

Boulder Peak Family Handbook 2025-2026



Welcome to the 2025-2026 school year! Students and families have an exciting opportunity to establish a 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 Boulder Peak procedures and policies. Please take the time to read through the handbook to familiarize yourself and your children 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 and every day. We strive to be partners with all of our families to ensure that your child's school experience is positive, productive, and memorable. As we work together the children will feel the great levels of support both 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 home. Please call the Boulder Peak office to report all absences.
- If you have questions or concerns, feel free to contact Boulder Peak 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 dludwig@linnmar.k12.ia.us or 319-200-1702.

Sincerely,

Mr. Dan Ludwig, Principal

Principal: Mr. Dan Ludwig
319-200-1702
dludwig@linnmar.k12.ia.us

Associate Principal: Mr. Duane Orr
319-200-1703
dorr@linnmar.k12.ia.us

5th Grade School Counselor: Mrs. Alex Berning
319-200-1709
alex.berning@linnmar.k12.ia.us

6th Grade School Counselor: Ms. Margaret Buonadonna
319-200-1704
mbuonadonna@linnmar.k12.ia.us

Building Secretary: Mrs. Donna Alger
319-200-1700
donna.alger@linnmar.k12.ia.us

Attendance/Counseling Secretary: Mrs. Lisa Reardanz
319-200-1701
lreardanz@linnmar.k12.ia.us

School Nurse: Mrs. Megan Blaha
319-200-1705
Megan.blaha@linnmar.k12.ia.us

Health Assistant: Ms. Ann Blazek
319-200-1706
Ann.blazek@linnmar.k12.ia.us

For a staff list and/or Boulder Peak event calendar, please visit our website at:
<https://www.linnmar.k12.ia.us/school/boulder-peak/>

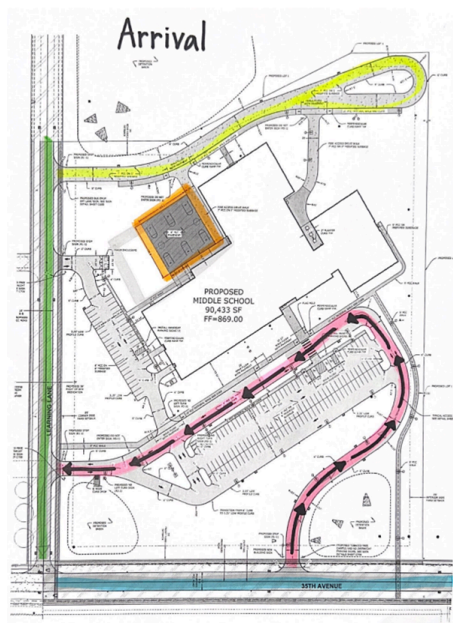
SCHOOL HOURS

7:25 a.m.	Students may enter the building
7:40 a.m.	First bell – students report to classrooms
7:50 a.m.	Second bell – students should be in their seats and ready for the day.
2:35 p.m.	Dismissal bell

ARRIVAL & DISMISSAL PROCEDURES

At Boulder Peak, the safety of our students is one of our top priorities. 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 (7:25 a.m.) Student day starts promptly at 7:50



Walkers and Bikers:

- May enter the building at 7:25 a.m.
- Due to the high volume of traffic, all bikes and scooters should be walked while on the school grounds. All bikes and scooters should be parked in the racks near the east end of the building.

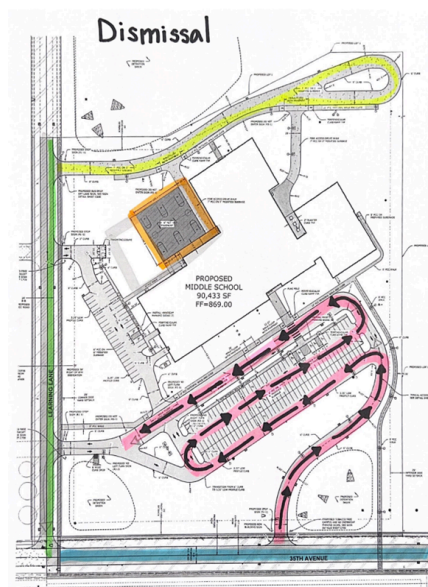
Automobiles:

- Unloading zones are plainly identified in front of the building by the flagpole. 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.

- All goodbyes should be made prior to entering the drop off/pick up lane so traffic will flow smoothly. All children should be able to enter the building independently.
- If for some reason you need to enter the building with your child, please park your car in the parking lot, enter the building, and sign in at the office.
- Please note that the drop off/pick up lane is a fire lane and is not a parking zone. Marion police officers can and will ticket unattended vehicles parked in the drop off/pick up lane.
- During drop off, families will need to enter the parking lot from 35th Ave., marked in **pink** on the map, and follow the pink arrows shown on the map. Families will form a single file line of cars in front of the building to drop off their students. Families dropping off students WILL NOT be allowed to get out of their vehicle during drop off. Be sure to pull up all the way to the front of the lane to drop off and make sure your child(ren) are ready to get out quickly. Once your student(s) have gotten out of the vehicle, you may exit the parking lot via Learners Lane, which is **green** on the map. If you are dropping off your students before this time, but no earlier than 7:20 am, you can drop them off and students will wait under the front entrance canopy until the building is open at 7:25. Buses will drop off at the rear of the building, marked by the **Yellow** area, and will be utilizing Learners Lane.

DISMISSAL PROCEDURES (2:35 p.m.)



Walkers and Bikers:

- Students needing to cross 35th Avenue must use the crosswalk to ensure their safety. Boulder Peak will have crossing guards in place from 7:15-7:45 before school, and from 2:35-2:50 after dismissal.
- Bikes/scooters should be walked until off the school grounds and/or across 35th Avenue
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

Automobiles:

- During pick up, you will enter the parking lot from 35th Ave., which is **blue** on the map. You will follow the **pink arrows** and form a single file line of vehicles through the parking lot leading up to the front of the building along the curb. Please pull forward as far as you are able so we are able to have the maximum number of vehicles in the student loading zone. Once your child(ren) gets into your vehicle, you may pull out to the left lane and proceed to the exit of the parking lot via Learners Lane, which is **green** on the map through the parking lot leading up to the front of the building. Children will not be allowed to walk over to the parking lot to load in cars.

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 and radio stations for current information on closings/delays.

- Radio stations include: WMT, KCKK, KRNA, KHAK, KDAK, and KMRY.
- 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 going to the Linn-Mar webpage. Scroll to the bottom and locate the emergency notifications tab and follow the online instructions.
- Parents should make advance childcare arrangements in case of emergency situations. Be sure to talk to your student about the procedures they need to follow on early dismissal days. Indicate where your student should go in case of an emergency dismissal during your completion of the eRegistration process.

ATTENDANCE EXCEPTION REQUESTS (AER)

If you move outside of the Boulder Peak boundary but your new residence is still within the Linn-Mar Community School District and you would like your student to remain at Boulder Peak, 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 Boulder Peak 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.

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 by the annual deadline. If you move during the school year, please fill out the open enrollment application prior to moving or up to five days after moving. 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

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.

- 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.

- **Tardies/Absences:** Students are expected to be in class on time, 7:50am. If students are not 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:** 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.
- **Vacations:** If it is 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.

Please contact the attendance secretary (319-200-1701) 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 drop your student off after 7:50 a.m. please be sure to have them stop in the main office to sign in and obtain a late pass. If you pick up your student before 2:35 p.m., they will sign out in the main office before leaving the building. **If you are picking your child up early please call the main office attendance line, (319)200-1701, in advance.**

Linn-Mar District Attendance Policy: The philosophy of the Linn-Mar Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program. Regular, punctual attendance at school is important for many reasons. Regular attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for development. Students need to come to school every day to benefit from the interaction, discussion, and teacher support that is only available during class time. It is difficult to make-up learning that occurs during missed class discussions and interactions with peers. Punctuality is an important skill for children to learn. It's important for students to be on time to school because when they're late, they not only miss out on important beginning of the day routines; they also interrupt the teacher and their classmates.

Truancy

Truancy is the act of being excessively absent without a reasonable excuse. Students considered truant are subject to disciplinary action, including attendance contracts, suspension and expulsion. Students who are open-enrolled into the District and

chronically truant may have their open enrollment revoked. The building principal or designee shall investigate the cause for said truancy and may refer the matter to the county attorney. (Board Policy 501.12)

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 a written request addressed to the building 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.

BEHAVIOR PLAN

At Boulder Peak, we have a school wide systematic approach to teaching positive behaviors. At the beginning of each school year, all students are taught the expectations for behavior. Throughout the year, students are recognized for their positive behavior.

At Boulder Peak:

We are Respectful

We are Responsible

And

We have the Right Attitude

CODE OF COOPERATION

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

Boulder Peak staff will: teach, model, and encourage the use of the Linn-Mar District Code of Cooperation. Staff members contribute to the positive atmosphere at Boulder Peak. 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 Boulder Peak 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
- Intermittent reinforcements
- Written feedback to the parent/guardian
- Certificate of Achievement
- Give the student an additional opportunity or responsibility
- Compliment the student
- Acknowledged at building Leadership assemblies

COMMUNICATIONS

QUESTIONS OR CONCERNS:

General In School Situations:

- **The Associate Principal (Mr. Orr)** 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.
- **The Principal (Mr. Ludwig)** 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.

General Out of School Situations:

- **Transportation** – Brian Cruise at (319) 447-3031 can assist with issues related to school transportation or email transportation at: transportation@linnmar.k12.ia.us

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 involved conferences are held on October 17 and 19th and March 5 and March 7. 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, January and end of the year. 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 assessed.
- **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 Boulder Peak visit: www.linnmar.k12.ia.us
- **Use of Student Photographs, Videos, & Likenesses:** In the Linn-Mar Community School District, 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).

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. Unacceptable clothing is anything that displays drugs, alcohol, tobacco, gang symbols, vulgarity, obscenity, and/or demeaning representations. Hats, hoods, and headgear, including bandanas, are not allowed to be worn while inside the building. 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.

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 319-200-1706.
- **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 eRegistration. If at any time during the school year this information changes, please update that information in PowerSchool.
- **Illness:** Your child may be sent home for a number of different health reasons. If your child has a temperature of 100.4 degrees or more, is vomiting or has diarrhea s/he will be sent home. We ask that your child remain at home until they are 24 hours symptom free. If your child 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 child has a contagious illness/disease they should notify the health office (319-200-1705). 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. In some cases a note will be sent home to all the families in the student's classroom to notify them that their child has been exposed to a specified communicable illness/disease.
- **Medications:** School personnel cannot administer any prescription medication during the school day unless the medication permission form is completed and signed by a parent. Over-the-counter medications must have a permission form signed and medication brought in by the parent, medication like Tylenol and Ibuprofen can be given if parent permission is given online or on medication

permission form. 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 (319-200-1706)

- 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 and brought to school by the parent/guardian in the original medication container with the student's name clearly marked and the medication permission form filled out.
- **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 an Iowa exemption 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 5th grade. 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, they 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 their child's hearing tested 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 included but not limited to: cell phones, electronic equipment, toys and fidgets, computerized games, outside recess equipment, etc. If a cell phone or smart watch is brought to school, they must be turned off or put on silent mode upon entering the building until they exit the building at 2:50. If you need to contact your student during the school day, please contact the main office at 319-200-1700, and we will get in touch with your student. 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 22.*

LINN-MAR DISTRICT BELIEFS

The operation of the Linn-Mar Community School District is continuously measured against the following beliefs:

- Effective teaching and meaningful learning are our highest priorities.
- Individuals are unique and learn at different rates in a variety of ways.
- Quality instructional programming requires a rigorous curriculum, effective teaching, and ongoing assessment.
- Our schools and facilities shall provide safe and engaging environments where civility is evident and individuality is respected.
- Students, staff, parents, and community members are partners and all have responsibility in the educational process.
- Meeting the learning needs of every student is an essential factor in their achievement.
- Staff make an essential difference in the lives of children, communities, and the larger context of the role that students will play as adults in the world.

LINN-MAR DISTRICT EDUCATIONAL GOALS

As productive, responsible, life-long learners it is essential that Linn-Mar students be:

- **Competent users of core skills and knowledge** who are proficient in reading comprehension, computation, mathematical reasoning and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.
- **Thinkers** who independently access information and resources; who create and critically investigate multiple options; who make decisions that effectively solve a variety of problems.

- **Self-Directed Learners** who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress; who are resourceful in responding to change.
- **Responsible Citizens** who recognize the relationships between self and others; who accept responsibility for their personal actions; who actively participate in improving themselves, their family, and local and global communities.
- **Effective Communicators** who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.
- **Collaborative Workers** who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.
- **Practitioners of Healthy Lifestyles** who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday life.

LINN-MAR DISTRICT HARASSMENT POLICY

- **What is harassment?** 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 gender 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 policy 103 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.
- **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 eRegistration 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, 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, unauthorized 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, 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.

All of the above guidelines apply to any district issued device.

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

Boulder Peak 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. 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 Boulder Peak Library at (319) 200-1707 or (319) 200-1720.

LOCKERS

Students will be assigned an unlocked locker to store their things. These areas need to be kept neat and orderly by the students at all times.

LOST & FOUND

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

LUNCH

Students may bring cold lunch or eat hot lunch provided by the district. Lunch menus may be found on the district website at www.linnmar.k12.ia.us. If your child would like to purchase extra food, approved through you, they may do so but there will be a fee. You can pay online or money can be sent to school with your student in an envelope marked with your student's name and homeroom. 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. The free/reduced lunch application is available online at <https://www.linnmar.k12.ia.us/district/departments/nutrition/free-reduced-meals/>. For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.

SCHOOL DINING SYSTEM

ARE YOUR CHILDREN REGISTERED?

The Food Service Department uses an Internet-based system called Meal Magic to track family meal accounts. One of the highlights of the program is the ability for parents to access their family's meal accounts via the Internet. Family account history for purchases and deposits is easily accessible. Additionally, the program provides e-mail notifications when a family's meal account balances are low.

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

FOR NEW SCHOOL DINING SYSTEM USERS: How do you get registered with SDS? It's really easy. Simply email Tracy Ramos, SDS Manager at tracy.ramos@linnmar.k12.ia.us. Give her the first and last names of all your children, and their grade. She will email you back with the username and password that you need for the family account. She will also send you the web site address for the SDS program so that you can enjoy its features. It's that simple!

FUNDS MAY ALSO BE DEPOSITED ELECTRONICALLY TO YOUR FAMILY MEAL ACCOUNT: Simply sign in 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 447-3302 if you have questions regarding the food service program at Linn-Mar. Your comments and suggestions are welcome.

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.

Playground Expectations:

Students will demonstrate safe and orderly behavior during recess by following the PBIS expectations.

Whistle Sounds:

- One long blast indicates recess is over. Students need to stop what they are doing immediately and make their way to the door.
- Three short, quick loud blasts indicate there is danger on the playground area. Students need to stop what they are doing and go inside immediately!

Student Playground Procedures:

- When the whistle blows students are to stop what they are doing/grab playground equipment and promptly begin moving toward the doors to re-enter the building.
- Show respect for others and follow directions of recess supervisors
- Students are to stay outside during all recesses unless they have permission to go inside from an adult
- Stay away from puddles, ice and mud and leave sticks, rocks, and dangerous objects on the ground
- Play only on designated playground areas
- Take turns on equipment
- No food or drink on playground
- Do not climb on outside or top of any structure that is not intended for climbing
- Do not purposely kick balls at the building or in the mud
- Equipment must be used for the designated purpose
- Snow pants and boots should be worn to play in snowy areas during the winter
- Grassy fields will be utilized at all recesses. (weather permitting) Recess supervisors will determine whether the grassy fields are suitable for use.
- Students need consistent rules to be successful. All playground procedures must be followed during recesses.

Football/Soccer rules:

- Two-hand touch, no tackling
- Passing is permitted
- Arguing/loss of tempers are prohibited for soccer, football and basketball. If this is not followed, it may result in the loss of the ball
- Games should be organized and played on the grass areas.

Four Square Rules:

- You are out if you hold the ball and do not immediately release it
- The person in the server's square serves the ball until they are knocked out or have served 5 times whichever comes first
- When you are out, you go to the back of the line

Swings

- One student per swing
- No jumping off the swings
- Do not climb on poles
- Students may sit facing either direction when swinging

As always, use common sense and have fun.

REGISTRATION & POWERSCHOOL

All families with students attending the district have access to the eRegistration portal via their family PowerSchool accounts. If you did not receive information on setting up your family PowerSchool account, please contact the office at 319-200-1700. Once you have your family PowerSchool account set up you can access the eRegistration portal to keep your family's contact information, permissions, health information, emergency contact, etc., up-to-date at any time throughout the school year. Families are also requested to complete the eRegistration 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.

SUPPORT SERVICES

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (student services teachers, school 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 school 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. Boulder Peak fully understands and embraces the benefits that come from this technology and permits the use of such technology within certain guidelines. The goal of Boulder Peak'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 to school, It is the student's responsibility to ensure that his/her cell phone 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.

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

- Before they enter the building.
- After 2:35 pm, when students have left the building.

Cell phones and other communication devices that are disruptive to the learning environment or are used inappropriately will be confiscated and may be retrieved from the teacher at the end of the day. If the phone was confiscated in the hallways, restrooms, locker rooms or at lunch, cell phone or other communication device may be retrieved from the front office at the end of the day.

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.

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

TRANSPORTATION

Students are only allowed to ride their assigned bus. Transportation Office. Any questions regarding transportation can be directed to the following individuals:

Brian Cruise (Director).....447-3031

Brent Wilfong (Dispatcher).....447-3034

Transportation Secretary.....447-3030

VISITORS/VOLUNTEERS

Visitors and 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 situation arises and we need to evacuate or lockdown the building. Also,

parents/guardians are discouraged from bringing younger siblings when visiting classrooms.

If you are interested in volunteering at Boulder Peak, please contact one of the following:

Boulder Peak Volunteer Coordinator, bpvolunteers@linnmar.k12.ia.us

Ashley DeLayo, Linn-Mar Volunteer Coordinator 319-538-6668

ashleydelayo@hotmail.com

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

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 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. Consequences for 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).

ESCALATING RESPONSES BY GRADE BAND

[Click here to view the escalating responses by grade band](#)

DEFINITIONS *(Consistent with the Iowa Department of Education's Data Dictionary 2022-23)*

DETENTION means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

EXPULSION means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

IN-SCHOOL SUSPENSION means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

OUT-OF-SCHOOL SUSPENSION means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

PLACEMENT IN AN ALTERNATIVE LEARNING ENVIRONMENT means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

REMOVAL FROM THE CLASSROOM means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Adopted: 11/23

Legal Reference (Code of Iowa): §§ 279.79; 2023 Iowa Acts, CH 96; HF604

IASB Reference: 503.08