BOWMAN WOODS

ELEMENTARY

FAMILY HANDBOOK

2022-2023

151 Boyson Rd., N.E. Cedar Rapids, IA. 52402

319-447-3242 (Attendance/Lunch)

319-447-3240 (Office)

319-373-2592 (Fax)

www.linnmar.k12.ia.us

Principal: Mrs. Tina March 319-447-3241

tina.march@linnmar.k12.ia.us

We will all learn at high levels!

~BW Mission Statement

This handbook is designed to provide our families with helpful information about Bowman Woods. The handbook will be available digitally to each family throughout the school year.

The climate of Bowman Woods is that of an extended family. We believe your child becomes a part of our family throughout their entire time at Bowman Woods. We are extremely proud of our staff, students, and our school. If you have comments that would assist us in our efforts to continually improve our school, please feel free to share them with our principal, Mrs. Tina March (tina.march@linnmar.k12.ia.us)

BOWMAN WOODS SCHOOL SONG (X = Clap)

To Bowman Woods X X, To Bowman Woods X X X

We go to school at Bowman X, Bowman Woods,

We'll shout it loud because we X are so proud,

We're proud to go to school at Bowman Woods

B O W M A N W O O D S!

To Bowman Woods X X

To Bowman Woods X X X

We've got the spirit in our hearts,

We'll shout it loud because we X are so proud,

We're proud to go to school at Bowman Woods

B O W M A N W O O D S!

B – O – W – M – A – N, BOWMAN, BOWMAN,

BOWMAN WOODS!!!

Bowman Woods Staff

Principal: Mrs. Tina March	tina.march@linnmar.k12.ia.us	319-447-3241
Facilitator: Ms. Val Lawrence	vlawrence@linnmar.k12.ia.us	319-447-3208
Counselor: Matt Hantz		319-447-3244
Building Secretary: Kristina Messenger	kristina.messenger@linnmar.k12.ia.us	319-447-3240
Attendance Secretary: Ann Matthews	amatthews@linnmar.k12.ia.us	319-447-3242
Health Assistant: Eileen House	eileen.house@linnmar.k12.ia.us	319-447-3243
District Nurse: Dani Allensworth	danielle.allensworth@linnmar.k12.ia.us	319-447-3305
PRESCHOOL TEAM		
Mrs. Vanessa Forest	vanessa.forest@linnmar.k12.ia.us	319-447-3469
Mrs. Peggy Wakefield	pwakefield@linnmar.k12.ia.us	319-447-3305
KINDERGARTEN TEAM		
Mrs. Angie Krueger - KK	angie.krueger@linnmar.k12.ia.us	319-447-3263
Mrs. Jackie Nichols - KN	jackie.nichols@linnmar.k12.ia.us	319-447-3264
Mrs. Molly Schuett - KS	mschuett@linnmar.k12.ia.us	319-892-4818
Mrs. Haley Thompson - KT	haley.thompson@linnmar.k12.ia.us	319-447-3269
1st GRADE TEAM		
Mrs. Amy Aarhus- 1A	amy.aarhus@linnmar.k12.ia.us	319-200-1580
Mrs. Amanda Goodlove - 1G	agoodlove@linnmar.k12.ia.us	319-892-4812
Mrs. Katie Kensinger - 1K	Akkensinger@linnar.k12.ia.us	319-447-4813
Mrs. Kari Thomsen - 2T	kthomsen@linnmar.k12.ia.us	319-447-4819
2nd GRADE TEAM		
Mrs. Dawn Egbert - 2E	degbert@linnmar.k12.ia.us	319-200-1581
Mrs. Kristin Hatfield - 2H	khatfield@linnmar.k12.ia.us	319-892-4814
Mrs. Misty Holzwarth - 2MH	misty.holzwarth@linnmar.k12.ia.us	319-447-3230
3rd GRADE TEAM		
Ms. Nicole Davidson - 3D	ndavidson@linnmar.k12.ia.us	319-447-3232
Mrs. Hannah Lenz - 3L	hlenz@linnmar.k12.ia.us	319-892-4815
Mrs. Keri Taylor - 3T	ktaylor@linnmar.k12.ia.us	319-447-3260
Ms. Emily Takes - 3ET	emily.takes@linnmar.k12.ia.us	319-200-1583

4th GRADE TEAM		
Mrs. Jill Brockschink - 4B	jbrockschink@linnmar.k12.ia.us	319-892-4816
Mrs. Keaton Despard - 4D	keaton.despard@linnmar.k12.ia.us	319-447-3609
Mr. Jesse Hart - 4JH	jhart@linnmar.k12.ia.us	319-447-3261
Mrs. Vicki Pitstick	misty.holzwarth@linnmar.k12.ia.us	319-447-3656
SPECIALS		
Mrs. Jessica Dunnick - Music	jessica.dunnick@linnmar.k12.ia.us	319-730-1634
Mrs. Sara Krause - Art	skrause@linnmar.k12.ia.us	319-447-3468
Mr.Justin Green- P.E.	justin.green@linnmar.k12.ia.us	319-200-1551
MEDIA		
Mrs. Carla Clanin - Teacher Librarian	cclanin@linnmar.k12.ia.us	319-447-3245
Mrs. Chisa (Media Assistant)	ccarolin@linnmar.k12.ia.us	319-447-3245
SUPPORT		
Mrs. Keri Havlik - Reading	keri.havlik@linnmar.k12.ia.us	319-447-3062
Mrs. Debbie Stien - Reading	dstien@linnmar.k12.ia.us	319-447-3262
Mrs. Vicki Freiburger - TAG/LEO	vfreiburger@linnmar.k12.ia.us	319-447-3266
Mrs. Carol Stamp - ELL	carol.stamp@linnmar.k12.ia.us	319-892-4817
Mrs. Sam Klaren - Level 1 Teacher	samantha.klaren@linnmar.k12.ia.us	
Ms. Jodie Fonseca - Level 1 Teacher	jodie.fonseca@linnmar.k12.ia.us	
Mrs. Angie Orr - Level 2 Teacher	angie.orr@linnmar.k12.ia.us	319-447-3252
STUDENT SUPPORT ASSOCIATES		
Mrs. Joylene Bailey	Mrs. Shivangi Chauhan	Mrs. Jenny Colerick
Mrs. Ro Delaney	Mrs.Karla Dostal	
Mrs. Eswari Karthik	Mrs Anitha Pandian	
Mrs. Kendra Teff	Mrs. Amy Vanderkamp	Mrs. Molly Werning
EDUCATIONAL ASSISTANTS	Mrs. Holly Baxa	Mrs. Chisa Carolin
Mrs. Danean Kirchner	Mrs. Elizabeth Kirchner	Mrs. Melanie Frimml
Mrs. Gail McLaughlin (Kdg Peer Mediation)		
LITTLE LIONS Associates		
MIss Catrina Bruns	Miss Chrissy Barnes	Miss Kelly Brinkmann

Miss Mary Brown	Miss Susan Marske	Miss Vino Damodaran
PARAPROFESSIONALS		
Mrs. Stephanie Morgan	Mrs. Trish Talley	319-892-4947/4946
INSTRUCTIONAL STRATEGIST		
Mrs. Amy Bowman	abowman.linnmar.k12.ia.us	
TECHNOLOGY INSTRUCTIONAL COACH		
Mrs. Michele Lake	michele.lake@linnmar.k12.ia.us	319-447-4843
PREVENTION SPECIALIST		
Mrs. Tamara DeVries	tamara.devries@linnmar.k12.ia.us	319-447-3436
CUSTODIANS: Mr. Joe Boardman	Mrs. Guilly Wintringer	Mr. Shirryl Altmaier
NUTRITION SERVICES	Mrs. Judy Suchan	Mrs. Julie Leason
Ms. Angie McCloskey	Mrs. Kathie Cleppe	Mrs. Mollie Rauch
TOTAL ACCESS PROGRAM - Tracy Ramos	tracy.ramos@linnmar.k12.ia.us	319-447-3146

ARRIVAL & DEPARTURE PROCEDURES

8:00 a.m. - Students may enter the building for breakfast.

8:05 a.m. - Gates open and outside supervision begins.

8:15 a.m. First Bell – Students may enter the building.

- Students may only enter the building before the first bell rings at 8:15 a.m. if they are having breakfast, or there is inclement weather (below 0° or pouring rain).

8:26 a.m. – Gates are locked to allow staff and students to be ready for the 8:30 start to the day.

8:30 a.m. Tardy Bell – Students must be in their classroom; otherwise please come straight to the office for a “late pass”. For the safety of the student, all students arriving after 8:30 a.m., whether they are tardy or coming from an appointment, are required to be escorted and signed into school by an adult. Doors will be locked, but staff will meet you at the door. Please wear a mask when walking your student to the door.

2:50 p.m. - Gates re-open

3:15 p.m. Dismissal Bell - Students should exit the building and head home

- Students cannot be on the playground before school or immediately after school for safety reasons.

At Bowman Woods, the safety of our students is a priority during arrival and dismissal of school. Please make special note of the following plan:

ARRIVAL PROCEDURE (8:15 a.m.)

Breakfast:

- Children having breakfast at Bowman Woods should be dropped-off at the main entrance by the office at 8 a.m. – no later than 8:15.

Crossing Guards:

- We will have a crossing guard at the light on Boyson Road, in front of the building at the driveway, and at the sidewalk at the back of the building from 8:05-8:25 and 3:15-3:25 each day.

Walkers and Bikers:

- May enter the building through the gym foyer doors (for students living north of Boyson Rd.); and the breezeway doors to the right of the main entrance (for students living south of Boyson Rd.), or the K/1 pod door for those students walking down the hill at 8:15 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 are to be parked in the bike racks provided on the school grounds. Please lock-up your bikes and scooters. There is no supervision of the bike racks.

Vehicles:

"One Stop & Drop"

To keep our traffic moving in the morning for drop-offs, we ask you to take the following steps…

- All car riders should be dropped-off via the drive behind the building. The front drop off is for buses, daycare vans & special needs students. (The only exception would be students eating breakfast)
- Our car line gates open at 8:05. We will have student supervision from 8:05 – 8:20 a.m. Students can enter the building beginning at 8:15.
- Please have your student get their items together before you stop your car.

- Please say goodbyes before coming to a stop to make the exit faster.
- Pull your car ahead as far as possible up to the back gate of the school or behind the car in front of you.
- Students can get out at this point – they are able to enter through any back doors of the building. **Assistance is available at every entrance.**
- Students should carefully exit the vehicle when your car comes to a stop, preferably on the driver's side. Staff will help if needed.
- Please exit the unloading zone immediately after your student has left your vehicle to allow our traffic flow to continue.
- Please do not exit your car. There are staff members available to help your student. Please notify the staff if your child needs assistance.

We do not want you to feel rushed or hurried, however we appreciate your assistance as we try to keep our car line moving to ensure all our students arrive at school on time.

All students should be able to enter the building independently.

DEPARTURE PROCEDURES (3:15 p.m.)

Walkers and Bikers:

- **Students needing to cross Boyson Road must use the crosswalk to ensure their safety**.
- Bikes and scooters should be walked until off the school grounds and/or across Boyson Road.
- Students who live behind Bowman Woods may exit the building from the rear near the library and walk up the hill. A crossing guard will be available after school.
- Students should use the sidewalks in both parking lots when exiting the lots as walkers or bikers. Students heading west should follow the sidewalk around the front of the building, not crossing exiting traffic lanes.

For the safety and security of all students, please remain outside when waiting for your student to be dismissed. Please do not ask your student to meet you in a parked car. Students will not be allowed to walk into the parking lot unattended.

Vehicles:

- ALL students should wait in the designated area of the gymnasium.
- Please make sure your family name sign is visible from your visor in your vehicle so we can have your student(s) ready when you arrive.
- If you arrive and your child is not ready to load, you may be asked to pull ahead or make another loop through the parking lot so traffic will continue moving.
- Once your student has entered the vehicle, please exit the parking lot immediately.
- Please do not park and ask your student to come through the parking lot to your car.

If someone different is picking up your child, please notify the office before 2:30 p.m. so we can send a note to your child's teacher. If we do not have authorization from a parent, and the person picking up is not on the emergency list, we will not allow them to take your student until we are able to reach you.

LATE START/EARLY DISMISSAL PROCEDURES

In extreme situations, school may close for an entire day. Announcements can be heard on the radio and television stations as early as 5:30 a.m. A banner will be displayed on the district website. Parents will receive communication notifications from the School District (SchoolMessenger).

School Messenger is looking for the top two active contact accounts that have an email or phone number associated with them. If an active account is at the top but does not have any phone or email address, it will be skipped, as there is no way to contact that person.

Additionally, School Messenger will ONLY send text messages to phones tagged as "mobile". So, if a number is listed as "daytime", "home", or "work", it will not try to text that number. Update your contact information and change phone to mobile.

https://www.linnmar.k12.ia.us/news/powerschool-contacts-school-messenger/

ATTENDANCE INFORMATION

- Students are expected to be in school unless they are ill. It is important for the students 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. Excused absences include family emergencies, illness when the nurse sends those home sick, and doctor/dentist appointments when provided a doctor note. All other absences are considered unexcused. **Please contact Mrs. Matthews (319-447-3242) by 8:45 a.m. when your child will be absent or late. Please indicate what type of lunch (main or lion cub) when you call.** If you call before 7:30 a.m. or after 4:00 p.m., please leave a detailed message on the answering machine.
- **Tardies/Absences: For the safety of the student, all students arriving after the 8:30 bell will be met at the door by a staff member.** This is important, as they will need to place their lunch order with the front office at that time.
- If you need to pick up your student before the end of the day, please arrive at the school by 2:45. Please pull up in front of the office and call the office at 447-3240. Your child will be called out of class and brought out to you in the car.

    - If you are repeatedly dropping your child off late or picking them up early, you will be asked to attend a meeting with Ms. Lawrence and Mrs. March to discuss attendance.
- **Students will be called to the office once parents/guardians arrive to pick them up. Please give yourself a few extra minutes when picking up your students.** Parents will pull up front and call the office to request their child.
- If your student arrives at school up to 1 hour late, the absence will be recorded as a tardy in your student's file. If your student arrives at school over 1 hour late or leaves over 1 hour early at the end of the day the absence will be recorded as a 1/2-day absence in your student's file.
- **Illness:** Students recovering from an illness may be able to do schoolwork at home. Please request needed materials by noon on the day needed.
- Quarantine absences will be noted as excused.
- **Vacations:** Although vacations during school attendance days are discouraged, students will be allowed to make up work when they return to school. School work will not be sent with a student ahead of time. Parents/guardians should ensure make-up work is completed and returned to school per teacher's timeline.

COAT & CUBBY AREAS

Students will be assigned a coat and cubby area to store their jackets, coats, mittens, hats.

Please put your student's name on these personal items.

COMMUNICATIONS

- **Conferences & Report Cards:** Family conferences are held October 20th & 25th and again March 2nd & 7th. We encourage all parents/guardians to attend the family conferences. You will receive a detailed view of your child's progress at the conference. Report cards are 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. You do not have to wait until scheduled conference times. School staff can be contacted via email or phone.
- **Access to Student Records:** A student's legal parent or legal guardian may have access to the student's educational records. In addition, only authorized personnel with a legitimate need to know are allowed access to student records. Parents/guardians may access their student's educational records during regular school office hours (8:00 a.m. to 4:00 p.m.).
- **Review of Educational Materials:** Members of the community may review educational materials currently being used by the students. Please contact the Linn-Mar District Superintendent's office (447-3002) 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.

- ❏ **Bowman Woods Event Calendar:** Find out what is going on at Bowman Woods by going to the Linn-Mar District website www.linnmar.k12.ia.us; choose Bowman Woods under the "schools" link.
- ❏ **District Website:** To obtain information on all the Linn-Mar District activities, go to **www.linnmar.k12.ia.us**.
- ❏ **Bowman Woods Newsletter:** The newsletter will be emailed the beginning of each month on the school website. Hard copies will also be available in the office.
- ❏ **Bowman Woods Elementary Facebook page:** Our Facebook page is a great place to find information and photos of what is happening at Bowman Woods.

DRESS CODE

Students should dress comfortably based on the weather. Clothing should be clean, modest, and age appropriate**.** Students **must** wear shoes and have gym shoes available for physical education class. Unacceptable clothing is anything that displays drugs, alcohol, tobacco, gang symbols, is revealing or a distraction to learning, obscenity, and/or demeaning representations. Crop tops and short shorts are not allowed at school as they are a distraction. Hats and headgear, including bandanas are not allowed except on special days as defined by staff. If make-up, hair dye, or excessive jewelry creates a distraction for your student or others, we will ask that it be removed! Make-up is discouraged at school.

Winter Weather Dress: Students are required to wear snow pants and boots to play on the snow. If you need assistance in providing the necessary winter clothing, please contact the office.

Indoor/Outdoor Recess: Unless temperatures with wind chill are below "0" or it is raining significantly, all students are required to participate in outdoor recess.

FEES

An instructional supply fee of $50.00 per student is due by the first day of school. The fee covers consumable items such as paper, art supplies, and consumable science supplies.

HEALTH SERVICES

- **Health Assistant:** Our school Health Assistant is available every day from 8:00 a.m. to 3:30 p.m. A registered nurse is at Bowman Woods three half-days per week. Staff may send students to the health office when there is a concern for illness or injury. ***The health assistant may be reached directly by calling 447-3243 or via email at***

eileen.house@linnmar.k12.ia.us. Limitations to the school day such as recess or PE restrictions can only be honored for three days without a doctor note.

- **Emergency Contact Information:** It is always critical that emergency contact information be up to date. Please make sure the information you have listed is up to date on your PowerSchool account and that the names/numbers provided are local, to ensure contact can be made immediately if an emergency were to occur.
- If your child is showing Co-vid symptoms, they will be required to be picked up immediately.
- **Parents/Guardians will need to select "yes" under the permission page of eRegistration in order to authorize school officials to administer minor first aid or take emergency action at parent/guardian expense.**

Additional Health information published in the District Handbook on page 15 & 16.

INTERNET USE

Linn Mar District policy can be found in the District Handbook on page 22.

ITEMS FROM HOME

Students should not bring personal items from home unless requested by the teacher. This includes fidget spinners, recess toys, sleds and electronics. The school is not responsible for lost, stolen, or damaged items. Items that may be harmful to students, including weapons/toy weapons of any kind, are not allowed on the school grounds. If electronic items (cell phones, video games, iPads, Apple watch, etc.) are brought to school, they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. Electronics, including Apple watches brought to school may not be used during the school day without permission. If used during school without the teacher's permission, the item(s) will be taken by the teacher, kept in a safe place, and will not be returned to the student until the end of the day. If students have items taken away on more than one occasion, parents will be asked to come to school to pick-up the item(s).

LOST & FOUND

A lost and found area is in the multipurpose room. Please have your student check throughout the school year for items that your student may have misplaced. Items that are not claimed after one month are donated to local charities. Jewelry and valuables may be identified and claimed in the school office. ***Please mark your child's clothing items with their name and homeroom.***

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. Using this same website, you can sign-up to electronically make deposits to your student/family meal account. Lunch money can be sent to school with your child in an envelope marked with your child's name and homeroom. The Total Access program will keep track of the money spent by each family and the number of lunches eaten. Families will receive email communications when the account balance is low. We ask that guests wait until after Labor Day before joining a student for lunch.

MEDIA CENTER

Mission Statement: The Bowman Woods media program provides "an inviting, learning environment that assists staff and students with integrating effective informational resources and technology in the classroom, developing lifelong learning skills, and fostering reading for joy".

The following are Bowman Woods Media Center procedures:

- Students in K-4 can check out 5 books at a time.
- If a student has an overdue item, he/she will not be able to check out until the item is returned. If an item is on hold for someone else, it may not be renewed. If an item is lost, the student will need to pay a replacement fee for the book, before being able to check out more items. If the items are found in the same school year, the fee will be refunded to your family lunch account.
- Checkout will only be during class time this year, for K/1, that will be two times in an 8 day cycle and for grades 2-4, that will be one time in an 8 day cycle.

The following are district media procedures:

- Replacement fines are charged for books that are damaged beyond repair or lost.
- The fee is to be paid to the building secretary in the office.

PARENT TEACHER ORGANIZATION (PTO)

- ➢ Mission Statement: The Bowman Woods PTO will function as a group to further student enrichment through program awareness, volunteering, and fundraising activities.
- ➢ All Bowman Woods parents/guardians are members of the PTO. There are no dues or fees. PTO board members provide leadership for the parent group.
- ➢ The PTO serves in an advisory capacity to the principal. The monthly meetings provide time for the principal to share information about the school, the district, and allow time for parent/guardian questions or concerns to be answered or clarified. All parents are

encouraged to attend the monthly PTO meetings that are held on the 2nd Tuesday of each month from 6:30 to 7:30 p.m.

- ➢ PTO members provide support to the school by organizing one fundraising event (Bowman Blast).
- ➢ For up-to-date information on PTO events and board members, contact information, log onto www.bowmanwoodspto.com.
- ➢ Facebook: Bowman Woods PTO. Twitter @ Bowman Woods PTO

PARTIES

Bowman Woods has three parties during the school year: Fall, Winter, and Friendship parties. **Student birthdays may be celebrated at school; however, food or beverages are no longer brought to school to share with classmates in accordance with the Healthy Kids Act.** Every morning we announce the names of students who are celebrating birthdays or half-birthdays, and each receives a birthday band. If you wish to bring something, birthdays may be celebrated with small trinkets such as stickers, pencils, etc.

Students should only distribute party invitations at school if they plan to invite everyone from their classroom. Please do **not** send balloons or flowers to school to celebrate your child's birthday, as they are disruptive to the school day.

PHYSICAL EDUCATION

All students are required to participate in physical education and recess. If you believe your student needs to be excused from physical education or recess you **must** write a note to the classroom teacher. If your child is excused from physical education for more than three days, the school **will** require a written order from your physician. Students should wear shorts or pants and gym shoes for physical education.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (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 and procedures for the school, as well as "hot spots" where problems are likely to occur.

PBIS strives on being 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 Bowman Woods participates in PBIS.

The expectations follow the acronym **ROAR**:

We will be **R**esponsible.

We will **O**pt for Kindness.

We will **A**lways be Safe.

We will be **R**espectful.

SNACKS

Due to the Healthy Kids Initiative, Linn-Mar is committed to promoting the health and well-being of our students. In order to keep our students healthy and books and iPads clean, **your student's classroom teacher will inform parents if there is a designated time for snacks.** Allowable snacks include; pretzels, fruit & dried fruit, vegetables, dry cereal, cheese, plain baked crackers, non-coated granola bars and plain popcorn.

SUPPORT SERVICES

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teachers, counselors, nurses, health secretaries, etc.) and Grant Wood Area Education Agency staff (psychologists, social workers, consultants, speech-language pathologists, occupational and physical therapists, work experience coordinators, 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 all students by teacher or parent request through the counselor at the student's school. Any questions, please contact the Bowman Woods Guidance Counselor, Matt Hantz at 447-3244.

TELEPHONE USE

Telephone Use: Phones are available for school use. All arrangements for after-school play, lessons, or meetings should be made at home prior to the beginning of the school day. Students are not allowed to use personal communication devices during the school day. (i.e. cell phones, Apple watches, etc.)

VISITORS

All visitors are required to check in with the office upon arrival. If you intend to join a student for lunch and are wishing to purchase a lunch, please contact the office before 9 AM.

VOLUNTEERS

Bowman Woods has a fabulous team of volunteers that have been crucial to our mission. Volunteers are required to go through the Volunteer Orientation process prior to volunteering in the building. Please contact our volunteer coordinator, Rachel Liberty, who will organize all volunteer needs for the building. Her email is BW Volunteers@linnmar.k12.ia.us.

Please see the district website for additional information and policies.

LINN-MAR
Community School District

Linn-Mar School District Mission: Inspire learning. Unlock potential. **Empower achievement.**

505.7 - Parent and Family Engagement

Parent and family engagement are important components in a student's success in school. The board encourages parents and families to become involved in their student's education to ensure their academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students. The board will:

1. **Involve parents and families in the development of the Title I Plan, the process for school review of the plan, and the process for improvement by:**

    a. **Jointly reviewing and revising the Title I Plan at an annual evaluation in the spring of each school year;**
    b. **Ensuring evaluation tools are included, but not be limited to, a parent survey, contact logs, and information gathered at the annual Parent Advisory Meeting; and**

c. Utilizing findings from the annual evaluation to design and implement evidence-based strategies for more effective parent and family involvement.

2. Provide the coordination, technical assistance, and other supports necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:

    a. Collaborating between the district and schools to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance;
    b. Providing professional learning opportunities regarding effective parent and family engagement;
    c. Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools;
    d. Fostering community partnerships to engage parent and families more effectively;
    e. Providing parents and families timely responses to all parent recommendations; and
    f. Providing opportunities for all parents to participate in Title I activities and any appropriate training/learning experiences.

3. To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant federal, state, and local laws and programs by:

    a. Ensuring the Title I program works cooperatively with other programs and integrate parent involvement programs and activities, as appropriate, such as Encourage a Reader, Junior Achievement, School-to-Work, and Collins Aerospace volunteers, to name a few. Title I will work with Homeless Liaison to coordinate needs of students.

4. Conduct, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the schools served; including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, parents of any racial or ethnic minority, parents with disabilities, and parents with limited literacy), needs of parents and families to assist their children's learning, and strategies to support successful school and family interactions by:

    a. Conducting an annual review at the Parent Advisory meeting to determine the effectiveness of this policy; and
    b. Ensuring the jointly agreed upon policy is distributed to parent and family members participating in Title I through the Title I parent meetings with each family. Parents will be notified of this policy in an understandable and uniform format and to the extent practicable, it will be provided in a language appropriate for parents (i.e. English and/or Spanish).

5. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:

    a. Ensuring the findings and feedback from the annual Parent Advisory meeting are used to identify and mitigate barriers to participation, identify needs parents may have so they can

support their child's learning, and identify strategies to improve school and family interactions;

b. Ensuring policy evaluation findings are used to design evidence-based strategies for effective parent and family involvement and improve the parent and family engagement policy; and

c. Ensuring all Title I parents are invited to, and encouraged to attend, the annual Parent Advisory meeting to review and revise the parent and family engagement policy.

6. Involve parents and families in Title I activities by:

a. Ensuring parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities including transportation, childcare, and/or home visit expenses to enable parents to participate in school-related meetings and training sessions;

b. Involving parents at open houses, conferences, Title I Parent Nights, Kindergarten Camps, and other school activities;

c. Contacting parents in a variety of formats such as written correspondence, phone calls, email correspondence, and face-to-face meetings; and provide timely responses to all parent recommendations and/or questions;

d. Hosting an annual parent meeting to inform parents and family members of the school's participation in Title I and explain the requirements of the program and their right to be involved;

e. Ensuring parents are given assistance in understanding the requirements of Title I law and Iowa academic standards, as well as state and local assessments at the fall informational meeting;

f. Ensuring the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and respond to any such suggestions as soon as practicably possible;

g. Ensuring parents are informed through written notification of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program as students are selected for Title I services;

h. Ensuring through annual meetings and parent-teacher conferences that parents are provided with a description and explanation of curriculum in use, the assessments used to measure academic progress, and the proficiency levels students are expected to meet;

i. Ensuring a school/parent compact outlines how parents, students, and the entire school staff share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the local, high standard. The compact is signed upon notification of student involvement in the program and reviewed at the annual Parent Advisory meeting.

j. Ensuring the Title I or schoolwide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school, parents are given help monitoring their student's progress, the school provides assistance to parents on how they can participate in decisions related to their student's education, and the school provides reasonable support for parental involvement activities as requested by parents (Parent trainings, materials, phone calls, volunteer opportunities, Parent Involvement Conference, child study teams, etc.).

k. Providing materials and trainings to help parents work with their children to improve their children's achievement such as literacy trainings and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and

l. **Ensuring all Title I parent and family communication and reports, to the extent practicable, are provided in a language and format understood by parents and families in the Title I program to ensure opportunities for informed participation.**

The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent [or designee] is responsible for notifying parents and families of this policy annually, or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Adopted: 12/16

Reviewed: 11/17

Revised: 10/19

Related Policy (Code#): 505.7-R

Legal Reference (Code of Iowa): 20 USC § 6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)