Nutrition Services 2999 North Tenth Street Marion, Iowa 52302.
- 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>.

**2018-2019 Iowa Application for Free & Reduced Price School Meals/Milk** **Return completed form to:**

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.)**

Child's First Name	Middle Name	Last Name	Date of Birth	Student? Yes / No	Child's School	Grade	How often?
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Weekly ] [ Bi-Weekly ] [ Monthly ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Homeless, Migrant, Runaway ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Foster Child ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ F/P/Food Assistance ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Head Start (documentation required) ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Free Milk Application Denied ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Free Milk Application Incomplete ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ Over Income limits ]
Check if applicable [ ]							

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

Circle one: Yes / No No, go to STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).

Write only one case number in this space. Medicaid, Title XIX &amp; EBT card numbers are not acceptable.

**STEP 3 Report Income for ALL Household Members** (Skip this step if you answered 'Yes' to STEP 2)Are you unsure what income to include here? Please read **How to Apply for Free and Reduced Price School Meals** for more information.**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	Week	Bi-Weekly	Monthly	Yearly	How often?
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Weekly ] [ Bi-Weekly ] [ Monthly ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Homeless ] [ Migrant ] [ Runaway ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Foster Child ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ F/P/Food Assistance ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Head Start (documentation required) ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Free Milk Application Denied ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Free Milk Application Incomplete ]
[ ]	\$	[ ]	[ ]	[ ]	[ ]	[ Over Income limits ]

**F. Total Household Members (Children and Adults)** \_\_\_\_\_ Primary Wage Earner or Other Adult Household Member \_\_\_\_\_

Check if no SSN [ ]

Printed name of adult completing the form \_\_\_\_\_

How often?	Weekly	Bi-Weekly	Monthly	Yearly
E. Pensions/Retirement/	[ ]	[ ]	[ ]	[ ]
All Other Income	\$	[ ]	[ ]	[ ]
Child Support/Alimony	\$	[ ]	[ ]	[ ]

How often?	Weekly	Bi-Weekly	Monthly	Yearly
D. Public Assistance/	[ ]	[ ]	[ ]	[ ]
Child Support/Alimony	\$	[ ]	[ ]	[ ]

How often?	Weekly	Bi-Weekly	Monthly	Yearly
C. Earnings from Work	\$	[ ]	[ ]	[ ]
Week	[ ]	[ ]	[ ]	[ ]
Bi-Weekly	[ ]	[ ]	[ ]	[ ]
Monthly	[ ]	[ ]	[ ]	[ ]
Yearly	[ ]	[ ]	[ ]	[ ]

How often?	Weekly	Bi-Weekly	Monthly	Yearly
B. All Adult Household Members	\$	[ ]	[ ]	[ ]
Week	[ ]	[ ]	[ ]	[ ]
Bi-Weekly	[ ]	[ ]	[ ]	[ ]
Monthly	[ ]	[ ]	[ ]	[ ]
Yearly	[ ]	[ ]	[ ]	[ ]

How often?	Weekly	Bi-Weekly	Monthly	Yearly
A. Child Income	\$	[ ]	[ ]	[ ]
Week	[ ]	[ ]	[ ]	[ ]
Bi-Weekly	[ ]	[ ]	[ ]	[ ]
Monthly	[ ]	[ ]	[ ]	[ ]
Yearly	[ ]	[ ]	[ ]	[ ]

**DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.**

Annual Income conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12  
**Household Income:** \$ \_\_\_\_\_  Weekly  Bi-Weekly  Monthly  Annually Household Size: \_\_\_\_\_  
 Application Approved:  Income  Foster Child  F/P/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 \_\_\_\_\_ Date \_\_\_\_\_ Follow-up Signature \_\_\_\_\_ Date \_\_\_\_\_

\*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.

**OPTIONAL****Children's Racial and Ethnic Identities**

We are required to ask for information about your child(ren)'s race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your child(ren)'s eligibility for free or reduced price meals. If you do not select race or ethnicity, one will be selected for you based on visual observation.

**Ethnicity (check one):**  Hispanic or Latino

**Race (check one or more):**  American Indian or Alaskan Native  Not Hispanic or Latino

Asian  Black or African American

Native Hawaiian or Other Pacific Islander

White

**Low-Cost Health Insurance for Children**

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & **hawk-i**, the State's medical insurance program for children. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information. It will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or hawk-i, you must tell us by completing the information below.** If you want further information, you may call **hawk-i** at 1-800-257-8863. Also, if you are already receiving Medicaid or **hawk-i**, please sign below. This will avoid another contact. My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or **hawk-i**.

Parent/Guardian Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**USDA Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://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 request a copy of the complaint form, call (866) 632-9982. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
fax: (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- (2)
- (3)

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

This institution is an equal opportunity provider.

**Translated applications are available at:** <http://www.fns.usda.gov/school-meals/translated-applications>

Optional Waiver Information

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 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 rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made. YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.

Signature of Parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

## 2018-2019 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

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

Child's First Name	MI	Child's Last Name	Student? Yes No

**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)

Name of Adult Household Members (First and Last)	Earnings from Work	Weeks	Bi-Weekly	2x Month	Monthly	Annually
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					

Public Assistance/ Child Support /Alimony	Weeks	Bi-Weekly	2x Month	Monthly
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

Pensions/Retirement/ All Other Income	Weeks	Bi-Weekly	2x Month	Monthly
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

How often?	How often?	How often?

### **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. Add together the amounts reported on the following lines:

LINE 12 \$ _____	Business Income or (Loss)
LINE 13 \$ _____	Capital Gain or (Loss)
LINE 14 \$ _____	Other Gains or (Losses)
LINE 17 \$ _____	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18 \$ _____	Farm Income or (Loss)
TOTAL \$ _____	Gross Annual Income Before Any Deductions (Gross Annual Income + 12 = Computed Monthly Income )

**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.

## 2018-2019 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.**

	Home	Daycare
Monday – Friday MORNING Pick Up	_____	_____
Monday – Friday AFTERNOON Drop Off	_____	_____
Monday – Friday MIDDAY (Little Lions)	_____	_____

Return to:

Transportation Department  
Linn-Mar Community Schools  
490 62<sup>nd</sup> St.  
Marion, IA 52302  
Phone: (319) 447-3030 Fax: (319) 373-0353  
Email: [dsteward@linnmar.k12.ia.us](mailto: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.

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 system 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:                   RADIO:**

KWWL	WMT
KGAN	KMRY
KCRG	KKRQ
KFXA	KHAK
KZIA	KCKC

**DISTRICT:**

[www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)

**Txtwire – 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

**Blended Kindergarten (ECBP)**

AM Cancelled

**Before School Care**

Will open at regular time.

**High School, COMPASS, and SUCCESS Activities**

AM Activities Cancelled

**Middle School Activities**

AM Activities Cancelled

**Elementary Activities**

AM Activities Cancelled

**CANCELLATION**

**Little Lions Preschool**

Cancelled

**Blended Kindergarten (ECBP)**

Cancelled

**Before School Care**

Regular all day schedule at regular school buildings.

**High School, COMPASS, and SUCCESS Activities**

PM Activities Cancelled pending ongoing weather conditions.

**Middle School Activities**

PM Activities Cancelled

**Elementary Activities**

PM Activities 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.

**Energy Related Early Dismissal**

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

Alliant Energy has agreed to give the district a two hour advance notice if a shut down should be required. The following procedures are followed for energy-related dismissals.

**Notification of Power Interruption for Energy Related Early Dismissals: 10:30 a.m. or earlier**

**Dismissal Time:** Tune to local media or check the District website.

**Lunch:** Every effort will be made to serve the lunch meal prior to sending students home.

**After School Care:**

Children receiving the services will go home or to other child care arrangements as made by the parents.

**After School/Evening Activities:**

Cancelled

**Scholastic Competition:**

High School - As Scheduled; home events relocated.

Middle School - Cancelled

**Staff Responsibilities:** Professional but they must leave the closed buildings.

**After 10:30 a.m.**

**Dismissal Time:** Tune to local media or log on to District website.

**Lunch:** Will be served following the early dismissal schedule.

**After School Care:**

Indian Creek's participating students would be relocated to Westfield.

**After School/Evening Activities:**

Cancelled

**Interscholastic Competition:**

High School - As Scheduled; home events relocated.

Middle School - Cancelled

**Staff Responsibilities:** Standard early dismissal guidelines.

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

As a secondary communication channel, the District uses local media, Facebook and Twitter during such emergencies for procedures to follow when picking up your student(s).

# 2018-19 Calendar.



## 2018-2019 School Calendar

### Start-Finish

August 23 – May 31

### Summary of Calendar

Days in classroom: 178/176  
Hours: 1167/1131

Q1 = 45	Oct 25
Q2 = 44	Jan 11
Q3 = 43/42	Mar 15
Q4 = 46/45	May 31

### Calendar Legend

	Start/End
	Quarter
	Holidays
	Vacation
	New Teacher Orientation
	Comp Day/Work Day Combo
	Early Childhood Prof Learning
	PreK-8 Teacher Comp Day
	PreK-12 Professional Learning
	PreK-12 Teacher Comp Day
	PreK-12 Teacher Work Day
	PreK-12 Student Non-Attendance
	PreK-8 Student Non-Attendance
	9-12 Student Non-Attendance

### Linn-Mar Days

**Elementary & Middle School (PreK-8)**  
 176 School Days  
 6 Teacher Work Days  
 5 Professional Learning Days  
 4 Comp Days  
**191 Total**

**High School (9-12)**  
 178 School Days  
 6 Teacher Work Days  
 5 Professional Learning Days  
 2 Comp Days  
**191 Total**

### Make Up Days for Cancellations

First June 3  
 Second June 4  
 Subsequent June 5+

M	T	W	Th	F	HS/Prek-8 Student Days	Teacher Days
			1	2	3	
6	7	8	9	10		
13	14	15	16	17		1
20	21	22	23	24	2	6
27	28	29	30	31	7	11
<b>September</b>						
8	4	5	6	7	11	15
10	11	12	13	14	16	20
17	18	19	20	21	21	25
24	25	26	27	28	26	30
<b>October</b>						
1	2	3	4	5	31	35
8	9	10	11	12	36	40
15	16	17	18	19	41	45
22	23	24	Q	26	45	50
29	30	31			47	53
<b>November</b>						
		1	2		49	55
5	6	7	8	9	54	60
12	13	14	15	16	59	65
19	20	21	22	23	61	68
26	27	28	29	30	66	73
<b>December</b>						
3	4	5	6	7	71	78
10	11	12	13	14	76	83
17	18	19	20	21	81	88
24	25	26	27	28		
31						
<b>January 2019</b>						
	1	2	3	4	84	91
7	8	9	10	Q	89	96
14	15	16	17	18	93	101
21	22	23	24	25	97	106
28	29	30	31		101	110
<b>February</b>						
		1		102	111	
4	5	6	7	8	107	116
11	12	13	14	15	112	121
18	19	20	21	22	117/116	126
25	26	27	28		121/120	130
<b>March</b>						
		1		122/121	131	
4	5	6	7	8	127/126	136
11	12	13	14	Q	132/131	141
18	19	20	21	22		
25	26	27	28	29	136/135	146
<b>April</b>						
1	2	3	4	5	141/140	151
8	9	10	11	12	146/145	156
15	16	17	18	19	150/148	161
22	23	24	25	26	155/153	166
29	30				157/155	168
<b>May</b>						
		1	2	3	160/158	171
6	7	8	9	10	165/163	176
13	14	15	16	17	169/167	181
20	21	22	23	24	174/172	186
27	28	29	30	Q	178/176	190
<b>June</b>						
3	4	5	6	7		191
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

Approved by School Board 12/11/17

### August 2018

- 15, 16 New Teacher Orientation
- 17 First Day for PreK-12 Teachers
- 20 Professional Learning Day
- 21, 22 PreK-12 Teacher Work Days
- 23 *First Day of School K-9*
- 24 *First Day of School 10-12*

### September

- 3 No School PreK-12 (Labor Day)
- 5 No School ECBP and LL Preschool (Early Childhood Professional Learning)

### October

- 3 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 15-25 K-8 Conference Window
- 25 End 1<sup>st</sup> Quarter
- 26 No School PreK-12 (PreK-8 Teacher Comp Day) (9-12 Teacher Work Day)
- 29 No School PreK-12 (Professional Learning Day)

### November

- 7 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 15 High School Conferences
- 21 No School PreK-12 (Teacher Comp Day)
- 22-23 No School PreK-12 (Thanksgiving Break)

### December

- 5 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 24-31 No School PreK-12 (Winter Break)

### January 2019

- 1 No School PreK-12 (Winter Break)
- 2 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 11 End 2<sup>nd</sup> Quarter
- 14 No School PreK-12 (Teacher Work Day)
- 21 No School PreK-12 (Professional Learning Day)

### February

- 6 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 18 No School PreK-8 (Teacher Comp Day)
- 21 High School Conferences

### March

- 4-15 K-8 Conference Window
- 6 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 15 End 3<sup>rd</sup> Quarter
- 18-22 No School PreK-12 (Spring Break)
- 25 No School PreK-12 (Teacher Work Day)

### April

- 3 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 19 No School PreK-8 (Teacher Comp Day)
- 22 No School PreK-12 (Professional Learning Day)

### May

- 1 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 13 No School PreK-12 (Professional Learning Day)
- 26 High School Graduation
- 27 No School PreK-12 (Memorial Day)
- 31 *Last Day of School & Quarter (2-Hour Early Dismissal)*

### June

- 3 No School (PreK-8 Teacher Work Day) (9-12 Teacher Comp Day)