



Family Handbook

Principal: Mr. Chad Buchholz

319-200-1602 (Principal)

cbuchholz@linnmar.k12.ia.us

Associate Principal: Mrs. Kristin Fechner

319-200-1603 (Associate Principal)

Kristin.Fechner@linnmar.k12.ia.us

6th Grade Counselor: Mrs. Jackie Adair

319-200-1604 jackie.adair@linnmar.k12.ia.us

5th Grade Counselor: Mrs. Tera Cooling

319-892-4975 tera.cooling@linnmar.k12.ia.us

319-200-1601 (Attendance/New Students)

319-200-1605 (Health Office)

319-200-1600 (Office)

Updated on July 17, 2025

For a staff list and/or Hazel Point event calendar, please visit our website at:

<https://www.linnmar.k12.ia.us/school/hazel-point/>

Welcome to Hazel Point Intermediate School

Welcome to the 2025-26 school year! Hazel Point opened its doors in the fall of 2020. We are excited and look forward to our 6th year in our beautiful school building. Students and families have an exciting opportunity to be a part of a new school as we build on our new culture for learning with their teachers. We couldn't be more excited for what lies ahead!

This handbook is designed to provide our families with helpful information about Hazel Point procedures and policies. Please read through the handbook to familiarize yourself and your student(s) with the information included.

We are committed to helping our students build a strong educational foundation for a successful future. I strongly believe that we must work together as a school team and a family team to educate our students. Parents/Guardians are an important part of our team to make this happen each day. We strive to be partners with all our families to ensure that your child's school experience is positive, productive, and memorable. As we work together, the children will feel support at home and school. Here are a few suggestions of ways you can support the work we are doing at school when you are at home with your child:

- Read with your child on a nightly basis.
- Have a consistent time to practice learned skills.
- Make school attendance a priority, but when your child is ill, please keep them at home. Please call the Hazel Point office to report all absences.
- If you have questions or concerns, feel free to contact Hazel Point via phone or email. We want to create positive partnerships and communication is key.

Please feel free to contact me if you have any questions or concerns. You can reach me at cbuchholz@linnmar.k12.ia.us or 319-200-1602.

Sincerely,

Mr. Chad B. Buchholz, Principal

SCHOOL HOURS

- 7:30 a.m.** Students may begin to arrive & enter the building for breakfast.
7:40 a.m. **First bell** – students may report to classrooms.
7:50 a.m. **Second bell** – students should be in their seats, ready for the pledge and daily announcements.
2:35 p.m. **Dismissal bell**

- When students arrive, they should go to their assigned location until the First Bell rings or have breakfast in the cafeteria.
- The playground is not staffed before or after school so students should not be on the playground during these unsupervised times.

ARRIVAL & DISMISSAL PROCEDURES

At Hazel Point the safety of our students is a priority so our goal is to have our parking lots pedestrian-free. In other words, we work to avoid having students walking out into the parking lot at arrival and departure times by having designated loading and unloading zones. Please make special note of the following arrival/departure procedures:

ARRIVAL PROCEDURES (7:30 a.m. to 7:45 a.m.)

Walkers and Bikers:

- May enter the building upon arrival. Adult supervision begins at 7:30 am.
- Due to the high volume of traffic, all bikes and scooters should be walked on while on the school grounds. All bikes and scooters should be parked in the bike racks provided on the west side of the building between Hazel Point and Echo Hill.

Automobiles:

- Unloading zones are plainly identified. Students should be prepared to quickly exit the vehicle on the passenger side of the vehicle only as soon as you are stopped. Once your student has exited the vehicle safely, please exit the drop off/pick up lane immediately.
- Parents will not be allowed to exit the vehicles during drop off.
- All goodbyes should be made prior to entering the drop off/pick up lane so traffic will flow smoothly. All students should be able to enter the building independently. If for some reason you need to enter the building with your student, please park your car in the parking lot, enter the building, sign in at the office, and pick up a visitor's badge. Please note that the drop off/pick up lane is a fire lane and is not a parking zone.

DISMISSAL PROCEDURES (2:35 p.m.)

Walkers and Bikers:

- Students needing to cross Echo Hill Road must use the crosswalk to ensure their safety. The crosswalks are for students that live North of the Hazel Point School.
- Students that walk/bike from the South or West of the school will utilize the Lowe Park Trail as a safe route to their home.
- Bikes/scooters should be walked off the school grounds and/or across Echo Hill Road.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

Automobiles:

- Parents will not be allowed to exit the vehicles during pick up. Please pull all the way forward on the circle drive to provide for more efficient routines.
- Vehicles should remain in the traffic line. Should you need to use the parking lot, parents should exit their vehicle and safely walk their student across the line of traffic to their parked vehicle. Please wait for the traffic to stop before safely crossing the driveway.
- School staff are present to monitor traffic patterns and supervise students. Students should be alert for their ride and enter the vehicle when it is safe to do so.

EARLY DISMISSAL PROCEDURES

Due to inclement weather school may start late, be dismissed early, or not be in session at all. Please check the district website or listen to the local television for current information on closings/delays.

- Television stations include: KGAN (2), KCRG (9), or KWWL (7).
- You can also check the scrolling banner at the top of the Linn-Mar District website at: www.linnmar.k12.ia.us.
- Parents can receive emergency notifications by ensuring contact information is accurate in PowerSchool.

ATTENDANCE EXCEPTION REQUESTS (AER)

If you move outside of the Hazel Point boundary but your new residence is still within the Linn-Mar Community School District and you would like your student to remain at Hazel Point, you will need to request an Attendance Exception Request (AER) through the district office. Please write a letter stating your student's name, grade, your new address, and the reason you would like your student to remain at Hazel Point and submit it to the Associate Superintendent, 2999 N 10th Street, Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

ATTENDANCE INFORMATION

Attendance - Legislative Requirements - Linn-Mar Community School District

- Students are expected to be in school each day as it is important for them to participate in class discussions, develop an appreciation for the views and abilities of other students, and form the habit of regular attendance. The school determines whether an absence is excused or unexcused.
- Students absent all day due to illness will not be allowed to participate in a school function/activity that evening. Students absent a portion of the day will consult the administration for clearance to participate in a school function/activity that evening.
- **Please contact the attendance secretary (319-200-1601) by 8:00 a.m. when your student will be absent or late.** Please leave a detailed message with all the necessary information. If we don't receive a phone call by 8:00 a.m. we will contact you to verify the reason for the absence.
- If you bring your student in after 7:50 a.m. please be sure to sign them in at the office and obtain a late pass for your student.
- If your student has an appointment scheduled during the school day, we ask that they only miss school for the appointment. Please call the office before 7:50 AM and a pass will be provided for the student to leave class for the appointment. Parents may call into the school when arriving and the student will be sent out to the vehicle.
- **Tardies/Absences:** Students are expected to be at school on time. If students are not in their classroom on time, they are considered tardy. If your student arrives at school up to one (1) hour late the absence will be recorded as a tardy in your student's attendance record. If your student arrives at school over one (1) hour late or leaves over one (1) hour early at the end of the day, the absence will be recorded as a half-day absence in your student's attendance record.
- **Illness: Please** keep your student home until they are free of fever, vomiting, and/or diarrhea for 24 hours without the use of medication. If your student is absent for three (3) or more days, a doctor's note may be requested upon return to school. Students recovering from an illness may be able to do schoolwork at home, please contact your student's teacher directly to request schoolwork or reference Schoology to stay up to date.
- **Vacations: If** it's necessary for a student to be absent due to a family vacation, the student can do whatever the teacher believes is practical in terms of make-up work when they return to school.

CLASS LISTS

The principal collaborates with grade-level teachers, specials teachers, and support staff to ensure the best placement for all students and to establish productive learning groups. Every effort is made to form heterogeneous classes, which work cooperatively in academic and social settings. If you believe your student needs special learning considerations, please make an appointment to speak one-on-one with the principal. We request that you do not specify a specific teacher or ask your student's current teacher to recommend a future teacher. It is the principal's responsibility to assign teachers to classrooms.

CODE OF COOPERATION

Code of Cooperation: Students at Hazel Point will work together to help everyone reach their potential in a positive environment. Students will follow the Code of Cooperation:

Hazel Point staff will: teach, model, and encourage the use of the Linn-Mar District Code of Cooperation. Staff members contribute to the positive atmosphere at Hazel Point. The staff sets the tone through their actions and attitudes. Their continuous support, modeling, and encouragement of students is demonstrated through the following actions:

1. They will teach, model, and monitor responsible student behavior in every school environment by relating student actions to the Code of Cooperation.
2. They will encourage students to: promote positive attitudes ("put ups" not "put downs"), respect yourself and others, insist on your personal best, discuss and listen actively, and expect honesty and be trustworthy.
3. They will provide positive, specific feedback when students are meeting expectations and following the Code of Cooperation.
4. When minor misbehavior occurs staff will view the misbehavior as a teaching opportunity responding with calm consistent corrections or consequences.
5. They will work collaboratively to solve problems that are chronic or severe in nature.

The Hazel Point staff believes that students learn responsible behaviors by being taught and encouraged through these actions. Encouragement that may be used by our staff include:

- Verbal praise for successful and responsible behavior
- Written feedback to the student
- Note from the principal.
- Telephone the student and/or parent/guardian at home.
- Give the class an extra privilege.
- Ask the principal or another adult to tell the student how s/he is doing.
- Intermittent reinforcements
- Written feedback to the parent/guardian
- Certificate of Achievement

- Give the student an additional opportunity or responsibility.
- Compliment the student.

PBIS

PBIS stands for **Positive Behavioral Interventions and Supports**. It is a school-wide approach that decreases common behavioral issues. With PBIS, students are taught the expectations & procedures for the whole school, as well as “hot spots” where problems are likely to occur. PBIS strives to be a positive support system, where the adults in the school recognize good behavior. Students will know what to expect in all areas of the school, because every faculty member at Hazel Point participates in PBIS.

How does PBIS work?

- Explicitly teaching our school-wide expectations to the students.
- Giving students more praise than correction.
- Using positive tones and interactions with children.
- Pre-Correcting & re-directing as we teach to prevent inappropriate behavior.
- Providing immediate, clear, and direct feedback.

At Hazel Point: We are Respectful, we are Responsible, We Have the Right Attitude.

COMMUNICATIONS

QUESTIONS OR CONCERNS:

General In School Situations:

- ***The Associate Principal (Mrs. Fechner)*** is responsible for the overall management of the school. The associate principal is responsible for student management of conflict, discipline, and school safety, among a variety of other tasks. Mrs. Fechner also works directly with the 5th grade students and teams.
- ***The principal (Mr. Buchholz)*** is responsible for the overall management of the school and its personnel, including curriculum/instruction, student growth and problem solving, teacher support/evaluation, and implementation of district policy. Mr. Buchholz works directly with the 6th grade students and teams.

General Out of School Situations:

- ***Transportation*** – Brian Cruise at (319)447-3031 can assist with issues related to school transportation.

Specific Class-Student Situations: The teacher has the most direct contact with the student and is most familiar with his/her response to other students, procedures, instructional goals, discipline, and evaluation.

- **Parent-Teacher Conferences & Report Cards: Student** conferences are held in October and February. This is an opportunity for students and teachers to share student progress with parents/guardians. Report cards are available online upon the completion of each semester. If, as a parent/guardian, you have questions, suggestions, or concerns please feel free to contact your student's teacher anytime throughout the school year.
- **Access to Student Records:** Student records are confidential. A student's legal parent or legal guardian may have access to the student's educational records. Other than the legal parent or legal guardian only authorized, licensed, and clerical personnel with a legitimate need to know are allowed access to student records. Legal parents and/or legal guardians may access student's educational records during regular school office hours (7:30 a.m. to 3:30 p.m.). If copies of documents are requested a copying fee may be requested.
- **Review of Educational Materials:** Members of the community may review educational materials currently being used by the students. Please contact the district Information Services office (319-447-3005) to request an opportunity to review the materials. The review of materials should take place on school grounds with one or more appropriate staff members present to assist in the review.
- **Websites:** For up-to-date information on the Linn-Mar District or Hazel Point visit: www.linnmar.k12.ia.us
- **Student Media Release:** If you choose not to have your student's photo taken and shared on social media, please be sure to check "No" on the parental permissions page during the completion of the registration process.

DRESS CODE

Students should dress comfortably based on the weather. Clothing should be clean, modest, and age appropriate. Students must wear footwear to school and have gym shoes available for physical education class. In snowy weather, students must wear boots and snow pants on the playground if they intend to be in the snow.

Unacceptable clothing is anything that displays drugs, alcohol, tobacco, gang symbols, vulgarity, obscenity, weaponry, and/or demeaning representations. Hats, hoodies, and headgear, including bandanas, are not allowed. Cultural exemptions will be considered for head coverings.

FEES

School fees are \$65.00 per student and are due by the first day of school. The fee covers consumable items such as paper, art supplies, consumable science supplies, etc. Any unpaid fees will be turned over to a district collection agency.

FIELD TRIPS

Field trips are scheduled by classroom teachers and should connect with the curriculum. Field experiences are a valuable extension of relevance in the classroom. If field trips are offered, transportation is provided by district transportation. Parents/guardians will be notified of field trips in advance by their student's teacher. All parents/guardians/volunteers that attend a field trip must be registered volunteers with the Community Relations office (319-447-3110) prior to attending the field trip.

HEALTH SERVICES

- **Health Assistant:** Our school health assistant is available every day from 7:20 a.m. to 2:50 p.m. A registered nurse is available through the district in case of extreme emergencies. The health assistant may be reached directly by calling 319-200-1606.
- **Emergency Contact Information:** It is critical that emergency contact information be up to date at all times throughout the school year. This information should be completed in PowerSchool during Registration. If at any time during the school year this information changes, please update that information in PowerSchool.
- **Illness: Your** student may be sent home for a number of different health reasons. If your student has a temperature of 100 degrees or more s/he will be sent home. We ask that your student remain at home for at least 24 hours after their temperature returns to normal without the use of aspirin or other medications. If your student has a temperature in the morning, please keep them at home until they are fever-free for a 24-hour period without the aid of medications. If your student is vomiting or has diarrhea, please keep them at home for 24 hours until they are free of symptoms. If your student is absent for three (3) or more days a doctor's note may be requested upon return to school.
- **Communicable Illnesses/Diseases: As** soon as a parent/guardian is aware that their student has a contagious illness/disease they should notify the health office (319-200-1606). Students with contagious illnesses/diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A note will be sent home to all the families in the student's classroom to notify them that their student has been exposed to a specified communicable illness/disease.
- **Medications:** School personnel cannot administer any medication during the school day unless the medication permission form is completed. This includes prescriptions and over-the-counter medications. Medication and permission forms must be brought to the school by the parent/guardian during school hours. Forms must be completed for each individual medication. These forms are available on the Linn-Mar district website and in the health office (319-200-1606)
 - Prescription medication must be turned into the health office in the labeled prescription container showing the name of the student, the

name of the medication, dosage prescribed, frequency to be given, and the name of the prescribing physician.

- Non-prescription medications include, but are not limited to: Tylenol, aspirin, ibuprofen, cough medicines, antihistamines, or any over-the-counter medications. Non-prescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name clearly marked.
- **Immunizations: Prior** to starting school, or when transferring into the Linn-Mar District, the State of Iowa requires that all children have an immunization record or exempt form on file signed by their physician. Students without the proper certification of immunizations are not allowed to attend school until they receive the required immunizations. Exemptions from the required immunizations will only be allowed for medical or religious reasons recognized under state law.
- **Hearing Screening: The** Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. 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, don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits.
Parents/guardians not wishing for their child's hearing test should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

HOMework

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes. Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning. For more information, see Board Policy 603.7.

ITEMS FROM HOME

The school is not responsible for lost, stolen, or damaged items. Items should be left at home unless requested by the teacher. Items including but are not limited to cell phones, electronic equipment, toys and fidgets, computerized games, outside recess equipment, etc. Items that may be harmful to students, including weapons of any kind, are not allowed on the school grounds. *Refer to Telephone Use & Electronic Equipment on page 17.*

LINN-MAR DISTRICT HARASSMENT POLICY

- **What is harassment?** The word harassment originally meant to “incite a dog.” To incite a dog would require teasing and/or pestering, so harassment might be thought of as teasing or pestering another person. A person who shows respect for others does not tease or pester; therefore, harassment is something that would not be done by someone who is modeling respect for others.
- **The following behaviors represent harassment:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone feel uncomfortable, comments about someone’s body, pulling clothes or hair, taking, or damaging another’s belongings.
- **Sexual harassment:** When the teasing, pestering, or harassment is based on whether you are a boy or girl it is called sexual harassment. The following are behaviors that may represent sexual harassment: comments about someone’s body, “dirty” jokes, notes, or pictures, hand gestures or body gestures, pressure to play games that feel uncomfortable, trying to kiss, hug, or touch someone who doesn’t want to be kissed, hugged, or touched.

Linn-Mar District employees and students are expected to behave in appropriate ways that model respect for others. The Linn-Mar Board of Directors has stated in board policies 411.4 and 411.6 that harassment based on age, race, color, sex, religion, or disability will not be tolerated. (Refer to the district website for more info on board policies: www.linnmar.k12.ia.us)

- **What should you do if you are harassed?** If you are teased, pestered, or harassed by another child or adult and you think, “I wish I could make this stop,” then you should say, “Stop! I don’t like that!” If the teasing, pestering, or harassment does not stop or if you become upset by it you should tell a trusted adult such as your parents/guardians, counselor, teacher, or principal. The trusted adult will tell, or help you tell, one of the Linn-Mar complaint managers.
- **Can you get in trouble for harassment?** Yes! All Linn-Mar District employees and students are protected from harassment according to Linn-Mar School Board policies. Consequences will follow regular discipline procedures and may include verbal warning, written warning, student/parent conferences, or suspension. Some behaviors are more severe than others and the consequences will fit the behavior. If you have any questions on the Linn-Mar District harassment policies/guidelines, please contact the Superintendent’s office at 319-447-3002.

LINN-MAR DISTRICT INTERNET POLICY

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they

may be subject to discipline for use of the Internet system contrary to those terms. Independent use of the Internet is a privilege not a right and inappropriate use will result in a cancellation of those privileges. To ensure smooth operation of the Internet users must follow established guidelines regarding usage. Parental permissions regarding Internet access given during the online registration process indicates the parent/guardian and/or student has read and agrees to abide by the following Internet Use Agreement terms and conditions:

- **Acceptable Use: The** use of the Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organization must comply with the rules and regulations relating to those networks.
- **Unacceptable Use: Transmission** of any material in violation of any federal, state, or local laws or regulations is prohibited. This includes, but is not limited to, the transmission of copyrighted materials, references, student handbooks, or material protected by trade secrets. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized “chats”, computer “hacking”, knowingly spreading computer viruses, chain letter communications, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the email of others.
- **Netiquette: You** are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: being polite – do not be abusive in your messages to others, use appropriate language – do not swear, use vulgarities, or other inappropriate language. Such abuse is known as “flaming” in electronic communities.

LINN-MAR DISTRICT NON-DISCRIMINATION POLICY

Board Policy 105.1: The Linn-Mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity, or disability.

Inquiries and grievances should be filed with the Linn-Mar Equity Coordinators Executive Director of Human Resources or the Executive Director of Instructional Services (2999 N 10th Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028) who have been designated by the school district to coordinate the district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

[Iowa Department of Education Website](#)

LINN-MAR DISTRICT SEARCH & SEIZURE POLICY

Board Policy 502.4, 502.4R: All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, personal effects, work areas, or student vehicles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. For additional information on Board policies visit: www.linnmar.k12.ia.us.

LINN-MAR COMPLAINT PROCEDURES

Education Appropriations – HF 868 (Iowa Code 279.66)

The board of directors of a school district SHALL include or reference in the student handbook DE guidance published pursuant to section 56.9, subsection 63, for parents, guardians, and community members who have concerns about school districts or their governing boards. (Iowa Code 279.66(2)). For more information use the following link: <https://educate.iowa.gov/pk-12/parent-guardian-community-concerns>

LIBRARY

Hazel Point has a full-time librarian. Classroom teachers will schedule blocks of time to come to the library with their students. Students will have opportunities to visit the library during the school day. Returning books on time is critical. Any lost or damaged book(s) need to be paid for in full before students resume unrestricted check outs. If you happen to find a lost book from the prior school year, refunds will be made until September 1st of the current school year. Please make every effort to help your child to keep track of their books and be responsible for returning them in a timely manner. You can contact the Hazel Point Library at 319-200-1607.

LOCKERS

Students will be assigned a locker to store their things. These areas need to be always kept neat and orderly by the students.

LOST & FOUND

Please clearly label your student's items (coats, boots, hats, etc.) with their name. Students should look for their items in the lost & found designated area, then inquire in the main office regarding items they have lost or misplaced.

LUNCH

Students may bring a cold lunch or eat a hot lunch provided by the district. Lunch menus may be found on the district website at www.linnmar.k12.ia.us. Student lunch accounts will be charged \$3.30 per day. However, if they desire a la carte menu items or additional food with their lunch, they will be charged more. **Lunch money can be sent to school with your student and added to the lunch account in the main office.** The Total Access system will keep track of the money paid by each family and the number of lunches eaten. You can access the system through the district's nutrition services website (www.linnmar.k12.ia.us). The system automatically notifies you when additional funds are needed. Fast food items should not be brought to school by students and/or lunchtime visitors. For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.

OPEN ENROLLMENT PROCEDURES

If you live/move outside of the Linn-Mar District and would like to enroll your student in one of the Linn-Mar schools, you must file an open enrollment (OE) application. If approved, students are approved for OE status through graduation from high school and you do not need to reapply on a yearly basis. Open enrolled students do not qualify for district busing services. You can obtain additional information on the OE process by contacting the district offices at 319-447-3014 or by visiting the district website at: www.linnmar.k12.ia.us.

PHYSICAL EDUCATION & RECESS

Students are required to participate in physical education and recess. If your student needs to be excused from physical education or recess you must write a note to the health assistant. If your student is excused from physical education or recess for more than three days, the school may require a written order from your physician. Indoor recess will occur when it is raining, sleeting, or the temperature/wind chill is zero or below. If students do not wear boots and snow pants in inclement weather, they will be required to play on the dry pavement only.

REGISTRATION & POWERSCHOOL

All families with students attending the district have access to the Registration portal via their family PowerSchool accounts. If you have not set up your family PowerSchool account, please contact the office at 319-200-1600. Families are also requested to complete the Registration process for each of their students on a yearly basis to ensure that the information is updated, and parental permissions are given for the start of each school year. This is very important for families to maintain and ensures the most optimal communication between school and families.

NUTRITION SERVICES

ARE YOUR CHILDREN REGISTERED? The Food Service Department uses an Internet-based system called Meal Magic to track family meal accounts.

[Linn-Mar Nutrition Services Website for Menus and Meal Magic information](#)

FUNDS MAY ALSO BE DEPOSITED ELECTRONICALLY TO YOUR FAMILY MEAL ACCOUNT: Simply sign into SDS and follow the link to PaySchools. You may deposit funds directly from your checking account or by using a credit/debit card.

NUTRITIONAL INFORMATION: If you are interested in finding out any specific nutritional information about our school meals, please contact the food service office. We will be happy to help with any special needs or concerns. Please call Stacy Fish at (319)447-3302 if you have questions regarding the food service program at Linn-Mar. Your comments and suggestions are welcome.

SUPPORT SERVICES

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

TELEPHONE USE & ELECTRONIC EQUIPMENT

Communication technology, specifically cellular telephones, has become an integral part of the daily lives of students, parents, and teachers alike. Hazel Point fully understands and embraces the benefits that come from this technology and permits the use of such technology within certain parameters. The goal of Hazel Point's policy on cellular phones is to allow students to use their cell phones in a responsible and appropriate way, before and after school outside of the building, that does not interfere with our commitment to foster an environment for learning and community. If a child brings a cell phone and/or smart watch to school, it is the student's responsibility to ensure that his/her cell phone and/or smart watch is either off or on silent mode and kept out of sight during the school day, including headphones and earbuds. As intermediate school students learn the responsibility of

using electronic devices, it is critical that they realize they are NOT to be used inside the building.

***Parents should refrain from calling, emailing, and/or text messaging their child during the school day; please contact the main office if you need to get ahold of your child(ren).**

Students are authorized to use their devices, headphones, earbuds, or smart watches:

- **Prior to arrival on campus.**
- **After 2:35pm, when students have left the building.**

Discipline for student cell phone use outside of these parameters and during instructional time:

1st Offense: Documented student warning and student secures device.

2nd Offense: Device held by teacher/staff member until dismissal and parent notification from teacher.

3rd+ Offense: Teacher/staff member delivers device to school office and administrator or designee notifies parent and possible parent meeting and action plan.

If the student uses a personal electronic device during the administration of any assessment, the student will face disciplinary action. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

STUDENT-SPECIFIC EXCEPTIONS TO POLICY

Petition by Parent or Guardian: A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to Linn-Mar's policy.

Student Plans: A student who has a current Individualized Education Plan (IEP), a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

TRANSPORTATION

Any student wishing to ride a different bus other than their assigned bus must call the Transportation Office. Approval by the Director of Transportation is required. Students/parents who have not received approval from the Transportation Office will not be allowed to ride a different bus that day. Any questions regarding transportation can be directed to the following individuals:

Brian Cruise (Director).....319-447-3031
Brent Wilfong (Dispatcher).....319-447-3034
Wendy Toll (Transportation Office Manager)319-447-3035

VISITORS/VOLUNTEERS

For the safety of our students, staff, and guests, we ask that all visitors/volunteers sign in at the office and wear a visitor's badge while in the building as this helps us ensure that visitors are approved to be in the building. This also helps us account for any visitors in case an emergency arises, and we need to evacuate or lock down the building. Also, parents/guardians are discouraged from bringing younger siblings when visiting classrooms.

If you are interested in volunteering at Hazel Point, please contact one of the following:

Hazel Point Volunteer Coordinator, Elizabeth Strimple;
hpvolunteers@linnmar.k12.ia.us

Angela Burke, Linn-Mar Volunteer Coordinator, 319-447-3109;
angela.burke@linnmar.k12.ia.us

Kristin Fechner, Hazel Point Intermediate Associate Principal, 319-200-1603;
Kristin.fechner@linnmar.k12.ia.us

Linn-Mar Policy 502.15 - Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

(Updated 12/13/2023)

INTRODUCTION

The 2023 Iowa Acts, Chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may

discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.

Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian to acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, Chapter 96 [House File 604], section 8).

DISCIPLINE POLICY

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. The consequences of the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 3).

DISTRICT RESPONSE TO A THREAT OR INCIDENT OF VIOLENCE BY A STUDENT

REPORTING A THREAT OF VIOLENCE OR INCIDENT OF VIOLENCE

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act

of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, Chapter 96 [House File 604], section. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 5).

THREAT OF VIOLENCE

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

INCIDENT OF VIOLENCE

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

INJURY

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

PROPERTY DAMAGE

Property damage means any destruction, damage, impairment, or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code Section 4.1(21)).

ASSAULT

Assault means when, without justification, a student does any of the following: an act

which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace (following Iowa Code Section 708.1).