

Indian Creek Elementary School

2016 National



Blue Ribbon School



Student & Family Handbook 2017-2018



Attendance is very important!

If your child will be absent, please call 447-3272 by 9:00 AM.

Welcome to Indian Creek Elementary School

Welcome to Indian Creek Elementary School. At the present time our total student enrollment stands at about 529 students (K-5th Grade).

The following pages are designed to offer Indian Creek parents and students some general information about our school. We hope you find it helpful. If you have any questions or anything is unclear don't hesitate to give us a call.

Visiting Indian Creek? – We welcome parents and visitors to our school. We are glad you are here. To help maintain a safe learning environment we do ask that all parents, visitors, and guests have made arrangements *prior* to coming to school with the teacher or staff member. Please sign in at the office once you arrive at school. Thank you for visiting Indian Creek Elementary School.

Indian Creek Mission Statement

To develop and empower all learners to reach their highest potential, we embrace the following 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.

Table of Contents

Welcome/ Linn-Mar Vision Statement	2
Indian Creek PRIDE/Indian Creek Pledge/ Indian Creek P.R.I.D.E. Behaviors	3
Indian Creek Staff Directory.....	4
School Hours-Arrival Times-Attendance.....	5
Students Riding in Cars - Bus Students-Walking Students	6
Bicycles, Rollerblades, Skateboards and Scooters.....	6
Students Leaving During School Hours.....	6
Before and After School Child Care.....	6
Dismissal Procedures-Daily-Late Arrivals/Early Dismissals/School Closings	7
School/Classroom Visitations	7
Daily Classroom Schedules/Cycle Days	7
Lunch Schedule- Parents on the Playground	7
Breakfast/Lunch/Snacks	8
Parent-Teacher Conferences.....	8
Communication (Telephone calls, etc.)	8
Recess	8
PTO.....	9
Dress Code	9
School Pictures and Yearbooks	9
School Fees	9
Volunteers	9
Health Information/Immunizations/Medications/Physical Examinations.....	10
Emergency Procedures.....	11
Student Directory-Change of Address and or phone number.....	11
Child Custody	11
Pets at School	11
Toys/Games/Cell Phones from Home.....	11
Holiday Guidelines.....	11
Lost and Found-Sales" at School-School Property	12
Birthday Treats/Party Invitations.....	12
Student Educational Records.....	13
Support Services Available to Indian Creek Students.....	13
Expectations / Student Rights and Responsibilities.....	14
Olweus (Bullying Prevention Program)	14-15
Discipline Procedures	16
Equity Statement.....	17
Internet Acceptable Use Policy.....	17
Nondiscrimination.....	17
Student Drop off/Pick Procedures are located in the back of the booklet	17

Indian Creek P.R.I.D.E.

When families visit Indian Creek Elementary School for the first time they often ask us to tell them about our school. What makes Indian Creek special?

The first thing that comes to mind is the teamwork – Indian Creek families and Indian Creek staff members work together to help Indian Creek students be successful. Second, we have a very dedicated, professional staff. We have made a commitment to help your children learn. We understand that for children to be successful, we need to focus on more than just their academic growth. We look at children's emotional, behavioral and social growth as well. To that end we have implemented a number of programs and procedures to help children become contributing members of the Indian Creek community.

In addition to our quality classroom teachers and secretarial/assistant staff, we have dedicated "support" teachers whose job it is to help those students who may need extra support with their academic, social and or behavioral skills. These teachers work with individual students or small groups of children.

We have made a commitment to make Indian Creek an inviting place for students, staff and parents. Staff members greet the children as they come in to start their day and stick to a morning routine to make each day an easy transition.

The last Friday of each month is PRIDE Day. On that day, students and staff show pride by wearing black and red or an Indian Creek or Linn-Mar shirt

Indian Creek Expectations

We are respectful.
We are responsible.
We are ready.

**We care at
Indian Creek!**



Indian Creek Elementary School Staff

Office Staff

Principal	Mrs. Marilee McConnell
Facilitator	Mr. Maurice Frazier
Building Secretary	Mrs. Pam Harder
Counselor	Mrs. Kelly Ward
Counselor Secretary	Mrs. Kitty Strauser
Registered Nurse	Mrs. Marilyn Calcara
Health Assistant	Mrs. Stephanie Rosendale

Kindergarten Teachers

Mrs. Tammy Franck, KTF
Mrs. Kate Frank, KKA
Mrs. Michelle Haugse, KMH
Mrs. Polly Monaghan, KPM

First Grade Teachers

Mrs. Gina Merrill, 1GM
Mrs. Kathy Murphy, 1KM
Mrs. Pamela Oliver, 1PO
Mrs. Tammie Tomash, 1TT

Second Grade Teachers

Mrs. Kara Felber, 2KF
Mrs. Jennifer Dechant, 2JD
Mrs. Jamie Moore, 2JM

Third Grade Teachers

Mrs. Lori Brown, 3LB
Mrs. Beth Frangella, 3BF
Mrs. Colleen Fritz, 3CF
Mr. Chris James, 3CJ

Fourth Grade Teachers

Mrs. Nicole Phillips, 4NP
Mrs. Susan Matthias, 4SM
Mrs. Susan Scharnau, 4SS
Mrs. Shelly Zahradnik, 4MZ

Fifth Grade Teachers

Mrs. Betsy Bushlack, 5BB
Mrs. Patsy Hoobler, 5PH
Mrs. Danyel Kolek, 5DK
Mrs. Katie Meidlinger, 5KM

Specials Teachers and Programs

Mrs. Brenda Bauermeister, LEO
Mrs. Tammy Burns, Student Support Services
Mrs. Chelsie Engelbart, Student Support Services
Mrs. Lisa Havlicek, Art
Mrs. Sara Hofer, Instructional Strategist
Mrs. Amy Hutcheson, Physical Education
Mrs. Karla Koenen, Tech Integration Coach
Mrs. Krista Krebsbach, Teacher/Librarian
Mr. Kevin Makinster, Instrumental Music
Mrs. Melinda Mohr, Speech
Mrs. Marissa Phillips, Student Support Services
Mrs. Amy Sams, Instrumental Music
Ms. Tanya Rosenkranz, Music
Mrs. June Tipton, Reading Specialist
Ms. Kelly Vieth, Orchestra

Paraprofessional

Mrs. Sue Fathallah

Educational Assistants

Mrs. Nicole Green
Mrs. Jody Kelley
Mrs. Sara Pata
Mrs. Kay Sanchez
Mrs. Deana Schinke
Mrs. Carol Schuerman
Mrs. Laura Schulz
Mrs. Pam Smith
Mrs. Susan Taylor
Mrs. Jody Thies

Custodial Staff

Mr. Brent Fuller
Miss Marie Azbill
Mrs. Imelda Claytor

Nutrition Services Staff

Mrs. Marsha Coady, Manager
Mrs. Jody Thies, Cashier
Mrs. Jackie Sanders
Mrs. Tammy Wagner
Mrs. Joan Yeater

School Hours – Office Phone #447-3270

School Office Hours	7:30 a.m.	3:30 p.m.
Staff Hours	7:30 a.m.	3:30 p.m.
Student Day	8:00 a.m.	2:45 p.m.

Arrival Times

Indian Creek students should plan to arrive at school between 7:35 and 7:45 a.m. Adult supervision begins at 7:35 a.m. at the back and side doors. Crossing guards will be on duty by 7:35 a.m. to cross students. At 7:45 a.m. students are allowed to enter the building and go to their classrooms. Exceptions will be made for those students involved in before school activities or eating breakfast. Breakfast students may enter at 7:35. **Our first bell rings at 7:45 and we accomplish a lot between the first bell and the tardy bell at 8:00.** All parents and guardians should be aware that our playground is not supervised before or after school.

Attendance / Absences / Tardies – Attendance Phone #447-3272

Attendance Policy

The philosophy of the Linn-Mar Community School District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program.

Regular, punctual attendance at school is important for many reasons. Regular attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for development. Students need to come to school every day to benefit from the interaction, discussion, and teacher support that is only available during class time. It is difficult to make-up learning that occurs during missed class discussions and interactions with peers. Punctuality is an important skill for children to learn. It is important for students to be on time to school because when they

are late, they not only miss out on important beginning of the day routines; they also interrupt the teacher and their classmates.

Truancy will be dealt with by the building facilitator or designee. Procedures to be followed for excessive absences and/or tardies are as follows:

After eight accumulated absences or tardiness occurrences:

- The first absence/tardy letter may be generated, signed by the principal or designee, and mailed to the student's home.
- An entry will be logged in PowerSchool to note that the first contact has been made in regard to the student's absence/tardiness.

After thirteen accumulative absences:

- The second absence letter may be generated, signed by the principal or designee, and mailed to the student's home.
- The principal or designee will call the student's parent(s) to notify them that another letter has been sent, including the date/time of a meeting regarding their child's absences.
- An entry will be logged in PowerSchool to note that the second contact has been made in regard to the student's absences.
- A meeting will be held to discuss the student's excessive absence and determine appropriate action.
- An entry will be logged in PowerSchool to note the outcome of the meeting.

Subsequent absences may result in contacting the school Truancy Officer and the Linn County Attorney.

Students who arrive at school after 8:00 will be counted as tardy. Students who arrive at school more than one hour late will be counted as absent for half a day. At the end of the day, students who leave school more than one hour early will be counted as absent for half a day.

If your child is going to be absent or late parents are asked to call 447-3272 (the Indian Creek Attendance phone) by 8:00 a.m. When you call, please state your name, the student's name, the student's homeroom teacher and the reason for their absence. If your child is ill, please give a brief description of the illness. (This information is needed for state health reports.) If your child is absent from school and we do not hear from you, we will call home to double check the absence. Based on the number of telephone calls we need to make, parents should receive this call between 8:10-9:30 a.m.

Students Riding to and From School in Cars

Students riding to school in cars should be dropped off at the back entrance to Indian Creek **no earlier than 7:35**. Car riders are dismissed from school at 2:45 p.m. and meet in the gym. Students are called by walkie-talkie to line up to go out to where the cars are staged. We will make car signs for the parents who regularly pick their students up after school. For car rider directions, please refer to the map at the back of this handbook.

Walking Students

Crossing guards are stationed at the intersection of Indian Creek Road and 29th Avenue. The crossing guards are on duty before school from approximately 7:35 a.m. until 7:55* a.m. and after school for approximately 10 minutes. Walking students are dismissed from school at 2:45 p.m. To help keep our students safe, we strongly encourage you to talk with your child(ren) about crossing the street with the crossing guards. We also ask that at the end of the day, parents meet walkers across the street or outside of the building as the front hall is a busy place after school getting our bus riders, walkers, and day care children to their respective locations.

***If students are not at the crosswalk by 7:55, they will be tardy. Our crossing guards must be in the building to start their other positions. Thank you for helping with this.**

Bus Students

Bus schedules are provided to Indian Creek students who ride the bus to and from school. Bus students arrive at Indian Creek between 7:35 and 7:45 a.m. and are dismissed at 2:45 p.m. (We dismiss our kindergarten and first grade bus riders a few minutes before the rest of the bus students.) If transportation needs change, please notify the Indian Creek School office and Mr. Brian Cruise (447-3031) at the Linn-Mar Transportation Department. Please review bus rules with your children before the start of the school year. (Bus rules are included in the "Back To School" booklet available at Indian Creek and the LRC.)

If your student would need to ride the bus home with a student that already rides a bus, you will need to contact the L-M Transportation Department directly (447-3030) and make sure there is space on the bus. Once you have acquired permission from the Transportation Department, please call us with the change.

Bicycles, Roller Blades, Skateboards and Scooters

Weather permitting, students who normally walk to school may ride their bicycles to and from school. Bicycles should be parked in the bike racks located in front of the building. Bikes should be locked during the school day if possible. Students are responsible for their own bicycle locks. Students riding bicycles to and from school **must** wear helmets. Students riding bicycles are expected to follow city and state laws regarding bicycle riding. Students riding bicycles to and from school will be dismissed at the same time as the walking students (2:45 p.m.). Bike riders are expected to cross Indian Creek with the crossing guard. Students are to walk their bikes on school property. We request that students not use roller blades, skateboards or scooters on school grounds.

Students Leaving During School Hours

If your child needs to leave school during school hours, a written note should be sent to your child's teacher that morning. Please include the name of the individual(s) who will be responsible for picking up your child. To help keep staff members informed of the whereabouts of your child(ren) and for the safety of all of our students, **all Indian Creek students must be signed in and out of the building during school hours.**

When signing a child out of school early, we ask that you please go to the Indian Creek Office and not the classroom.

When you or the person you have designated come to the office we will ask you to sign your student out and will expect you to know their teacher's name as a safety precaution. Office staff will then notify the classroom teacher so your child(ren) can meet you in the office. When returning to school, we ask all parents and students to please report to the Indian Creek Office to sign-in. Students should not go to their classrooms before their parents sign them in. Thank you for your cooperation.

Before and 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 Kathy Pruitt at 319-560-7376

Changing A Child's Regular Dismissal Procedure

Any time there is a change in your child(ren)'s regular dismissal procedure, please send a note the morning of the change or call the Office **before 2:00** in the afternoon with an unexpected change. At the end of the day, we will give your child a bright pink note informing him or her (and the teacher) of the change. If we do not have a verbal or written 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.

Late Arrival / Early Dismissal / School Closings

All delays, cancellations and early dismissals will be communicated on:

TV: **KCRG, KGAN, and KWWL**

Radio: **WMT KMRY KKRQ KFXA KHAK KZIA KCKK**

District: **www.linnmar.k12.ia.us** (an alert will be visible across the website)

Textwire – **emergency text notification service** (Sign up on the Linn-Mar webpage under Delays and Cancellations)

When an early dismissal is needed everyone will be dismissed and staff will be sent home. However, Mrs. McConnell and Mrs. Harder will be available until every child is either picked up or on the bus. Our bottom line is the safety of our students. **Please discuss with your child what he/she is to do in the event of ANY dismissal earlier than our regular 2:45 p.m.**

Students should leave the school grounds as soon as they are dismissed. We do not provide playground supervision before or after school.

Parents on the Playground During Recess

For safety reasons, we ask that **parents who go outside for recess with their children wear a visitor's badge**. Adults not wearing a visitor badge will be asked by a playground supervisor to check in at the office. Recess visitors are asked to help all students follow the recess expectations.

School / Classroom Visitations

Parents/guardians are invited and encouraged to visit their child's classroom. However, to avoid any scheduling conflicts and class disruptions, parents need to call and make arrangements with their child's teacher prior to any visit. For the safety of our students and staff, we request that all visitors to Indian Creek sign in at the front office. During your visit to Indian Creek we ask that you please wear a visitor's sticker at all times.

Daily Classroom Schedule / Cycle Days

We follow a four-day instructional cycle at Indian Creek. The first day of school is Day 0, which is an exception to our four day cycle, the second day of school will start the cycle with Day 1 and so on. Students attend gym, music, art and the media center on specific cycle days. Students also have a guidance lesson once every other week. Classroom teachers will provide more information about specific classroom schedules in the fall.

Lunch Schedule

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

Grade Level	Recess/Lunch Times
Second Grade	10:30-10:50/10:50-11:15
First Grade	11:00-11:20/11:20-11:45
Kindergarten	11:15-11:35/11:35-12:00
Third Grade	11:40-12:00/12:00-12:25
Fourth Grade	11:50-12:20*/12:20-12:45
Fifth Grade	12:10-12:40*/12:40-1:05

Listed **lunch times are subject to change.

Breakfast / Lunch / Snacks

School breakfasts and lunches are served at Indian Creek. For those students who wish to participate, breakfast will be served at approximately 7:35 a.m. We use a computerized lunch accounting system at Indian Creek. You may deposit any amount of money into your child's account. (Hot lunch costs \$2.60 per day. Breakfast Costs \$1.50 per day. Milk costs \$.50 per day.) Each day your child eats lunch his/her account is debited. Lunch menus will be posted on the Linn-Mar website. We ask that children not bring pop to drink with their cold lunch. **Lunch money may be paid for online through the Linn-Mar payment portal or sent to school in a sealed envelope with the student's name, teacher's name and "lunch money" written on the front of the envelope.** Checks should be made payable to Linn-Mar Schools. Free and reduced price lunches are available. Income criteria and application forms are available in the school office. A new form must be completed each fall to continue free or reduced lunch status.

Indian Creek parents are always welcome to join us for lunch. **If you would like to eat lunch at school with your son or daughter, please call the Indian Creek office before 9:00 a.m. on the day you are joining us.** When joining us for lunch, we ask that you decide to either eat school lunch or bring a sack lunch from home. **Please do not buy lunch at a fast food place such as McDonalds and bring it to school.** When you arrive at school we ask that you sign in at the office you may then wait either in the office or in the hallway directly outside of the office. Please do not go to your child's classroom.

Snacks - Classroom teachers will notify parents if the students in their classrooms will be having a daily snack.

Parent – Teacher Conferences

Two parent / teacher conferences are held during the school year. We encourage parents/guardians to contact their child(ren)'s teachers whenever they have questions and or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher.

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.*

Communication

We believe that to be effective, school and home must work together as a team. One of the most important characteristics of an effective team is open, ongoing communication.

Monthly Newsletters - The Indian Creek News is posted on the Indian Creek website each month during the school year. Mrs. Harder (Pam) will send out an e-mail to parents with the link to the newsletter once it has been posted online. Please notify the school office if you do not have email. The purpose of the newsletter is to keep families informed of school related activities, grade level activities, a calendar of events and general information.

Telephone Calls - To keep classroom disruptions to a minimum, teachers will have their phones on silent, but can receive messages for later retrieval. **In case of emergency please phone the office.** If you would like to get in touch with a teacher, you may call the school office. Phone messages for students should be directed to the main office. Office personnel will in turn see that the appropriate student receives the message. Students may use the classroom/office telephone in emergency situations only. Arrangements for after-school play, lessons, meetings, etc. should be made at home. We appreciate your understanding in this matter.

E-mails – E-mail is a valuable tool for communication. Most teachers do correspond with parents via e-mail. Mrs. Harder (Pam) will also send out weekly e-mails and various other e-mails throughout the school year.

Recess

All students are expected to participate in recess. A parent's written request to keep students indoors for recess due to illness will be honored for up to three consecutive days. Requesting indoor recess for your child beyond three consecutive days requires a written recommendation from a physician. In unusual situations a teacher may keep a child in for recess to complete unfinished assignments or as an opportunity to reteach appropriate behavior. All students have one 20-30 minute recess break every day. Some grade levels have an additional 15 minute morning and/ or afternoon recess. The decision to have outdoor recess during cold and inclement weather depends on the weather conditions. When making the decision to have indoor or outdoor recess, we take into account precipitation, wind advisories, wind chill temperature and playground conditions. In the event that we cannot have outdoor recess, provisions will be made to hold recess inside.

It is strongly suggested that students dress for the changeable Iowa weather. When snow is on the ground, students must wear boots to participate in "snow

activities." Snow pants/suits are also encouraged. Those not wearing snow boots will be asked to stay outside on a shoveled surface near the building during recess.

PTO

Our Parent Teacher Organization would like you to be involved in your child(ren)'s education. If you have a little time or a lot of time to spare, there is a place for you at Indian Creek. The PTO generally meets the second Monday of each month at 6:30 p.m.

Our PTO Co-Chairs for the 2017-18 school year are Sue Rupp and Jenny Hemmes. If you would like to be included in the PTO e-mail list please send an e-mail to indiancreekpto@gmail.com and let them know to add you to their e-mail list.

Dress Code

Clothing worn by students should be age appropriate. Extremes should be avoided. Clothing should be appropriate for the weather and school activities. We strongly recommend that good judgment be used when deciding on appropriate school clothing. Children are prohibited from wearing clothing promoting products illegal for use by minors (alcohol and tobacco) and clothing displaying obscene material, profanity or references to prohibited products. Children who come to school wearing inappropriate clothing will be sent to the school office to call parents to bring appropriate clothing to school. Baseball style hats are not to be worn inside the building.

We also strongly recommend that good judgment be used regarding haircuts, the use of hair color and/or make-up. If a disruption to the school learning environment occurs, students will be asked to remove the disruptive item (hair color, make-up, etc.).

*** We also discourage children from planning to wear identical outfits as that promotes exclusion.**

Footwear is required of all students at all times. Students must wear gym shoes for gym class. (Students may wear the same athletic shoes that are worn to school.) To protect our students from tripping and injuring themselves, we strongly recommend that children not wear baggy pants, pants with pant legs that drag on the floor, or platform style shoes to school. Flip flop sandals are not the safest choice at school as well.

School Pictures and Yearbooks

A professional photographer is scheduled to take traditional school pictures in the fall. More casual spring school portraits will be scheduled to be taken in the spring. Yearbook orders are placed after the fall pictures are taken.

School Fees

Every Indian Creek student is assessed a school materials fee. This fee covers a portion of the cost for consumable instructional materials used by students. Should your child move to another school district during the school year, a portion of the fee is refunded. School fees are adjusted for students who qualify for free or reduced lunch.

Volunteers

One of the best ways for parents / guardians to become involved in their child(ren)'s education is to become a school volunteer. Volunteers are used in a variety of ways, from reading with students, to entering student stories on the computer, to serving as room parents, to volunteering to help out with field trips. We also hold monthly volunteer workshops. If you are interested in volunteering, please get in touch with the volunteer coordinators or your child's teacher. We appreciate your help!

For the safety of our students, we request that all Indian Creek volunteers wear a volunteer sticker while at school.

Our volunteer coordinators are Angela and Shawn Burke and Julia Neihart Thielen. You may reach them by e-mail at: icvolunteers@linnmar.k12.ia.us

Health Information

School Nurse / Health Assistant – 447-3273

Mrs. Marilyn Calcara, K-5 school nurse, coordinates health services at the elementary building level and is on call for emergency situations. In addition, our health assistant, Mrs. Stephanie Rosendale, is available at Indian Creek every day. If your child is sent to the nurse the following procedure will be followed –

1. If a child is not feeling well his/her temperature will be taken. The child either returns to class, or if his/her temperature is 100° or greater, parents are called to come to school and take their child home. **It is our policy that children be fever free for 24 hours before returning to school.**
2. Minor cuts, scrapes and injuries will be treated using first aid methods.
3. For students with more serious injuries, the nurse will be called to come to Indian Creek.
4. In extreme cases, emergency personnel will be contacted.
5. A written record is kept on all children seen in the health office.

It is critical that emergency telephone numbers be up-to-date in case an adult in the family must be notified about an illness or injury.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law.

Medication at School

To insure compliance with Board policy for administering medication at school, the following procedures must be followed:

Prescription Medication - Prescription medication must be brought to school in the labeled prescription container. Parent(s)/legal guardian(s) permission forms must be signed and brought to school with the medications.

Non-Prescription Medication - Non-prescription medications will be given only with the written approval of both the physician and parent(s)/legal guardian(s). (Non-prescription medications include Tylenol, aspirin, cough medicines, antihistamines, or any other over-the-counter medications.) Non-prescription medications must be brought to school in the original medication container with the student's name attached. **We must have a physician's written consent to give non-prescription medications.**

Medication Authorization forms are available in the Indian Creek Health Office.

Physical Examinations

Students enrolling in kindergarten are requested to have a physical examination by a licensed physician. A certificate of health stating the results of a physical examination, signed by the physician will be filed in the health office. A physical examination is encouraged for students in grades four and nine.

Emergency Procedures

The Linn-Mar Community School District has developed a Traumatic Event Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child(ren) in the event of a crisis.

In most emergencies your child(ren) will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as broken glass or water main, a fire, or toxic chemical spill), students will be accompanied to a safe location by staff. We ask that you follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO TO WMT (AM600 or FM 96.5)
TURN ON YOUR TELEVISION TO KGAN (CHANNEL 2) or KCRG (CHANNEL 9).
We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL.
All phone lines must be available to respond to the emergency.
3. PLEASE DO NOT COME TO INDIAN CREEK SCHOOL.
Any emergency involving your child's school may mean emergency vehicles will be needed, and workers must be able to get into the building. If students are evacuated from Indian Creek, school district officials will notify families about the reunification plans.
4. If a student is injured, we will be calling parents at home and at work. Please stay close to the phone.

The Duane Arnold Emergency Action plan calls for all Linn-Mar schools to relocate to Cornell College in Mt. Vernon.

Change of Student Address and/or Phone Number

Please inform the school office if there is a change in the parent's or child's name, address, or phone number during the school year. The school office should also be notified if parents or guardians will be out of town for an extended period of time, and the student will be under the supervision of an adult other than the parent or guardian.

Child Custody

In most 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 whatever information is sent home.**

Pets at School

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

Toys/Games/Cell Phones From Home

As a general rule students should not bring toys, basketballs, footballs, etc. to school. (Too often items brought from home are lost or broken.) The one exception to this rule occurs when a teacher may ask her/his students to bring "special" items for sharing from home. Some students have cell phones now to use after school. All cell phones must remain in book bags throughout the day as every classroom at Indian Creek has a phone for student use. If out of school texting carries over into school, and causes an interruption in our school day and learning, it will be dealt with as a school issue. Thank you for your cooperation.

Holiday Guidelines

Linn-Mar's Holiday guidelines follow three guiding principles. The study of holidays and related activities 1) should be for the purpose of extending learning, 2) should include and extend beyond the cultural / religious make-up of the classroom and 3) should not impose a financial obligation on students or staff.

Lost and Found

Most lost and found articles are placed in the lost and found area by the front and back doors. Students who are missing items may check for items before school, during a recess, or after school. All lost and found items will be displayed during Parent-Teachers conferences, as well as during the last week of the school year. Valuable items such as jewelry, keys, money, glasses etc., lost during the school year, will be kept in the office for safekeeping.

"Sales" at School

Approved, school-sponsored fundraising events will be supported at the school through the display and advertisement of items being sold, such as PTO sale items, Indian Creek t-shirts, etc. Sales sponsored through other organizations or private businesses are not to take place in the school building. However, notices of fundraising or non-profit sales events may be posted in the staff workroom indicating whom to contact for further information. (Example...Girl Scout Cookies for sale...Call Susie Smith at....) Please date any postings. **Please do not allow your student to approach teachers individually to sell items.**

School Property

Indian Creek students are expected to treat their school and its property with care and respect. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. Students who damage school property may also be subject to further disciplinary action under board policy.

Birthday Treats / Party Invitations

Student birthdays may be celebrated at school. However, students will be encouraged to no longer bring food or beverages to share with classmates. Instead, birthdays can be celebrated with non-food options including (but not limited to) name recognition on the school announcements, a special acknowledgement from the school office and classroom recognitions (ie birthday crowns, sit with a special friend at lunch, being designated as the line leader for the day, ect.) Students may also choose to bring in non-food items to share with

classmates and school staff such as pencils, special note pads, pens, other writing tools. Please only hand out invitations for birthday parties at school if every child in the class is invited to attend the birthday party. **Because of the substantial disruption to the educational process, we ask that balloons, flowers, etc. not be delivered to school for student birthdays.** If these items do arrive, they will be kept in the office until the end of the day and cannot be taken on the bus. They will not be delivered to classrooms.

Designated Blue Zone School

Indian Creek has become a designated Blue Zone school! Along with this special designation comes some expectations and obligations. Blue Zone Projects are a community well-being improvement initiative designed to make healthy choices easier through permanent changes to environment, policy, and social networks. In keeping with the Blue Zone designation here at Indian Creek we are making healthier choices too. Our lunch program has already made healthier choices for our students. We are also asking snacks are in line with Blue Zone guidelines. Listed below are a few suggestions for snacks. Thank you for your cooperation.

Healthy Snack Options

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

Other guidelines to go by...

- Snack items must be 200 calories or less per portion as packaged
- Calories from saturated fat must be less than 10% per serving
- Sodium must be limited to less than 230 mg per portion as packaged and less than 480 mg per entrée

- Items should contain no more than 35% of calories from total sugars per portion as packaged
- Products with cereal grains must contain at least 2 grams of fiber per package

Student Educational Records

Student records are an essential part of the educational process. They are collected and maintained to facilitate instruction, guidance and the educational progress of students. All student records are confidential. Student records are located in the Indian Creek Office. Parents of students under age 18 may review a student's Educational Record, obtain copies of materials in the record (for a reasonable fee), write a response to material in the record, challenge the contents of the record and have the records explained. Other than the parents, only authorized licensed and clerical personnel with a legitimate need to know, have access to the records. A student's parent/guardian who is interested in reviewing his/her child's Educational Record is requested to schedule a time with the building principal and/or school counselor.

Student Support Services

Additional support services are available to assist teachers and families when concerns arise with students. These services include our building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency support staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor's office. Working together, we can provide the best education possible for all of our children.

***Learning Enrichment Opportunities / LEO**

The LEO program provides students with opportunities to explore new topics of interest through projects, presentations, demonstrations, and special guest speakers. In addition, students identified to participate in the LEO program participate in activities to further develop their skills in logic, research design, productive thinking and problem solving.

Identified students in grades 3-5 leave the regular classroom setting and work together in another room in the building. The LEO teacher also goes into K-2 classrooms throughout the year to teach lessons.

***Counseling (447-3274)**

Indian Creek has a full time counselor (Mrs. Kelly Ward) to assist students, families and staff. Among the services available are whole class and small group instruction and individual counseling. For more information about the counseling program please feel free to give us a call.

***Reading Recovery**

The Reading Recovery program supplements the regular reading program in the classroom. The goal of the program is to bring the participating children to the average of their class through daily individually tailored 30-minute lessons. This program is designed for first grade students. The specially trained Reading Recovery teacher and children work together on reading and writing experiences. Students are referred to this program by kindergarten and first grade teachers.

***Library/Media Center**

Students are encouraged to visit and use Indian Creek's library daily. Books, DVDs, kits (books with CDs,) and PlayAways (digitized audio books) may be kept for two weeks. Materials may be renewed unless we have a reserve list of students waiting for a chance to check out that item. Reference materials, such as encyclopedias, are due the next school day. Materials are stamped on the date due slip to help you know when they need to be returned.

***Literacy and Math Support**

Students in Kindergarten-5th grades are provided with the opportunity for additional support in literacy and/or math. Students are placed in small groups based on identified needs. Parents will be notified if their child(ren) are going to be receiving extra reading or math support

***Grant Wood Area Education Agency**

Grant Wood Area Education Agency (GWAEA) provides personnel and materials to the Linn-Mar School district. Some of the programs are listed below.

School Psychologists - The school psychologist assists in the diagnosis of educational, emotional and behavioral problems. Our school psychologist is Brent O'Rourke

Speech Clinician - The speech clinician provides speech services to students at Indian Creek. Students are recommended for speech work on the basis of teacher referral, parent referral, testing, or doctor referral. Our speech therapist is Melinda Mohr.

Vision and Hearing Screening - At some time during the school year Grant Wood Area Education Agency will provide vision screening (K students) and hearing screening to students at Indian Creek. You will receive notification of the dates. If you do not want your child(ren) to participate, please notify the school in writing.

***Student Support Services**

These programs provide additional support for students with identified learning needs (IEP's). Student Support Services Teachers work closely with classroom teachers to introduce and/or reinforce academic, behavioral and/or social skills.

Expectations Student Rights and Responsibilities

One of our goals for all Indian Creek students is that they become responsible citizens of the Indian Creek community.

As a result of being taught appropriate school behavior, students will continually grow toward being able to make appropriate independent decisions and become responsible for their own behaviors. Students are expected to behave in a manner that reflects these expectations:



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

All 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 are 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.

To acknowledge our school wide expectations we use thank you notes. Students may earn thank you notes at school.

The Olweus Bullying Prevention Program

The Olweus (pronounced Ol-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 6 to 15 years old). The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying. School staff is largely responsible for introducing and implementing the program. Their 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 being bullied when he or 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 It Works

The Olweus program works with interventions at four levels:

***School-wide Interventions:**

- Administration of the Olweus Bully / Victim Survey about bullying each

year

- Formation of a staff Bullying Prevention Committee
- Staff training
- Enforcement of school-wide rules against bullying

***Classroom-level Interventions:**

- Regular classroom meetings about bullying and peer relations

***Individual-level Interventions:**

- Individual meetings with children who bully
- Individual meetings with children who are targets of bullying
- Contact parents of children involved

***School Rules Against Bullying**

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

***Olweus Program Endorsed By:**

- Model Program: Substance Abuse and Mental Health Services Administration (SAMHSA)
- Model Program: Office of Juvenile Justice and Delinquency
- Blueprints for Violence Prevention: One of 11 Model Programs in United States

Consequences for Misbehavior

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. Indian Creek School follows a continuum of interventions from least to more restrictive. Most irresponsible behaviors will be dealt with by discussion or mild consequences. The Indian Creek staff works collaboratively. They are encouraged to seek assistance from the principal, school facilitator, counselor, specialists, and other teachers.

Discipline Procedures

When inappropriate behavior occurs there are a variety of possible consequences / interventions supervisors may use. Our goal is to determine the most meaningful way to help students learn expected behaviors. Please inform your children of the four-step process listed below.

Step #1 - Mild Infractions – On the Spot Interventions:

The school staff member observing the inappropriate behavior assumes the responsibility for discipline. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of a privilege and/or a verbal apology)

Step #2 - Repeated Infractions:

If a homeroom teacher receives repeated reports of a specific child's inappropriate behavior, the homeroom teacher should use his/her best judgment in deciding when to inform parents of the concern(s). Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical, appropriate consequence and/or restitution (e.g. loss of a privilege and a written letter of apology)

Step #3 - Serious Infractions: It involves physical behavior, insubordination, extreme put downs, weapons or look-a-likes (Linn-Mar Board Policy 502.8), harassment (502.14), stealing, or possession or use of alcohol, drugs or tobacco (Linn-Mar Board Policy 502.3)."

These issues are to be referred to the principal, the counselor or the school facilitator. Teachers are to complete an office referral form and send that form with the child to the office. A problem solving plan will be developed and sent home. Parents are expected to discuss the plan with their child, sign and return the form to school. Discussions with the student may include:

- A review of appropriate expectations
- A discussion about what to do differently next time
- A logical appropriate consequence and/or restitution (e.g. loss of recess, time out in the office, in-school suspension, a verbal or written apology, a telephone call home)

Step #4 - Repeated Serious Infractions:

If students are referred to the office multiple times a parent conference will be scheduled to discuss the concerns. An individual behavior plan will be developed which may include:

- A logical, appropriate consequence (e.g. a time out in the office, in-school or out of school suspension)
- Identification of target behavior goals
- Support and/or services to be provided
- Identification of management strategies and/or consequences in the event of another occurrence

Office referrals are reserved for severe and chronic misbehavior. Five categories of misbehavior will result in an office referral.

1. **Harassment/Bullying:** teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings. Consequences for harassment/bullying will follow regular discipline procedures and may include the following: verbal warning, written warning, student/parent conference, and suspension. If the behavior continues after the warning, the student will be sent to the office. (Linn-Mar Board Policy 502.14; harassment based on age, race, color, sex, religion or disability will NOT be tolerated.) A district harassment form will be completed and kept on file in the principal's office.

2. **Defacing or damaging property:** defacement or damage to another person's property or school property. (Linn-Mar Board Policy 502.10) The person who perpetrated the defacement or damage will make restitution or in some manner reimburse the person or Indian Creek for the damage. The principal, school facilitator and/or teacher will consult with the parent as to the appropriate cost and how restitution will be made.

3. **Physically dangerous behavior:** fighting, assault, physical intimidation. Adults will firmly stop a physical altercation. Students may be asked to draw or write a problem solving plan.

4. **Illegal acts:** When an adult is aware that a student has done or is doing something illegal the staff member is obligated to refer the situation to the principal.

5. **Insubordinate behavior:** Insubordinate behavior is the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time. (Linn-Mar Board Policy 502.1 on student conduct.) When a student is referred to the office, the principal, school facilitator, or designee will meet with the student to set up a problem solving plan that will help the student act appropriately in the future. The principal, school facilitator, or designee will call the parents to inform them

of the student's behavior and the plan of action; a conference time may be scheduled.

Harassment Student Rights and Responsibilities

What is harassment? 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 showing respect to others.

The following are behaviors that may be examples of harassment: teasing, pestering, name calling, insults, unkind comments, physically threatening behaviors, staring that makes someone uncomfortable, comments about someone's body, pulling clothes or hair, taking or damaging another's belongings.

When the teasing, pestering, or harassment is based on whether you are a boy or a girl, it is called sexual harassment. The following are behaviors that may be examples of sexual harassment: comments about someone's body; "dirty" jokes, notes, or pictures; gestures with hands or body; pressure to play games that feel uncomfortable; trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged or touched. All Linn-Mar employees and students are expected to behave in ways that show respect to others. Linn-Mar Board Policy 502.14 states that harassment based on age, race, color, sex, religion, or disability will not be tolerated.

What should you do if you are harassed? If you are teased, pestered, or harassed by another child or by an 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 harassing does not stop or if you are upset by it, you should tell a trusted adult such as your parent/s, your counselor, your teacher, your school facilitator, or your principal.

Can you get in trouble for harassment? Yes. Consequences will follow regular discipline procedures and may include: verbal warning, written warning, student/parent conference, and/or suspension/expulsion. Some behaviors are more severe than others and the consequences will fit the behavior. If you have any questions, please contact Shannon Bisgard at the LRC. 447-3028.

Search and Seizure

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. (Reference: Board Policy 502.4, 502.4R)

s regarding usage. Signing the registration / emergency information card indicates a student has read and agrees to abide by its terms and conditions.

Ø **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.

Ø **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... 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.

Ø **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

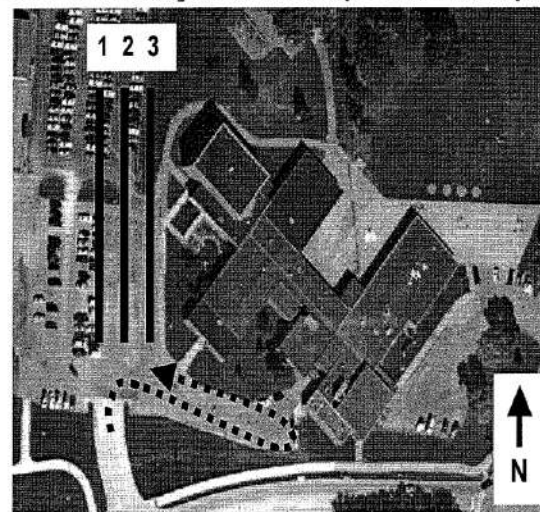
Nondiscrimination

(Policy 105.1)

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

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Associate Superintendent Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

Indian Creek Elementary Student Drop Off & Pick Up Procedures



AM Drop Off

- Enter Indian Creek's west parking lot – 29th Avenue entrance.
- Drive north, next to the sidewalk by the building into lane 3. Pull up as far north as possible. First car in line will park just beyond the corner of the gym. Student exits car on passenger side. Drivers: Please remain in your car.
- If the lane is full, pull behind the leader cars winding in a U shape (dotted line with arrow) holding pattern on the south side of the building. Lane 3 will reload as the leader cars exit.
- Wait for the cars ahead of you to exit first. Drive to the end of lane and turn left, staying on the far edge of the parking lot back to the 29th Avenue entrance.

PM Pick Off Up

- Enter Indian Creek's west parking lot – 29th Avenue entrance.
- 3 lanes are identified next to the sidewalk. Fill lane 1 first, then 2 & 3. The first car in each lane will park just beyond the north corner of the gym. If the lanes are full, additional cars will wind in a U shape (dotted line with arrow) and wait for instructions from the parking lot supervisors.
- Using a walkie-talkie, a supervisor will identify drivers and call for students. Students will walk down the passenger side of each lane to load, following the instructions given them by the supervisors. Please remain in your car.
- If still waiting for your student and the lane is ready to exit, pull forward and park on the north edge of the lot. A supervisor will escort your student to the car.