

# Indian Creek Elementary School Student & Family Handbook 2024 - 2025

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## Office Phone Numbers:

Attendance 319-200-1556

Lunch Orders 319-447-3272

Health Office 319-447-3273

Main Office 319-447-3270

Indian Creek Elementary School  
2900 Indian Creek Road  
Marion, IA 52302

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# Welcome to Indian Creek Elementary School

Welcome to the 2024-2025 school year. Indian Creek opened its doors in the fall of 1961. It is great to have you and your family as part of the Indian Creek family.

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

We are committed to helping our students build a strong educational foundation for a successful future. I believe strongly 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.
- Having 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 Indian Creek attendance line (319-200-1556) to report all absences.
- If you have questions or concerns, feel free to contact Indian Creek 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 [kkretschmar@linnmarkl2.ia.us](mailto:kkretschmar@linnmarkl2.ia.us) or 319-447-3270.

Sincerely,  
Mrs. Kelly Kretschmar  
Principal, Indian Creek Elementary School

## **Indian Creek Mission Statement:**

***“Success and learning for all every day.”***

## **Indian Creek Vision Statement:**

***Through cooperation, collaboration and camaraderie among school, family and community, students will become successful, productive citizens in an ever-changing society.***

## SCHOOL HOURS:

- 8:10 a.m.** Bus students may enter the building for breakfast
- 8:10 a.m.** Students will be released from vehicles. Those students who will be eating school breakfast may enter the building immediately.
- 8:10 a.m.** Crossing guards on duty and adult supervision begins for students lining up by their entry doors
- 8:15 a.m.** **First bell** – students may enter building and report to classrooms
- 8:30 a.m.** **Second bell** – students should be in their seats and ready to start school
- 3:15 p.m.** **Dismissal bell**

- Students are not allowed to enter the building before the first bell rings at 8:15 a.m. unless they are involved in a special activity, eating breakfast, or there is inclement weather (below 0° or pouring rain).
- The playground is not staffed before or after school so students should not be on the playground during these unsupervised times.

## ARRIVAL & DISMISSAL PROCEDURES:

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

### *ARRIVAL PROCEDURES (8:10 a.m. to 8:30 a.m.)*

#### **Walkers and Bikers:**

- May enter the building at 8:15 a.m. unless they are having breakfast.
- Due to the high volume of traffic, all bikes and scooters will be walked while on the school grounds. All bikes and scooters should be parked in the bike racks provided by the front entrance.
- Crossing guards are on duty until 8:25 a.m.

#### **Automobiles (see page 20 for map and procedures): All parents are to remain in their vehicles during pick up times.**

- All adults are to remain in their vehicle at all times during drop off times.
- Unloading zones are plainly identified. Students should be prepared to quickly exit the vehicle on the passenger side only as soon as you are stopped. Once your student has exited the vehicle safely, please exit the drop off/pick up lane immediately by following the car in front of you.
- All goodbyes should be made prior to entering the drop off/pick up lane so traffic will flow smoothly.
- All students should be able to enter the building independently. If for some reason you need to enter the building with your student, please park your car in the parking lot, enter the building, sign in at the office, and pick up a visitor's badge. Please note that the area in front of the school next to the sidewalk is a fire lane and is not a parking zone. Marion police officers can and will ticket unattended vehicles parked in the fire lane(s). The larger area in front of the school is for bus unloading and loading as well as turning around and is open for parking from 7:15 am until 3:30 pm.

#### **Buses:**

- Students arrive between 8:05 a.m. and 8:15 a.m.
- Students may enter the building at 8:15 a.m. unless eating breakfast.
- Please review bus rules with your child. Bus rules can be found at <https://www.linnmar.k12.ia.us/district/departments/transportation/>

## **DISMISSAL PROCEDURES (3:15 p.m.)**

**Walkers and Bikers:** To avoid congestion in front of the building, parents are asked to remain on the sidewalk across the street from the school and allow the crossing guards to cross students.

- Students needing to cross 29<sup>th</sup> Avenue or Indian Creek Road must use the crosswalk to ensure their safety and will be crossed by our crossing guards.
- Bikes/scooters should be walked until off the school grounds and/or across 29<sup>th</sup> Avenue or Indian Creek Road.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

**Automobiles (see page 20 for map and procedures):** All adults are to remain in their vehicles during pick up times.

- All adults are to remain in their vehicle at all times during pick up times.
- When picking up their child, parents should pull into one of the pick-up lanes in the back-parking lot (off of 29<sup>th</sup> Avenue). Staff members will be in the lanes, gathering the students' names and then will radio into the gym. When the child hears his or her name, he or she will be dismissed from the gym to meet his or her parent's car.

### **Buses:**

- Students are dismissed at 3:15 p.m.
- Buses depart at 3:20 p.m.

## **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, KCCCK, KFXA, KHAK, KKRQ, KMRY and KZIA.
- 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](http://www.linnmar.k12.ia.us).
- Parents can receive emergency notifications by going to the Linn-Mar webpage. To register, 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.
- Please do not park in the front parking lot (parking lot off of Indian Creek Road) to pick up your child between 3:10 and 3:30 as this area is for buses only.

## **FRONT PARKING LOT PROCEDURES:**

Due to safety reasons, our front parking lot (the one off of Indian Creek Road) is reserved for our buses during arrival and dismissal times. This area will be a **NO PARKING AREA** from 7:15 am until 3:30 pm.

Please use the following guidelines:

- No Parking in the fire lane located directly in front of the school.
- Children attending Hand in Hand before school parents will need to park in the parking spaces near the basketball hoops. Do not park in the fire lane.
- Parents who need to come into the building between 7:55 a.m.-8:30 a.m. will need to park in the parking spaces near the basketball hoops.
- No parking in the fire lane or directly in front of the school during dismissal times from 2:45 p.m.– 3:30 p.m. parents will need to park in the parking spaces near the basketball hoops.
- Parents picking up students early from school will need to park in the parking spaces near the basketball hoops.

Thank you for your understanding and cooperation in keeping all of our Indian Creek students, parents, volunteers, and visitors safe.

## ATTENDANCE EXCEPTION REQUESTS (AER):

If you move outside of the Indian Creek boundary but your new residence is still within the Linn-Mar Community School District and you would like your student to remain at Indian Creek, you will need to request an Attendance Exception Request (AER) through the district office. Please use the form located on the Linn-Mar website (<https://www.linnmar.k12.ia.us/district/attendance-exception-request/>) and submit it to the Associate Superintendent, 2999 N 10<sup>th</sup> Street, Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

## ATTENDANCE INFORMATION:

### **Linn-Mar's Implementation of the State's New Attendance Law**

Iowa's new law on school attendance and student absenteeism introduces several key changes aimed at improving attendance and addressing chronic absenteeism. These changes will impact all children from preschool through age 16.

### **Changes to Absence Categorization**

Parents and guardians will still contact their child's building to notify them of any absence, but in alignment with the state's new law, the state has changed how our buildings will record absences and how the district can categorize those absences. The new legislation, for the most part, does not differentiate between excused and unexcused absences in most situations. For example, Iowa law now states that college visits, vacations, funerals, family emergencies, car trouble, or other similar events that are excused by a parent will count as an absence and are not exempt from truancy laws. There are some exceptions that include:

- Attendance at a school-related event like a field trip or participating in an extracurricular activity.
- Completion of graduation requirements or high school equivalency diploma.
- Excusal for sufficient training reason by a court or judge.
- Attendance at religious services or religious instruction.
- Inability to attend due to legitimate medical reasons.
- An individualized education program (IEP) affecting attendance.
- A plan under Section 504 of the Rehabilitation Act affecting attendance.
- Attendance at other approved institutions (college prep, accredited nonpublic school, homeschooling, etc.)

### **Key Thresholds for Communication**

The law also includes several thresholds requiring a district to inform parents and guardians of absences.

- 10% Days Missed (Chronically Absent) – When a student has missed 10% of school days in a quarter/semester/grading period, the district must send a letter to the child's parent or guardian and notify the county attorney.
- 15% Days Missed – When a student is absent for 15% of school days in a quarter/semester/grading period, a school engagement meeting is required between the student, parent, and a school official to create an absenteeism prevention plan. The school will monitor compliance and contact the parent at least once a week. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.
- 20% Days Missed (Truancy) – Additional absences will prompt the district to follow steps outlined in Iowa law related to truancy and notifying the county attorney that this threshold was met, which is defined as missing 20% of school days in a quarter/semester/grading period.

### **Common Goal: Students in Attendance as Much as Possible**

Parents and guardians should still continue to notify their building's secretary of any absence so we can be sure we're supporting our students and families in the best way possible. The goal of the legislation is to ensure that absences are properly categorized and addressed, and the state has specific requirements for schools that we must use for the categorization of those absences.

Our district remains focused on ensuring all of our students have ample opportunity to engage in learning. To do this we will be closely monitoring attendance and communicating with families frequently to ensure our district is in compliance with the new law.

## BEFORE & AFTER SCHOOL CHILD CARE:

**Hand in Hand** runs a before and after school extended childcare program at Indian Creek during the school year. For more information about Hand in Hand... please call Hand in Hand at 319-373-3630.

## BEHAVIOR PLAN:

At Indian Creek, 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. Parents will be provided with the Indian Creek expectations and the procedures for handling behaviors that do not meet those expectations. Throughout the year, students are recognized for their positive behavior with red tickets and individual and school wide celebrations for meeting behavior goals.

At Indian Creek we are ready to Learn:

**We are Respectful**  
**We are Responsible**  
**We are Ready.**

## Be Well Marion and Iowa Healthy Hometown:

Linn-Mar, Marion Independent School District, and the city of Marion are part of Healthy Hometown Marion. Marion was designated as one of the country's Blue Zones Project Communities in 2016. Since that time our leadership has transitioned to Be Well Marion and Iowa Healthy Hometown.

Our lunch program has healthier choices for our students, and we ask that cold lunches from home do not include pop, soda, candy or fast food. We are asking that snacks from home are in line with Be Well Marion and Iowa Healthy Hometown. Listed below are a few suggestions for snacks. Thank you for your cooperation.

### Healthy Snack Options:

Fruits, Dried Fruits, Vegetables, Low and Non-fat Yogurt, Applesauce (with no added sugar), Whole grain crackers, Hummus, Canned Fruit, Popcorn (no trans-fat), Barnum Animal Crackers (due to peanut allergies Barnum is the only brand), Fruit Roll-ups, Go-gurts, Pretzels, Jello, Snack Pack Pudding, Welch's fruit snacks, Cottage Cheese (skim or 1%), Sun Chips-Cheddar Harvest, Whole grain Wheat Thins, Triscuits

### Other guidelines to go by:

- Snack items must be 200 calories or less per portion as packaged
- Calories from saturated fat must be less than 10% per serving
- Sodium must be limited to less than 230 mg per portion as packaged and less than 480 mg per entrée
- Items should contain no more than 35% of calories from total sugars per portion as packaged
- Products with cereal grains must contain at least 2 grams of fiber per package

## BREAKFAST:

Breakfast begins at 8:05 a.m. in the multi-purpose room/cafeteria. Students who arrive to school by bus or automobile should go directly to the multi-purpose/cafeteria room for breakfast. Students need to let the supervisor on duty know that they are going to breakfast, they are not to wait in line with the other students for the 8:15 bell to ring. Students walking to school should arrive at the crosswalk at 8:15 to be in the first group crossed, this will give them plenty of time to cross, eat breakfast, and make it to class by 8:30 a.m.

## CHANGE OF WAY HOME (PINK NOTES):

If there is a change in your child(ren)'s regular way home, please use the following guidelines for making a change in their normal after school routine.

- Send a **written and signed (by parent) and dated** note with your child to school the morning of the change stating how your child will be going home that day.
- Please be sure to talk with your child(ren) about the change in their normal end of day routine and explain to them the note you are sending to school is a reminder and to give the note to their teacher upon arrival at school.
- **E-mails are discouraged.** We cannot guarantee that someone will be able to retrieve the message by dismissal.
- *Phone calls should **only** be made in emergency situations for change of routine.*
- If your child will be riding the bus with a friend, you must get approval from the transportation department (319.447.3030). When calling the transportation department, you will need the bus number of the bus you are requesting your child to ride on. Once you receive approval from the transportation department you will need to notify the school of this change.
- For your child's safety, change in plans must be communicated by the parents or guardians.

At the end of the day, we will give your child a bright pink note informing or reminding him or her (and the teacher) of the change. **If we do not have a written or verbal communication from a parent or guardian, the child will go home in the usual way.** Students will not be allowed to use the phone to make after school plans.

## CHILD CUSTODY:

In many cases, when parents are divorced, both parents continue to hold equal rights where their children are concerned. If you have a court order limiting the rights of one parent, please bring a copy of that court order to the Indian Creek office. **Unless the court order is on file with us, we must provide equal rights to both parents.** Parents, please notify the school office in writing if you wish to have school information sent to more than one address. **We are happy to send duplicate copies of school information that is sent to both parents.**

## 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 email Mrs. Kretschmar at (kkretschmar@linnmar.k12.ia.us) or send a written note to school. 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.

## CUBBY AND LOCKER AREAS:

Kindergarten students will have cubbies in the classroom. Students in grades 1-4 will be assigned a shared locker to store their things. These areas need to be kept neat and orderly by the students at all times. Students are not to decorate lockers nor add anything to the inside of the locker with tape of any kind.

## CODE OF COOPERATION/P.R.I.D.E. GUIDELINES:

We are Respectful  
We are Responsible  
We are Ready.  
We care at Indian Creek!



**Code of Cooperation/Expectations, Student Rights and Responsibilities:** Students at Indian Creek Elementary will work together to help everyone reach their potential in a positive environment. Students will continually grow toward being able to make appropriate independent decisions and become responsible for their own behaviors.

**Indian Creek staff will:** teach, model and encourage these expectations school wide. All staff contributes to the positive atmosphere at Indian Creek School. They set the tone through their actions and attitudes. The continuous support, modeling and encouragement of students is demonstrated through the following actions:

1. We will teach, model and monitor responsible student behavior in every school environment.
2. We will encourage students to: demonstrate respectful, responsible, ready and caring behaviors.
3. We will provide positive, specific feedback when students are meeting expectations.
4. When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
5. We will work collaboratively to solve problems that are chronic or severe in nature.

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

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

## **Education Appropriations – HF 868**

Added the following text to Iowa Code 279.66 (“Discipline and personal conduct standards”):

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://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

Disclaimer Revised 8/1/2023: *Forthcoming*—The Iowa Department is required by House File 604 to develop and distribute model policies that may be used by school districts and charter schools to meet the student discipline procedural requirements. The 2023-2024 Indian Creek Student Handbook will be updated once the new Board policy is in place.

## **COMMUNICATIONS:**

### **QUESTIONS OR CONCERNS:**

#### **General In School Situations:**

- **The School Facilitator (Mrs. Skoneczka)** is responsible for the overall management of the school. The facilitator is responsible for student management of conflict, discipline, and school safety, among a variety of other tasks.
- **The Principal (Mrs. Kretschmar)** 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)447-3030 can assist with issues related to school transportation.

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

- **Conferences & Report Cards:** Family conferences are held at the middle of the first and second semester. We encourage all parents/guardians to attend the family conferences so that you can learn, firsthand, the progress your student is making. Report cards are accessed through PowerSchool 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.
- **Divorced / Separated Parents:** At Indian Creek, we believe it is in a child's best interest if both parents hear the same information at the same conference from teachers. ***As a result, it is not our practice to hold separate conferences for separated or divorced parents.***
- **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 (8:00 a.m. to 3:45 p.m.). If copies of documents are requested a copying fee may be requested.
- **Review of Educational Materials:** Members of the community may review educational materials currently being used by the students. Please contact the district Information Services office (319.447.3005) to request an opportunity to review the materials. The review of materials should take place on school grounds with one or more appropriate staff members present to assist in the review.
- **Newsletters:** The Indian Creek newsletter is published every month. You can access the newsletter via the Indian Creek website by visiting <https://www.linnmar.k12.ia.us/school/indian-creek/about/newsletters/>. If you would like to receive a hard copy of the newsletter, please contact the school office at 319.447.3270.
- **Websites:** For up-to-date information on the Linn-Mar District or Indian Creek Elementary visit: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)
- **School Directory and sharable contact information:** Please watch for a link to sign up to have your child(ren)'s information listed in the 2024-25 classroom directory. Only student contact information will be shared for those students whose parents have **completed** the online form giving their consent and approving information they wish to share. Student classroom directories will be available only upon request in the office.
- **E-Mails:** E-mail is a valuable tool for communication. Most teachers do correspond with parents via e-mail. **Please allow up to 24 hours for a response if you choose to e-mail.** Mrs. Harder (Pam) will also send out weekly e-mails and various other e-mails throughout the school year.

## 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, belly buttons, gang symbols, vulgarity, obscenity, and/or demeaning representations. Hats and headgear, including bandanas, are not allowed. If a disruption to the school learning environment occurs, students will be asked to remove the disruptive item (hair color, make-up, etc.).

## FEES:

School fees are \$55.00 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. Please pay your child's fees by logging on to your PowerSchool account.

## FIELD TRIPS:

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

## HEALTH SERVICES:

- ❑ **Health Assistant:** Our school health assistant is available every day from 8:00 a.m. to 3:30 p.m. A registered nurse is available through the district in case of extreme emergencies. The health assistant may be reached directly by calling 319-447-3273.
- ❑ **Emergency Contact Information:** It is critical that emergency contact information be up-to-date at all times throughout the school year. Please make sure the information you have listed for parent/guardian or emergency contacts in PowerSchool is up-to-date and that the names/numbers provided are local. You can update your emergency contacts any time throughout the year via the eRegistration portal accessed through your family PowerSchool account.
- ❑ **Illness:** Your student may be sent home for a number of different health reasons. If your student has a temperature of 100 degrees or more s/he will be sent home. We ask that your student remain at home for at least 24 hours after their temperature returns to normal without the use of aspirin or other medications. If your student has a temperature in the morning, please keep them home until they are fever-free for a 24-hour period without the aid of medications. If your student is absent for three (3) or more days a doctor's note may be requested upon return to school.
- ❑ **Communicable Illnesses/Diseases:** As soon as a parent/guardian is aware that their student has a contagious illness/disease they should notify the health office (319-447-3273). Students with contagious illnesses/diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A note will be sent home to all the families in the student's classroom to notify them that their student has been exposed to a specified communicable illness/disease.
- ❑ **Medications:**
  - Prescription medication must be turned into the health office in the labeled prescription container. Parent/guardian medication permission forms must be completed and on file in the health office for each individual medication. Forms can be obtained from the health assistant in the health office (319-447-3273).
  - Non-prescription medication will only be dispensed with a physician's written approval and parent/guardian's written approval. Non-prescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name clearly marked. Non-prescription medications include, but are not limited to: Tylenol, aspirin, ibuprofen, cough medicines, antihistamines, or any over-the-counter medications. Please remember that we must have a physician's written approval before we can dispense any non-prescription medications. Physician approvals can be faxed to 319-403-8030.
- ❑ **Immunizations:** Prior to starting school, or when transferring into the Linn-Mar District, students must provide an approved Iowa Department of Public Health immunization certificate signed by their physician which states that their student has received all immunizations required by state law. 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. If you have questions please call (319-447-3273) or e-mail Abbi Riniker ([abbi.riniker@linnmar.k12.ia.us](mailto:abbi.riniker@linnmar.k12.ia.us))
- ❑ **Rubeola and Rubella Vaccines:** As of July 10, 1996, students in grades K-4 shall have "received at least two doses of Rubeola (measles) and Rubella vaccines. The first dose shall have been received on or after 12 months of age and the second dose no less than 30 days after the first dose." The Linn County Health Department offers these immunizations at a reduced rate with an appointment. Their address is: 501 13<sup>th</sup> St., NW, Cedar Rapids and their telephone number is 319-398-3551.

- ❑ **Physical Examinations:** Students enrolling in kindergarten are requested to have a physical examination by a licensed physician. A certificate of health signed by the physician stating the results of the physical exam will be filed in the health office.
- ❑ **Hearing Screening:** The Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), Kindergarten, and grades 1, and 2. 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, that 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. **Parent/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.

## ITEMS FROM HOME:

Students should not bring personal items from home including but not limited to: cell phones, electronic equipment, toys and fidgets, computerized games, outside recess equipment, etc., unless requested by the teacher. The school is not responsible for lost, stolen, or damaged items. 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 19.*

## 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 DISCIPLINE OF STUDENT WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE:

### **Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence**

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).
- Starting in the 24-25 school year, this will be required as part of student registration via PowerSchool.

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

Linn-Mar District employees and students are expected to behave in appropriate ways that model respect for others. The Linn-Mar Board of Directors has stated in board policies 104.1 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](http://www.linnmar.k12.ia.us))

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

## LINN-MAR DISTRICT INTERNET POLICY:

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they may be subject to discipline for use of the Internet system contrary to those terms. Independent use of the Internet is a privilege not a right and inappropriate use will result in a cancellation of those privileges. To ensure smooth operation of the Internet users must follow established guidelines regarding usage. Parental permissions regarding Internet access given during the 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 secret. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized "chats", computer "hacking", knowingly spreading computer viruses, chain letter communications, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the email of others.
- **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: being polite – do not be abusive in your messages to others, use appropriate language – do not swear, use vulgarities, or other inappropriate language. Such abuse is known as "flaming" in electronic communities.

## LINN-MAR DISTRICT NON-DISCRIMINATION POLICY:

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

Inquiries and grievances should be filed with the Linn-Mar Equity Coordinators Executive Director of Human Resources or the Executive Director of Instructional Services (2999 N 10<sup>th</sup> 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).

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

# LINN-MAR DDISTRICT PARENT AND FAMILY ENGAGEMENT POLICY:



## Parent and Family Engagement Building-Level Regulations

New Policy

Code 505.7-R

To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

- 1) **Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
  - a. Programs under this policy;
  - b. Curriculum and assessments used for students;
  - c. The opportunity to meet with administration to participate in decisions related to their children's education;
  - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
  - e. Achievement levels of the challenging State academic standards.
- 2) **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
- 3) **High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
- 4) **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
  - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
  - b. Provide materials and training to help parents work with students to improve achievement;
  - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
  - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
  - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
  - f. Provide other reasonable support to encourage parental involvement.

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Adopted: 9/19

Related Policy: 505.7

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

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)



Please see pages 23-28 for the policy information.

## LOST & FOUND:

A lost and found area is located in the back-foyer area. Please have your student or students check throughout the school year for items that your student may have misplaced. Items that are not claimed are

donated to local charities. Jewelry and valuables may be identified and claimed in the office. Please clearly label your student's items (coats, boots, hats) with his or her name.

## LUNCH:

Students may bring cold lunch or eat hot lunch provided by the district. Lunch menus may be found on the district website at <https://www.linnmar.k12.ia.us/district/departments/nutrition/>. Payment for student meals can be made online through your PowerSchool account. ***If you send lunch money to school with your student the money needs to be sent in an envelope clearly 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 (<https://www.linnmar.k12.ia.us/district/departments/nutrition/total-access-meal-accounts/>). The system automatically notifies you when additional funds are needed.

- If you plan on eating lunch with your student, please be sure to call your lunch order into the office (319-447-3272) before 9:00 a.m. so that you can be included in the daily lunch count.
- If you plan on bringing a lunch from home, you do not need to call ahead.
- **Fast food items, including pop or soda, should not be brought to school by students and/or lunchtime visitors.** Items considered fast food are meals purchased from area restaurants such as, but not limited to McDonalds, Culvers, Burger King, Subway, Hy-Vee, etc.
- For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.
- Students are not allowed to have pop and soda with their lunch or snack.

***Please note that we ask that visitors do not come for lunch during the first two weeks of school as students get used to their lunchtime routines.***

Our tentative lunch schedule is outlined in the following table. Please notice that some grade levels recess will take place before the students eat lunch.

**These times are subject to change.**

Recess and Lunch Times	Grade Level	Recess Before	Lunch	Recess After
	Kindergarten	11:05-11:25	11:25-11:50	
	First Grade		11:00-11:25	11:25-11:45
	Second Grade	12:30-12:50	12:50-1:15	
	Third Grade	11:40-12:00	12:00-12:25	
	Fourth Grade	12:05-12:25	12:25-12:50	

## MEDIA CENTER:

Books and other materials may be checked out for 14 days. The due date is stamped inside the book or on item. An overdue list is sent

electronically to parents/guardians. Our media center does not charge for overdue books; but when a book is damaged or lost families are asked to pay for its replacement. You can contact the media center at 319.447.3275.

## OPEN ENROLLMENT PROCEDURES:

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



contacting the district offices at 319-447-3014 or by visiting the district website at: <https://www.linnmar.k12.ia.us/district/open-enrollment/>.

## PARENT TEACHER ORGANIZATION (PTO):

All Indian Creek parents/guardians are members of the PTO. PTO members provide support to the school by organizing fundraising events, serving as room parents, volunteering in the building, and providing volunteer support at home. All parents are encouraged to attend the monthly PTO meetings the first Monday of every month (with the exception of January) beginning at 6:30. You can contact the PTO at [indiancreekpto@gmail.com](mailto:indiancreekpto@gmail.com) or find more helpful information on the Indian Creek PTO Facebook page.

## PARTIES AND SPECIAL EVENTS:

***Indian Creek has a fall party/costume parade, a winter party, and a friendship party.***

Fall costumes must be school appropriate and respect the following guidelines:

- Costumes should be worn over regular clothing.
- Costumes should be easy for your child to put on and remove by themselves.
- Costumes should not reflect violence including blood or be bias-based on gender and or ethnic background.
- No weapons of any kind should be brought to school as part of a costume.
- Costumes need to be easy to walk in, and children must be able to see where they are going.
- All students in kindergarten through fourth grade may dress up if they wish.
- Please remember dressing up is optional and can be very simple, such as wearing a silly hat.

Students will participate in a volunteer-based school-wide event prior to winter break and will exchange friendship cards in the classroom during February. Designated room parents plan/organize classroom parties. Consult with your classroom teacher if you are interested in volunteering

**BIRTHDAY PARTIES:** In accordance with the Linn-Mar District, procedures have been implemented to provide students with healthier choices in regard to birthday celebrations in the classroom (see page 7 for Be Well Marion and Iowa Healthy Hometown guidelines).

- Student birthdays may be celebrated at school. **However, students may no longer bring food or beverages, including pop or soda, to share with classmates.** Instead, birthdays could be celebrated with non-food options (i.e., birthday crowns, sitting with a special friend at lunch, being line leader for the day, etc.).
- Students may also choose to bring in non-food items to share with classmates and school staff such as pencils, special note pads, stickers, etc. however, this is not required.
- Students should only distribute party invitations at school if they plan on **inviting everyone** from their classroom.
- Do not send balloons or flowers to school as these are more appropriate for home celebrations and we may have some students with latex and/or other allergies.

## PBIS:

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

## **How does PBIS work?**

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

## **PETS AT SCHOOL:**

As a safety concern for our children at Indian Creek, we ask that parents not bring pets into the building or on school grounds before, during or after school unless this has been cleared with your child's teacher. We have many students with severe allergies, so we need to consider them. Thank you for your cooperation.

## **PHYSICAL EDUCATION & RECESS:**

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

## **REGISTRATION & POWERSCHOOL:**

All families with students attending the district have access to the 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 319-447-3270. 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, guidance counselor, nurse, health assistant, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, speech-language pathologist, occupational/physical therapist, etc.). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for students by teacher or parent/guardian request through the guidance counselor.

## **TELEPHONE USE & ELECTRONIC EQUIPMENT:**

Students should not use school phones for social reasons. All arrangements for after-school play dates, lessons, or meetings should be made at home prior to the beginning of the school day. For safety reasons, the office needs to be aware of any after school change in the way a student is going home so a pink note can be made and delivered to the teacher and student at the end of the day, therefore, we ask that a parents or guardian call the office to alert us of a change and not contacting the student via cell phone. It is discouraged for students to bring cell phones/electronic equipment to school. If students bring a cell phone or other

electronic equipment (including iPads/tablets, Gizmos or mobile/data watches, etc.) 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. If cell phones/tablets/gizmo watches are brought to school, they cannot be used during the school day without permission. If items are used during the school day, without permission, the items will be taken and kept in a safe place until the end of the school day. If students have cell phones/electronic equipment taken away on more than one occasion, parents/guardians will be asked to come to school to pick up the items; they will not be sent home with students.

## VISITORS:

For the safety of our students, staff, and guests, we ask that all visitors 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. We kindly ask that you prearrange visits with teachers several days in advance, as we strive to keep disruptions to our classroom learning as minimal as possible. Thank you for your cooperation.

## VOLUNTEERS:

Volunteers assist students and teachers in the classroom, work on activities and projects at school, complete activities and projects at home, and chaperone fieldtrips/events. Volunteers must treat school information in a confidential matter. Volunteers must sign in and out in the school office. Volunteer workshops are held the first Thursday of the month from 8:45-10:15 AM. If you are interested in volunteering in the Linn-Mar District, please contact the Community Relations/Volunteer Coordinator at 319-447-3110 to register. *Start the process of becoming an active volunteer today by completing an application.* **All parents/guardians/volunteers that attend a field trip must be registered volunteers with the Community Relations office (319-447-3110) prior to attending the field trip.**

To contact the Indian Creek Volunteer Coordinator please e-mail: [icvolunteers@linnmar.k12.ia.us](mailto:icvolunteers@linnmar.k12.ia.us)

## Water Bottles:

Students' may bring a water bottle from home to keep at their desk. ***Water bottles are to be filled with only water.*** No Kool aide, or colored flavored water, or sugary drinks should be brought in student water bottles. This is in line with the Heathy Kids Initiative and it also keeps spills from damaging our carpets and other school items.



# Indian Creek Events Calendar 2024-2025:

## August:

August 20 – Kindergarten Parent Night (6:00)  
August 21 – 1<sup>st</sup> Grade Parent Night (6:00)  
August 22 – Meet and Greet/Supply Drop Off (7:30-9:00 am)  
August 23 – 1<sup>st</sup> Day of School  
August 26 – 4<sup>th</sup> Grade Parent Night (6:00)  
August 27 – 3<sup>rd</sup> Grade Parent Night (6:00 pm)  
August 28 – 2<sup>nd</sup> Grade Parent Night (6:00)  
August 29 – Volunteer Orientation (9:00)

## September:

September 2 – No School (Labor Day)  
September 5– Volunteer Workshop (9:00-10:30)  
September 9 – PTO Meeting (6:00-7:00)  
September 13 – PTO Fall Carnival (5:30-7:30)  
September 18 – School Pictures  
September 30 – No School (Professional Development Day)

## October:

October 3 – Volunteer Workshop (9:00-10:30)  
October 18 – America Reads Day  
October 22 – Conferences (2-hour early dismissal)  
October 23 – Picture Re-Take Day  
October 24 – End of 1<sup>st</sup> Quarter  
October 24 – Conferences (2-hour early dismissal)  
October 25 – No School (Professional Development Day)  
October 28 – PTO Trunk or Treat (6:00-7:00) Front Parking Lot  
October 29 – 2<sup>nd</sup> Grade Music Program (6:30)  
October 31 – Fall Party

## November:

November 4– No School (Professional Development Day)  
November 4 – PTO Meeting (6:00-7:00)  
November 5– No School (Professional Development Day)  
November 7 – Volunteer Workshop (9:00-10:30)  
November 12 – 1<sup>st</sup> Grade Music Concert (6:30)  
November 27 – No School (Teacher Comp Day)  
November 28 – No School (Thanksgiving)  
November 29 – No School (Thanksgiving Break)

## December:

December 5 – Volunteer Workshop (9:00-10:30)  
December 10 – Encore Concert (6:30)  
December 12 – PTO Cookie Craft (6:30-7:30) Multi-Purpose Room  
December 20 – Winter Party  
December 20 – 2 Hour (1:15 PM) Dismissal  
December 23 - January 3 – Winter Break

## January:

January 6 – School Resumes  
January 9 – Volunteer Workshop (9:00-10:30)  
January 10 – End of 2<sup>nd</sup> Quarter  
January 13 – No School (Professional Development Day)  
January 20 – No School (Professional Development Day)

## February:

February 3 – PTO Meeting (6:00-7:00)  
February 6 – Volunteer Workshop (9:00-10:30)  
February 11 – 3<sup>rd</sup> Grade Concert (6:30)  
February 14 – Friendship Party  
February 25 – Conference (2-hour early dismissal)  
February 27 – Conferences (2-hour early dismissal)  
February 28 – No School (Professional Development Day)

## March:

March 6 – Volunteer Workshop (9:00-10:30)  
March 17-21 – No School – Spring Break  
March 25 – 4<sup>th</sup> Grade Concert (6:30)  
March 28 – End of 3<sup>rd</sup> Quarter  
March 31 – No School (Professional Development Day)

## April:

April 1 – No School (Professional Development Day)  
April 3 – Volunteer Workshop (9:00-10:30)  
April 7 – PTO Meeting (6:00-7:00)  
April 8 – Kindergarten Concert (6:30)  
April 18 - No School (Teacher Comp Day)  
April 24 – Art Fair – (4:00-6:00)

## May:

May 1 – Volunteer Recognition (9:00-9:30)  
May 1 – Volunteer Workshop (9:30-10:30)  
May 5 – PTO Meeting (6:00-7:00)  
May 6 – Encore Concert (6:30)  
May 19 – PTO Playground Party (6:00-7:00)  
May 26 – No School (Memorial Day)

## June:

June 3 – Indian Creek Games Day  
June 4 – Hot Dog Cookout  
June 4 – End of 4<sup>th</sup> Quarter/Last Day of School  
June 4 – 2 Hour (1:15 PM) Dismissal  
June 5 – No School – (Teacher Workday)

# Linn-Mar Community Schools

## DEVICE USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a device, between the Linn-Mar Community School District (LMCSD), the student receiving a device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a device, software, and related materials (the "Device" or the "Technology") for use while a student is at Linn-Mar Community School District, hereby agree as follows:

### **1. Equipment:**

#### **1.1 Ownership:**

The District retains sole right of ownership of the Technology and grants permission to the Student to use the Technology according to the guidelines set forth in this document and the District's policies, regulations, and procedures governing the use of technology. The District's administrative staff retains the right to collect and/or inspect the Technology at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students who are no longer enrolled at the District are required to return Technology to the District. Failure to do so will result in the Technology being rendered inoperable and may result in the District filing a police report for theft.

#### **1.2 Equipment Provided:**

For purposes of this agreement, Technology is the student computing device and any accessories identified. The District will retain records of the serial numbers and other means of identification of provided Technology. The Student must use Student issued credentials (username and password) when using Technology.

#### **1.3 Substitution of Equipment:**

In the event the Technology that is issued to the Student is inoperable, the Technology may be repaired or replaced by the District; however, the District does not guarantee that a substitution will be available and/or issued. This agreement applies to all substitute Technology issued to the Student. The Student may not keep broken Technology and may not avoid using Technology due to loss or damage.

#### **1.4 Responsibility for Electronic Data:**

The Student is solely responsible for any non-District installed software or applications, and for any data stored on the Technology. It is the sole responsibility of the Student to backup such data as necessary. The District provides a means for backup (District One Drive or Google Drive). The District does not accept responsibility for any software, applications or data the student stores on the Technology.

## **2. Damage of Loss of Equipment**

### **2.1 Responsibility for Damage:**

The Student is responsible for maintaining a 100% working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. In the event of damage not covered by the warranty, the Student and Parent will be billed a fine according to the following schedule:

First incident – up to \$50

Second incident – up to \$100

Third incident – up to full cost of repair or replacement

The District reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)

### **2.2 Responsibility for Loss:**

In the event the Device is lost or stolen, the Student and Parent may be billed the full cost of replacement. Stolen devices (requires a police report) may be covered by district insurance.

### **2.3 Insurance and deductible:**

The District has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$100 deductible per loss.

### **2.4 Actions Required in the Event of Damage or Loss:**

Report the problem immediately to the building’s technology contact. If the Device is stolen or vandalized while not at Linn-Mar Community School District or at a Linn-Mar Community School District sponsored event, the Parent/Guardian shall file a police report.

### **2.5 Technical Support and Repair:**

The District will make technical support, maintenance and repair available.

## **3. Legal and Ethical Use Policies**

### **3.1 Monitoring:**

The District may monitor the use of the Technology using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District’s policies,

regulations, and procedures governing the use of technology. The district will not monitor student activity via the built-in camera on the device.

### **3.2 Acceptable Use:**

All aspects of the District's policies, regulations, and procedures governing the use of technology will apply to the use of the Technology

### **3.3 File-sharing and File-sharing Programs:**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video, and images). Examples of such sites are Bit Torrent sites or any other sites/applications or browsers and extensions that share unlicensed or inappropriate content. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

### **3.4 Use of Built-in Camera:**

Students may not record or photograph any person (both student and staff) without first getting explicitly expressed consent.

## **STANDARDS FOR PROPER DEVICE CARE**

This document is an important addendum to the Student Device Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned Device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

### **Student Responsibilities:**

- Treat this equipment with care.
- Bring the Device and charging unit to school during every school day. (If you forget them, substitutes may NOT be available)
- Keep the Device either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.
- Keep the Device stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Device in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended". Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Devices in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Device in a car other than a locked trunk. Avoid leaving the Device in environments with excessively hot or cold temperatures.
- Do not let anyone use the Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Device will be your responsibility.
- Adhere to LMCS D School's Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Media Specialist, Media Assistant, or building administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device.

- Read and follow general maintenance alerts from school technology personnel. How to Handle Problems
- Promptly report any problems to the building's Media Center staff.
- Do not force anything (e.g., connections, popped-off keys, etc.) Seek help instead.
- When in doubt, ask for help. General Care
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any LM identification sticker placed on the device.
- Do not do anything to the Device that will permanently alter it in any way. You can apply stickers so long as they are completely removable.
- Keep the equipment clean. For example, don't eat or drink while using the Device.

### **Carrying the Device**

- Always completely close the lid even for short distances. Sleep mode is sufficient – there is little reason to actually shut-down the device other than on an airplane or during extended days of inactivity.
- Always store the Device in a certified device case. Note: do not store anything (e.g., cords, papers or disks) in the area within the device case designed for the Device other than the Device itself as this may damage the screen.
- Do not grab and squeeze the Device, as this can damage the screen and other components.

### **Screen Care**

- Screens are particularly sensitive to damage from excessive pressure. The Device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Device when it is not in use, in order to save battery life and protect the screen. Personal Health and Safety
- Avoid extended use of the Device resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier – such as a book or devices made specifically for this purpose – when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home



with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

## **STUDENT DEVICE USE AND CONDUCT POLICY**

Students shall only engage in appropriate, ethical, and legal utilization of the District's technology, network systems, and internet access. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum. Student use of the District's technology, network systems, and internet access shall also comply with all District policies and regulations.

The following rules provide guidance to students for the appropriate use of the District's technology, network systems and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's technology, network systems, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final.

### **Inappropriate use includes, but is not limited to:**

- Uses which violate any local, state or federal statute or regulation.
- Creating, accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, sexually explicit or otherwise inappropriate material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon a legally protected trait or characteristic.
- Uses which violate copyright laws or otherwise misuse of the intellectual property of another individual or organization.
- Accessing another individual's materials, information, or files without authorization (authority).
- Any unauthorized access or malicious attempts to damage hardware/software or networks, circumvent or disable security protocols, or to destroy the data of another user, including creating, loading or intentionally introducing viruses.
- Altering the operation of computing devices as set by the network administrator.
- Using computing devices, data network or Internet for commercial purposes, or personal purposes or other purposes not consistent with the educational objectives of the District.
- Using the system to communicate, publish or display defamatory materials, rumors, disparaging portrayals or any other information which is known to be false or misleading.
- Harassing, insulting, or threatening harm or embarrassment of others.
- Swearing or using vulgarities or any other inappropriate language.
- Disseminating or soliciting sexually oriented messages or images.
- Disabling, circumventing or attempting to disable or circumvent filtering software.
- Unauthorized transmitting of personal credit card information or other personal identification information.
- Invading the privacy of individuals without authorization.
- Failing to follow District policy while using computing devices, data networks or accessing the Internet; or failing to follow any other policies or guidelines established by District administration and failure to follow instructions of district personnel.

Individuals should not allow anyone else to use their assigned login credentials or passwords to access or use the District's computing devices, data network information systems or the Internet. Users are responsible for the security of their own e-mail, device and data network access. Users will be held responsible for any misuse of their computing device, e-mail or data network access by themselves or by others when the user has failed to follow appropriate security measures.

All users will routinely change passwords when required or directed by system administrators. Staff will assist students with password changes as needed. Users determined to be security risk may have access restrictions applied.

### **Responsibility for Property**

Students are responsible for maintaining a 100 percent working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the device locked (i.e., locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended." Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility. Elementary students may leave their devices in the designated cart within their assigned classrooms.

### **File Sharing and File Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video, and images). Examples of such sites are Virtual Private Networks (VPNs), Bit Torrent sites or any other sites/applications/browser extensions that share unlicensed content. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

### **Discipline**

Any student who violates these rules will be subject to disciplinary action in accordance with the building's student code of conduct. Serious or repeated violations will result in the students use of technology restricted and or revoked in addition to other possible disciplinary action.

### **Disclaimer**

LMCSD does not have control of the information on the Internet or incoming email. LMCSD will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that maybe exploited by individuals who are actively and intently dedicated to breaching them. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Linn-Mar Community School District. While LMCSD's intent is to make Internet access available for educational goals and objectives, account holders will have

the ability to access other materials as well. At LMCS D, we expect students to obey the Student Device Use Policy when using the Internet. Students found in violation of the policy will be disciplined.