

Indian Creek Elementary School Student & Family Handbook 2025 - 2026

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Office Phone Numbers:

Attendance 319-447-3272

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

Welcome to Indian Creek Elementary School

Welcome to the 2025-2026 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. 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 (319-447-3272) 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 abowman@linnmar.k12.ia.us or 319-447-3271.

Sincerely,
Mrs. Amy Bowman
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.

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.

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.

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/>.

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, 3556 Winslow Road, Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

CLASS LISTS:

Class lists are finalized in early to mid-August. 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. Bowman at (abowman@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 and students to classrooms.

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 front entrance of the building at 8:15 a.m. unless they are having breakfast (8:10).
- 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: All drivers are to remain in their vehicles 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. For student and staff safety, please do not pass other vehicles in the car line.
- 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 not open for parking from 7:15 am until 3:30 pm.

Buses:

- Students arrive between 8:10 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 [Transportation Requirements](#)

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 29th 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 29th Avenue or Indian Creek Road.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

Automobiles: All drivers are to remain in their vehicles during pick up times.

- When picking up their child, drivers should pull into one of the pick-up lanes in the back-parking lot (off of 29th 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 vehicle.

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, KCCK, 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.
- Parents/guardians 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/guardians 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.

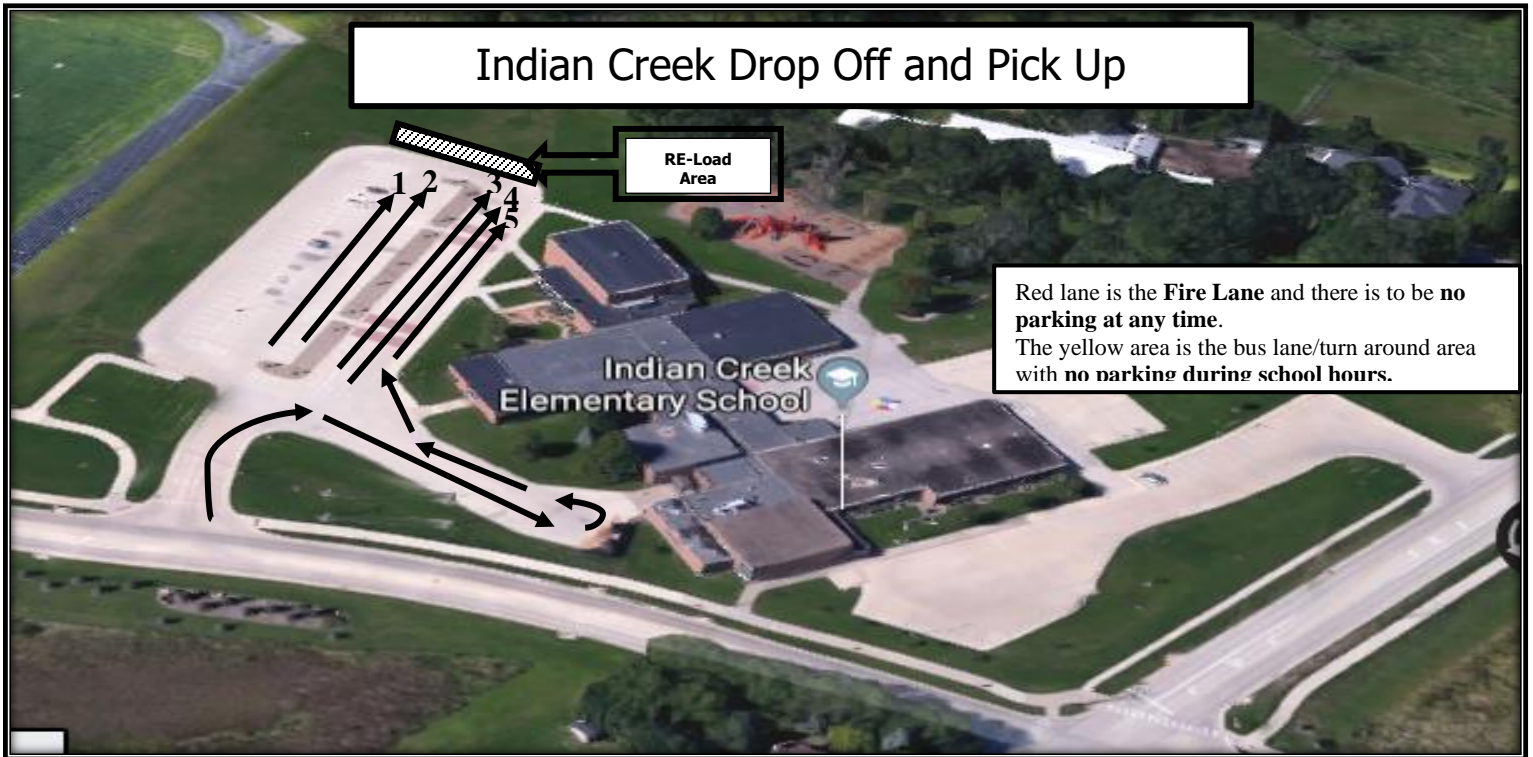
FRONT PARKING LOT PROCEDURES:

Due to safety reasons, our front parking lot (the one off 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 and blocked with orange cones. Please use the following guidelines:

- No Parking in the fire lane located directly in front of the school.
- If you have children attending Hand in Hand before school, you will need to park in the parking spaces near the basketball hoops. Do not park in the fire lane after 7:15 a.m.
- Parents/guardians 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.

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

Indian Creek Drop Off and Pick Up



Red lane is the **Fire Lane** and there is to be **no parking at any time**. The yellow area is the bus lane/turn around area with **no parking during school hours**.

For everyone's SAFETY with so many moving cars during drop-off and dismissal times we ask that everyone remain in their vehicles at all times. Also, students need to *always exit and enter* their vehicles *on the passenger side* of the vehicle. Vehicles also need to remain in line at all times ~ DO NOT PULL OUT AND PASS CARS in the line.

Morning Drop Off Procedure:

Enter the back parking lot off of 29th Avenue. Pull into lane 5, next to the sidewalk, and as far forward as possible. If you are the first vehicle you will park just beyond the corner of the gym and **wait for an on-duty staff member** to assist your student. **Students will exit the vehicle on the passenger's side only.** *Drivers: please REMAIN in your vehicle* and watch for direction from staff on duty. If Lane 5 is full pull behind the vehicles in the lane forming a U shape (see the arrows above) holding pattern. Lane 5 will fill as vehicles exit the lane. All vehicles need to **stay in the line (do not pull out and around the vehicles in front of you)** following the vehicle in front of them to the end of the lane where vehicles will turn left, staying along the edge of the parking lot back to the 29th Avenue driveway.

Afternoon Pick Up Procedure:

Notice we have five lanes designated for pick up lanes. Lane 1 and 2 are in between the first and second row of the parked cars and lanes 3, 4 and 5 are located between the parking lot and the sidewalk next to the school. Enter the back parking lot off of 29th Avenue filling lanes 1 and 2 first, then lanes 3 and 4. Lane 5 is reserved for the daycare busses and vans. The first vehicle should pull up as far as possible in the lane. If the lanes are full vehicles should form a U shape (see the arrows above) holding pattern and wait for instructions to be given by the staff on duty. Indian Creek staff will use walkie-talkies to communicate. Staff will identify drivers and call for students. Students will walk down the passenger side of each lane to load vehicles and follow instructions given by the staff on duty. *Drivers: Please REMAIN in your vehicles.* If your student has not been loaded and the lane is ready to exit please pull forward and park on the re-load area (located on the north end) of the lot. A staff member will escort your student to your vehicle. Once your child(ren) have been loaded **please stay in the line (do not pull out and around the vehicles in front of you)** and follow the car in front of you to exit the parking lot.

Please share these procedures with anyone who maybe dropping off or picking up your student.

Thank you to all of our families for following these procedures and keeping our student, staff and families safe during these very busy times of the day.

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. More information can be located here: [Attendance Legislative Requirements](#)

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. 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.)
- 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).

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 or hours in a quarter/semester/grading period, a school engagement meeting is initiated for a student if a school official determines the child's absences are negatively affecting the child's academic progress.
- 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 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 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 following 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.

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 8:10 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.

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.

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	

These times are subject to change.

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/guardian) 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 be made by no later than 2:45.**
- 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.**

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 adhesives of any kind.

WATER BOTTLES AND SNACKS:

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.

Your child will have time to eat a snack each day during class time. If you would like your child to have a snack at school, please send it from home each day, taking into special consideration any students who have food allergies (nuts, seeds, gluten, etc).

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

DISCIPLINE AND PERSONAL CODUCT:

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>

- a. **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:
- i. • Publish the district policy on the district website (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).
 - i. • 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).
 - i. • Starting in the 24-25 school year, this will be required as part of student registration via PowerSchool.
- b. The policy can be located here - [502.15 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence](#).

LINN-MAR DISTRICT HARASSMENT POLICY:

Linn Mar's bullying and harassment policy can be found on the district website at the following link: [Bullying and Harassment Policy](#)

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. Bowman)** 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.
- ❑ **Websites:** For up-to-date information on the Linn-Mar District or Indian Creek Elementary visit: 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 2025-26 grade level 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.

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 100.4 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)
- ❑ **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 13th 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.

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.

LINN-MAR DISTRICT INTERNET POLICY:

The policy regarding internet acceptable use can be found at the following link: [Regulations Regarding Internet Acceptable Use](#)

Parents/guardians must grant permission in PowerSchool annually for their students to use the internet.

LINN-MAR DISTRICT EQUAL EDUCATIONAL OPPORTUNITY POLICY:

The policy related to equal educational opportunity can be found here: [104.1 Equal Educational Opportunity](#)

LINN-MAR DISTRICT Student Personal Electronic Devices Procedures:

Please review the policy and discipline procedures for personal electronic devices: [Use of Personal Electronic Devices by Students](#)

LINN-MAR DISTRICT 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.

Adopted: 9/19
Related Policy: 505.7
Legal Reference (Code of Iowa): 20 USC §6318
IASB Reference: 505.8; 505.8R1 (Mandatory Policies)

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 this policy visit: [Search and Seizure Policy](#)

ITEMS FROM HOME:

Students should not bring personal items from home including but not limited to toys and fidgets, computerized games, outside recess equipment, trading cards 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.

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.

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.

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 or find more helpful information on the Indian Creek PTO Facebook page.

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 field trips/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

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. 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.

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.

Indian Creek Events Calendar 2025-2026:

August:

August 21 – Kindergarten Parent Night (6:00)
August 22 – Meet and Greet/Supply Drop Off (7:30-9:00 am)
August 25 – 1st Day of School
August 28 – Volunteer Orientation (9:00)

September:

September 1 – No School (Labor Day)
September 4– Volunteer Workshop (9:00-10:30)
September 8 – PTO Meeting (6:00-7:00)
September 12 – PTO Fall Carnival (5:00-7:00)
September 17 – School Pictures
September 29 – No School (Professional Development Day)

October:

October 2 – Volunteer Workshop (9:00-10:30)
October 10 – America Reads Day
October 21 – Conferences (2-hour early dismissal)
October 23 – End of 1st Quarter
October 23 – Conferences (2-hour early dismissal)
October 24 – No School (Professional Development Day)
October 28 – PTO Trunk or Treat (6:00-7:00) Front Parking Lot
October 29 – Picture Re-Take Day
October 31 – Fall Party

November:

November 3– No School (Professional Development Day)
November 4– No School (Professional Development Day)
November 6 – Volunteer Workshop (9:00-10:30)
November 11 – 3rd Grade Music Concert (6:30)
November 17 – PTO Meeting (6:00-7:00)
November 26 – No School (Teacher Comp Day)
November 27 – No School (Thanksgiving)
November 28 – No School (Thanksgiving Break)

December:

December 2 – Encore Concert (6:30)
December 4 – Volunteer Workshop (9:00-10:30)
December 9 – 1st Grade Music Concert (6:30)
December 11 – PTO Cookie Craft (6:30-7:30) Multi- Purpose Room
December 19 – Winter Party
December 19 – 2 Hour (1:15 PM) Dismissal
December 22 - January 2 – Winter Break

January:

January 5 – School Resumes
January 8 – Volunteer Workshop (9:00-10:30)
January 9 – End of 2nd Quarter
January 12 – No School (Professional Development Day)
January 19 – No School (Professional Development Day)

February:

February 5 – Volunteer Workshop (9:00-10:30)
February 9 – PTO Meeting (6:00-7:00)
February 13 – Friendship Party
February 17 – 2nd Grade Concert (6:30)
February 24 – Conference (2-hour early dismissal)
February 26 – Conferences (2-hour early dismissal)
February 27 – No School (Professional Development Day)

March:

March 5 – Volunteer Workshop (9:00-10:30)
March 16-20 – No School – Spring Break
March 26 – End of 3rd Quarter
March 27 – No School (Professional Development Day)
March 30 - No School (Professional Development Day)
March 31 – 4th Grade Concert (6:30)

April:

April 2 – Volunteer Recognition (9:00-9:30)
April 2 – Volunteer Workshop (9:00-10:30)
April 6 – PTO Meeting (6:00-7:00)
April 14 – Kindergarten Concert (6:30)
April 21 – Art Fair – (4:00-6:00)
April 24 - No School (Teacher Comp Day)

May:

May 7 – Volunteer Workshop (9:30-10:30)
May 5 – Encore Concert (6:30)
May 11 – PTO Meeting (6:00-7:00)
May 18 – PTO Playground Party (6:00-7:00)
May 25 – No School (Memorial Day)

June:

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