



## Student and Family Handbook



2025-2026



**Principal:** Ms. Colleen Fangman

Phone: 319-730-3502

Email: [colleen.fangman@linnmar.k12.ia.us](mailto:colleen.fangman@linnmar.k12.ia.us)

**School Facilitator:** Ms. Lisa Welsh

Phone: 319-730-3503

Email: [lisa.welsh@linnmar.k12.ia.us](mailto:lisa.welsh@linnmar.k12.ia.us)

**Counselor:** Ms. Kathryn Knudson

Phone: 319-730-3505

Email: [kknudson@linnmar.k12.ia.us](mailto:kknudson@linnmar.k12.ia.us)

### Office Phone Numbers:

Attendance/Lunch 319-730-3501

Health Office 319-730-3504

Main Office 319-730-3500

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

<https://www.linnmar.k12.ia.us/school/linn-grove/>

Linn Grove Elementary 2301 50<sup>th</sup> Street Marion, IA 52302

### TABLE OF CONTENTS

Welcome to Linn Grove – pg. 3  
Linn Grove Mission & Vision Statements – pg. 3  
School Hours – pg. 4  
Arrival, Dismissal, and Early Dismissal Procedures – pgs. 4-5  
Attendance Exception Request Procedures – pg. 6  
Attendance Information – pg. 7  
Compulsory Attendance-Board Policy Pgs. 6-8  
Behavior Plan – pg. 9  
Consequences for Misbehavior Pgs. 9-10  
Change of Plans-After School pg. 10  
Child Custody-pg. 10  
Class Lists – pgs. 10-11  
Coat & Cubby Areas – pg. 11  
Communications – pg. 11  
Dress Code – pg. 12  
Fees – pg. 12  
Fieldtrips – pg. 12  
Health Services – pgs. 12-13  
Items from Home – pg. 14  
Linn-Mar District Educational Goals – pg. 14-15  
Linn-Mar District Harassment Policy – pg. 15  
Linn-Mar District Internet Policy – pg. 16  
Linn-Mar District Non-Discrimination Policy – pg. 16  
Linn-Mar District Search & Seizure Policy – pg. 17  
Lost & Found – pg. 17  
Lunch Information – pg. 17  
Media Center – pg. 18  
Olweus Bullying Prevention Program – pg. 17-18  
Open Enrollment Procedures – pg. 19  
Parent and Family Engagement pgs. 19-20  
Parent Teacher Organization (PTO) – pg. 20  
Parties and Special Events – pgs. 20-21  
PBIS – pg. 21  
Physical Education & Recess – pgs. 21-22  
Registration & PowerSchool – pg. 21  
Support Services – pgs. 21-22  
Transportation – pg. 22  
Telephone Use & Electronic Equipment – pg. 22  
Visitors – pg. 22  
Volunteers – pg. 22  
Water Bottles – pg. 22  
Parent, Guardian, Community Concerns – pg. 22  
Map of Drop off and Pick Up – pg. 23

**Welcome to Linn Grove Elementary School**

Welcome to the 2025-2026 school year. Linn Grove opened its doors in the fall of 2007. It is great to have you and your family as part of the Linn Grove family and I look forward to seeing you in the building for special events and family activities.

This handbook is designed to provide our families with helpful information about Linn Grove 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 we must work together as a school team and a family team to educate our students. Parents/Guardians are an important part of our team to make this happen each day. We strive to be partners with all our families to ensure that your child's school experience is positive, productive, and memorable. As we work together the children will feel 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. When your child is ill, please keep them home. Please call the Linn Grove office to report all absences.
- If you have questions or concerns, feel free to contact Linn Grove 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 [colleen.fangman@linnmar.k12.ia.us](mailto:colleen.fangman@linnmar.k12.ia.us) or 319-730-3502.

Sincerely,  
Ms. Colleen Fangman, Principal

### **Linn Grove Mission Statement:**

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

### **Linn Grove Vision Statement:**

**Addressing the needs of every student.**

**Building strong relationships.**

**Creating a foundation of life-long learning.**

### **SCHOOL HOURS**

**8:05 a.m.** Students may enter the building for breakfast

- 8:15 a.m.** Adult supervision begins for students lining up by their entry doors
- 8:20 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 for the pledge
- 3:15 p.m.** **Dismissal bell**

Students are not allowed to enter the building before the first bell rings at 8:20 a.m.

- unless they are involved in a special activity, eating breakfast, or there is inclement weather (below 5 degrees 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 Linn Grove, student safety is a priority. Our parking lots are pedestrian-free. Students will not be allowed to walk to and from the parking lot at arrival and departure times. We have designated loading and unloading zones. Please make special note of the following arrival/departure procedures:

#### **ARRIVAL PROCEDURES**

(8:15 a.m. to 8:30 a.m.)

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

May enter the building at 8:20 a.m.

Due to the high volume of traffic, all bikes and scooters should be walked while on the school grounds. All bikes and scooters should be parked in the bike racks provided by the south front entrance (gym/cafeeteria entrance).

##### **Automobiles:** (see page 24 for map procedures)

Unloading zones are plainly identified. Students should be prepared to quickly exit the vehicle on the passenger side of the vehicle only as soon as you are stopped. Once your student has exited the vehicle safely, please exit the drop off/pick up lane immediately.

All goodbyes should be made prior to entering the drop off/pick up lane so traffic will flow smoothly. All students should be able to enter the building independently. If for some reason you need to enter the building with your student, please park your car in the parking lot, enter the building, sign in at the office, and pick up a visitor's badge.

- **Please note that the drop off/pick up lane is a fire lane and is not a parking zone.** Marion police officers can and will ticket unattended vehicles parked in the drop off/pick up lane.
- **Only one lane open for drop off in the morning!**

**Parents are asked to stay in their vehicle and students will be assisted from their vehicle by a staff member.**

#### **DISMISSAL PROCEDURES**

(3:15 p.m.)

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

Students needing to cross 50th Street must use the crosswalk to ensure their safety.

Bikes/scooters should be walked until off the school grounds and/or across 50th Street.

Students should use the sidewalks when exiting school grounds as walkers or bikers.

### **Automobiles:**

When picking up their child, parents should pull through both lanes of the circle drive. Staff members will be in the lanes, gathering the students' names and then will radio into the lobby. When they hear their name, the child will be dismissed from the lobby to meet their parent's car.

- You will only be allowed to enter coming north on 50<sup>th</sup> street to turn right into the school. You will not be allowed to turn left coming south.

## **SEVERE WEATHER PROCEDURES**

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

Radio stations include: WMT, KCKK, KRNA, KHAK, KDAT, KKRQ, KZIA and KMRY.

Television stations include: KGAN (2), KCRG (9), or KWWL (7).

You can also check the scrolling banner at the top of the Linn-Mar District website at: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).

Parents can receive emergency notifications through School Messenger. This is automatic and you do not need to sign up for it.

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 ensure all student information is up to date in PowerSchool.

Updates can be found by following the Linn Mar School District Facebook page.

## **ATTENDANCE EXCEPTION REQUESTS (AER)**

If you move outside of the Linn Grove boundary but your new residence is still within the Linn Mar Community School District and you would like your student to remain at Linn Grove, you will need to request an Attendance Exception Request (AER) through the district office. Please write a letter stating your student's name, grade, your new address, and the reason you would like your student to remain at Linn Grove and submit it to the Associate Superintendent, 3556 Winslow Road Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

## **ATTENDANCE INFORMATION**

Please contact the attendance secretary (319-730-3501) by 8:30 a.m. when your student will be absent or late. Please leave a detailed message stating your student's name, homeroom, reason for absence/late arrival, and student lunch order, if applicable. (Lunch menu can be found at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us))

If you bring your student in after 8:30 a.m. please be sure to sign them in at the office and obtain a late pass for your student.

If you pick up your student before 3:15 p.m., please sign them out in the office and ask the office staff to call your student down from their classroom. **Students will not be called to the office before parents/guardians arrive to pick them up, so please give yourself a few extra minutes when picking up your students.**

**Tardies/Absences:** If your student arrives to school up to one (1) hour late the absence will be recorded as a tardy in your student's attendance record. If your student arrives to school over one (1) hour late or leaves over one (1) hour early at the end of the day, the absence will be recorded as a half-day absence in your student's attendance record.

**Illness:** If your student is absent for three (3) or more days, a doctor's note will be requested upon return to school. Students recovering from an illness may be able to do schoolwork at home, please contact your student's teacher directly to request schoolwork.

**Vacations:** If it's necessary for a student to be absent due to a family vacation, the student can do whatever the teacher believes is practical in terms of make-up work when they return to school.

**Compulsory Attendance:** Board Policy 501.1

Parents within the school district who have children over age 6 and under age 16 by September 15<sup>th</sup>, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board.

A child who has reached the age of 5 by September 15<sup>th</sup>, and who is enrolled in the school district, shall be of compulsory attendance age unless the parent/legal guardian of the child notifies the school district in writing of their intent to remove the child from enrollment in the school district.

A child who has reached the age of 4 by September 15<sup>th</sup>, and who is enrolled in the statewide preschool program under Chapter 256C, shall be of compulsory attendance age unless the parent/legal guardian of the child submits written notice to the school district implementing the program of their intent to remove the child from enrollment in the preschool program.

Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 90% of the approved calendar days or hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney.

**Exceptions to this policy include children who:**

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.
- Are excused for sufficient reason by any court of record or judge.
- Are attending religious services or receiving religious instruction.
- Are unable to attend school due to legitimate medical reasons.
- Has an Individualized Education Program (IEP) that affects the child's attendance.
- Has a plan under Section 504 of the Federal Rehabilitation Act (29 U.S.C. §794) that affects the child's attendance.
- Are attending an approved or probationally approved private college preparatory school.
- Are attending an accredited nonpublic school.
- Are receiving independent private instruction; or
- Are receiving competent private instruction.
- It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.
- Is a military applicant undergoing military entrance processing.
- Is engaged in military service.
- Is traveling to attend a funeral (consistent with previous Department FAQs);
- Is traveling to attend a wedding (consistent with previous Department FAQs).

Adopted: 6/70

Reviewed: 4/12; 7/13; 10/14; 1/15; 9/20

Revised: 5/11; 10/17; 2/21; 10/23; 8/24

Related Policy: 501.11; 501.11-R; 601.2

Legal Reference: Iowa Code §§ 259A; 279.10-11; 299; 299.A

Iowa Senate File 2435

IASB Reference: 501.03

*Mandatory Policy*

**School Engagement Meeting**

After 15% of absences, if a student is absent from school multiple times with unexcused absences in the grading period, the school official will initiate a school engagement meeting. The school official will determine if the child's absences are negatively affecting the child's academic progress. The school and family will work together to find the cause of the absences and start and participate in a school engagement meeting. All the following individuals must participate in the school engagement meeting:

- The student.
- The student's parent, guardian, or legal or actual custodian if the student is an unemancipated minor; and
- A school official.
- The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

**Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school

year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter a plan, or violate the terms of the plan, the school official will notify the county attorney.

### **501.11 - Chronic Absenteeism and Truancy**

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take great ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

#### **Chronic Absenteeism/Absence**

Any absence from school for more than 10% of the days in the academic term, quarter/semester (block schedule format) established by the district.

#### **Truant/Truancy**

A child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the academic term, quarter/semester (block schedule format) established by the district. Truancy does not apply to the following students who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma.
- Are excused for sufficient reason by any court of record or judge.
- Are attending religious services or receiving religious instruction.
- Are unable to attend school due to legitimate medical reasons.
- Have an Individualized Education Program (IEP) that affects the child's attendance.
  - Have a plan under Section 504 of the *Federal Rehabilitation Act* (29 U.S.C. §794) that affects the child's attendance.
    - Are attending a private college preparatory school accredited or probationally accredited.
    - Are excused under Iowa Code §299.22; and
    - Are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, considering the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall/in-school suspension unless the goals and objectives of the student's Individualized Education Program (IEP) are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Adopted: 9/98

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17; 10/23

Revised: 9/20; 8/24

Related Policy: 501.1; 501.11-R

Legal Reference (Code of Iowa): §§ 294.4; 299; 281 IAC 12.3(4); 34 CFR Sec 300; 28 CFR Pt 35

Iowa Senate File 2435

IASB Reference: 501.09

Mandatory Policy

## **BEHAVIOR PLAN**



At Linn Grove, 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 Linn Grove 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 Linn Grove we are Ready to Learn:

- ✓ We are Kind
- ✓ We are Strong
- ✓ And We are Well

## **CONSEQUENCES FOR MISBEHAVIORS**

Every attempt will be made for interventions to be proactive and positive rather than reactive or punitive. If a student does not follow school guidelines, it will be viewed as an opportunity for teaching appropriate and responsible behavior. Within this basic approach, the teacher has latitude for professional judgment in setting-up a series of interventions to help a student with a recurrent problem.

Consequences for classroom misbehavior will be most effective when implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences.

Disciplinary procedures are intended to teach students more appropriate behaviors, to protect the rights of others and to provide a safe and positive learning environment. Linn Grove Elementary School follows a continuum of interventions from least to more restrictive. Most irresponsible behaviors will be dealt with by discussion or mild consequences. These may be handled by the classroom teacher or office staff if an office referral has been made.

The Linn Grove staff works collaboratively. They are encouraged to seek assistance from the principal, school facilitator, counselor, specialists, and other teachers.

**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.

The policy can be located here - [502.15 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence.](#)

### CHANGE OF AFTER SCHOOL PLANS {GREEN NOTE}

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.

For your child's safety, change in plans must be communicated by the parents or guardians.

- Please call the office 319-730-3500 (Christa) or 319-730-3501 (Stacey) for any change of plans by 2:30 PM.
- You can email [stacey.clayton@linnmar.k12.ia.us](mailto:stacey.clayton@linnmar.k12.ia.us) and [christa.mcdonald@linnmar.k12.ia.us](mailto:christa.mcdonald@linnmar.k12.ia.us) by 2:30 pm. You can add your child's teacher to the email too.

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.

At the end of the day, we will give your child a GREEN 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 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 make an appointment to speak one-on-one with the principal. We request that you do not specify a specific teacher or ask your student's current teacher to recommend a future teacher. It is the principal's responsibility to assign teachers to classrooms.

### COAT & CUBBY AREAS

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

### COMMUNICATIONS

**School Facilitator (Ms. Welsh)** The facilitator in collaboration with the principal is responsible for managing aspects of the school. The facilitator is responsible for student management of conflict, discipline, and school safety, among a variety of other tasks.

**Principal (Ms. Fangman)** 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.

**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 sent home upon the completion of each semester. If, as a parent/guardian, you have questions, suggestions, or concerns please feel free to contact your student's teacher anytime throughout the school year.

**Access to Student Records:** Student records are confidential. A student's legal parent or legal guardian may have access to the student's educational records. Other than the legal parent or legal guardian only authorized, licensed, and clerical personnel with a legitimate need to know are allowed access to student records. Legal parents and/or legal guardians may access student's educational records during regular school office hours (7:30 a.m. to 4:00 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 Linn Grove newsletter is published every month. You can access the newsletter via the Linn Grove website by visiting [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). If you would like to receive a hard copy of the newsletter, please contact the school office at 319-730-3500.

**Websites:** For up-to-date information on the Linn-Mar District or Linn Grove Elementary visit: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)

### **DRESS CODE**

Students should dress comfortably based on the weather. Clothing should be clean, modest, and age appropriate. Students must wear footwear to school and have gym shoes available for physical education class. In snowy weather, students must wear boots and snow pants on the playground. Unacceptable clothing is anything that displays drugs, alcohol, tobacco, gang symbols, vulgarity, obscenity, and/or demeaning representations. Hats and headgear, including bandanas, are not allowed. Tattoos may interfere with learning and should not be worn to school.

### **FEES**

School fees are \$50.00 per student and are due by the first day of school. The fee covers consumable items such as paper, art supplies, consumable science supplies, etc. Any unpaid fees will be turned over to a district collection agency.

### **FIELD TRIPS**

Field trips are scheduled by classroom teachers and should connect with 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 319-730-3504.

**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 (319-730-3504). Students with contagious illnesses/diseases are to be excluded from school for the period 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. (319-730-3504)

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 319-447-0950.

**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.

**Rubeola and Rubella Vaccines:** As of July 10, 1996, students in grades K-5 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. No personal electronics should be used while on school grounds. 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 22.

### **LINN-MAR DISTRICT BELIEFS**

- The operation of the Linn-Mar Community School District is continuously measured against the following beliefs:
- Effective teaching and meaningful learning are our highest priorities.
- Individuals are unique and learn at different rates in a variety of ways.

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

## LINN-MAR DISTRICT EDUCATIONAL GOALS

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

- **Competent users of core skills and knowledge** who are proficient in reading comprehension, computation, mathematical reasoning and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.
- **Thinkers** who independently access information and resources; who create and critically investigate multiple options; who make decisions that effectively solve a variety of problems.
- **Self-Directed Learners** who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress; who are resourceful in responding to change.
- **Responsible Citizens** who recognize the relationships between self and others; who accept responsibility for their personal actions; who actively participate in improving themselves, their family, and local and global communities.
- **Effective Communicators** who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.
- **Collaborative Workers** who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.
- **Practitioners of Healthy Lifestyles** who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday life.

## LINN-MAR DISTRICT HARASSMENT POLICY

**What is harassment?** The word harassment originally meant to “incite a dog.” To incite a dog would require teasing and/or pestering, so harassment might be thought of as teasing or pestering another person. A person who shows respect for others does not tease or pester; therefore, harassment is something that would not be done by someone who is modeling respect for others.

**The following behaviors represent harassment:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone feel uncomfortable, comments about someone’s body, pulling clothes or hair, taking or damaging another’s belongings.

**Sexual harassment:** When the teasing, pestering, or harassment is based on whether you are a boy or girl it is called sexual harassment. The following are behaviors that



may represent sexual harassment: comments about someone's body, "dirty" jokes, notes, or pictures, hand gestures or body gestures, pressure to play games that feel uncomfortable, trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched.

Linn-Mar District employees and students are expected to behave in appropriate ways that model respect for others. The Linn-Mar Board of Directors has stated in board policies 411.4 and 411.6 that harassment based on age, race, color, sex, religion, or disability will not be tolerated. (Refer to the district website for more info on board policies: [www.linnmar.k12.ia.us](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 104.1-E2: The Linn-Mar Community School District does not discriminate based on 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 based on 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 (3556 Winslow Road, 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).

### **LOST & FOUND**

A lost and found area is in the foyer entrance of the Hand in Hand door. Please 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 their name.

### **LUNCH**

Students may bring cold lunch or eat hot lunch provided by the district. Please no fast food or soda if bringing cold lunch from home. Lunch menus may be found on the district website at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). Lunch money can be sent to school with your student in an envelope marked with your student's name and homeroom, however this



is not our preferred method. We prefer families use **The Total Access system** will keep track of the money paid by each family and the number of lunches eaten. You can access the system through the district's nutrition services website ([www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)). 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 (319-730-3501) before 8:45 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 should not be brought to school by students and/or lunchtime visitors. **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.** 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.

## **MEDIA CENTER**

Books and other materials may be checked out for 15 days. The due date is stamped inside the book. An overdue list is read aloud in each classroom approximately once a month. 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 319-730-3508.

## **OLWEUS BULLYING PREVENTION PROGRAM**

**Overview:** The Olweus (pronounced OI-VEY-us) Bullying Prevention Program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools (students 5 to 15 years old). The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying. Efforts are directed toward improving peer relations and making the school a safe and positive place to learn and develop. While intervention against bullying is particularly important to reduce the suffering of the victims, it is also highly desirable to counteract these tendencies for the sake of the aggressive student, as bullies are much more likely than other students to expand their anti-social behaviors. Research shows that reducing aggressive, anti-social behavior may also reduce substance use and abuse.

**Definition of Bullying:** A student is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself/herself.

**How Olweus Works:** The Olweus program works with interventions at three levels:

### **School-wide Interventions:**

- Administration of the Olweus bully/victim questionnaire about bullying each year
- Formation of a staff bullying prevention committee
- Staff training
- Development of school-wide rules against bullying
- Development of a coordinated system of supervision during break/free periods

### **Classroom-level Interventions:**

- Regular classroom meetings about bullying and peer relations

- Class parent meetings

#### **Individual-level Interventions:**

- Individual meetings with students who bully
- Individual meetings with students who are targets of bullying ▪ Meetings with parents of students involved

#### **School Rules Against Bullying:**

- We will not bully others
- We will help students who are bullied
- We will include students who are easily left out
- When we know someone is being bullied, we will tell an adult

### **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 319447-3014 or by visiting the district website at: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).

### **PARENT AND FAMILY ENGAGEMENT**

#### **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:

**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:

Programs under this policy:

- Curriculum and assessments used for students.
  - The opportunity to meet with administration to participate in decisions related to them
- Children's education.
  - A description and explanation of curriculum used in the school and forms of academic
- Assessments used to measure student progress; and
  - Achievement levels of the challenging State academic standards.

**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.

**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.

**Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:

- Assist parents and families to understand topics, including academic standards and
- Assessments, and how to monitor student progress.
  - Provide materials and training to help parents work with students to improve
- Achievement
  - Educate teachers and staff in how to communicate with parents and build ties to foster
- Academic success
  - Coordinate and integrate other federal, state, and local programs to support parents in
- More fully participating in their students' education
  - Ensure information related to the programs is sent to parents and families in
- Understandable
  - Provide other reasonable support to encourage parental involvement.

### **PARENT TEACHER ORGANIZATION (PTO)**

All Linn Grove 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 Tuesday of every month in the media center from 6:00-7:00 PM. Free childcare is available during the meetings. You can find more information about the Linn Grove PTO at: [www.linngrovepto.org](http://www.linngrovepto.org), on Facebook, or on Twitter. You can contact the PTO at [linngroveptoemail@gmail.com](mailto:linngroveptoemail@gmail.com).

### **PARTIES AND SPECIAL EVENTS**

Linn Grove has one party during the school year, a fall party/costume parade.

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. If your student would like to bring treats to a party, please let

the classroom teacher know beforehand. Snacks should be prepackaged, individual servings.

**Birthday Parties:** In accordance with the Linn-Mar District, procedures have been implemented to provide students with healthier choices regarding birthday celebrations in the classroom.

- Student birthdays may be celebrated at school. However, students will no longer bring food or beverages to share with classmates. Instead, birthdays can 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 nonfood items to share with classmates and school staff such as pencils, special note pads, stickers, etc.
- 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. PBIS is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

With PBIS, students are taught the expectations & procedures for the school and classrooms. PBIS strives to be a positive support system, where the adults in the school are recognizing academic and behavior expectations. Students will know what to expect in all areas of the school, because every faculty member at Linn Grove is teaching behavior and learning expectations.

### **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.

## **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 will 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 319-730-3500. 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.

### **TRANSPORTATION**

Students are not allowed to ride district school busses with friends without prior permission from transportation. If your child wants to have a friend ride home on the school bus, and it is not the bus the friend normally rides home on, you will need to call transportation at 447 -3030. Only regular bus route riders will be permitted to ride on district school busses.

### **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. 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 arises, and we need to evacuate or lockdown the building. Also, parents/guardians are discouraged from bringing younger siblings when visiting classrooms.

### **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 Friday of the month from 9:00-10:30 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.

### **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 Healthy Kids Initiative and it also keeps spills from damaging our carpets and other school items.

### **PARENT, GUARDIAN AND/OR COMMUNITY CONCERNS**

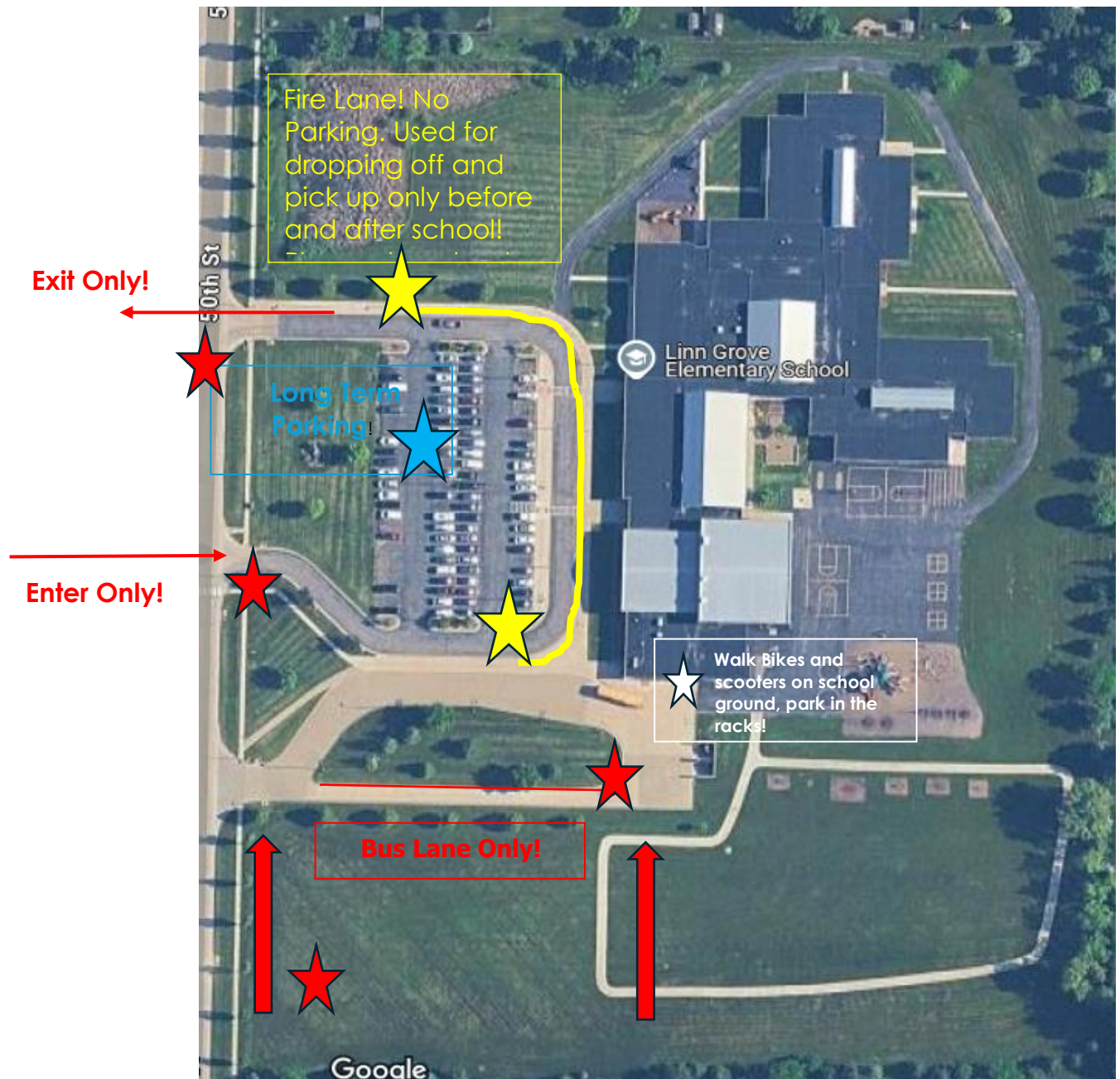
#### **Complaints against the district**

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://educate.iowa.gov/pk-12/parent-guardian-community-concerns>

### **Linn Grove Drop Off and Pick Up**





Parents are asked to stay in their vehicle and students will be assisted from their vehicle by a staff member.

AM Drop off: only one lane open

PM Pick Up: Two lanes open. Can only enter coming north on 50<sup>th</sup> St to turn right into the school entrance. You cannot turn left coming south on 50<sup>th</sup> St.