



Updated as of August 2016

# Family Handbook

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

Principal: Mr. Chad Buchholz  
319-730-3502 (Principal)  
[cbuchholz@linnmar.k12.ia.us](mailto:cbuchholz@linnmar.k12.ia.us)

School Facilitator: Mrs. Bri Baranowski  
319-730-3503 (Facilitator)  
[bbaranowski@linnmar.k12.ia.us](mailto:bbaranowski@linnmar.k12.ia.us)

Counselor: Mrs. Kathryn Knudson  
319-730-3505 (Counselor)  
[kknudson@linnmar.k12.ia.us](mailto:kknudson@linnmar.k12.ia.us)

319-730-3501 (Attendance/Lunch)  
319-730-3504 (Health Office)  
319-730-3500 (Office)

*For a staff list and/or Linn Grove event calendar,  
please visit our website at:  
[www.tinyurl.com/LinnGroveElem](http://www.tinyurl.com/LinnGroveElem)*

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## Welcome to Linn Grove Elementary School

Welcome to the 2016-2017 school year. Linn Grove opened its doors in the fall of 2007 and this year, we are celebrating our 10<sup>th</sup> school year! It is great to have you and your family as part of the Linn Grove family and I look forward to seeing you in the building for special events and family activities.

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

We are committed to helping our students build a strong educational foundation for a successful future. I believe strongly that we must work together as a school team and a family team to educate our students. Please feel free to contact me if you have any questions or concerns. You can reach me at [cbuchholz@linnmar.k12.ia.us](mailto:cbuchholz@linnmar.k12.ia.us) or 319-730-3502.

Sincerely,  
Mr. Chad B. Buchholz, Principal

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

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

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

***Addressing the needs of every student.***

***Building strong relationships.***

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

## SCHOOL HOURS

- 8:15 a.m.** Students may enter the building for breakfast  
**8:35 a.m.** **First bell** – students may enter building and report to classrooms  
**8:45 a.m.** **Second bell** – students should be in their seats and ready for the pledge  
**3:30 p.m.** **Dismissal bell**

- Students are not allowed to enter the building before the first bell rings at 8:35 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 Linn Grove 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 (8:35 a.m. to 8:45 a.m.)***

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

- May enter the building at 8:35 a.m.
- Due to the high volume of traffic, all bikes and scooters should be walked while on the school grounds. All bikes and scooters should be parked in the bike racks provided by the south front entrance (gym/cafeteria entrance).

#### **Automobiles:**

- Unloading zones are plainly identified. Students should be prepared to quickly exit the vehicle on the passenger side of the vehicle only as soon as you are stopped. Once your student has exited the vehicle safely, please exit the drop off/pick up lane immediately.
- All goodbyes should be made prior to entering the drop off/pick up lane so traffic will flow smoothly. All students should be able to enter the building independently. If for some reason you need to enter the building with your student, please park your car in the parking lot, enter the building, sign in at the office, and pick up a visitor's badge. Please note that the drop off/pick up lane is a fire lane and is not a parking zone. Marion police officers can and will ticket unattended vehicles parked in the drop off/pick up lane.

### ***DISMISSAL PROCEDURES (3:30 p.m.)***

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

- Students needing to cross 50th Street should use the crosswalk to ensure their safety.
- Bikes/scooters should be walked until off the school grounds and/or across 50th Street.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

#### **Automobiles:**

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

## **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, KRNA, KHAK, KCRG, and KMRY.
- Television stations include: KGAN (2), KCRG (9), or KWWL (7).
- You can also check the scrolling banner at the top of the Linn-Mar District website at: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).
- To receive a text message from Mr. Buchholz through Remind, text @linngrove to 81010
- To receive an email from Mr. Buchholz through Remind, send a blank email to [linngrove@mail.remind.com](mailto:linngrove@mail.remind.com) (leave the subject line blank)
- To receive a text message from the district, text follow Imnotify to 40404. You will receive a text message from Linn-Mar's Twitter site. You do not have to have your own Twitter account to set this up.
- Parents should make advance childcare arrangements in case of emergency situations. Be sure to talk to your student about the procedures they need to follow on early dismissal days. Indicate where your student should go in case of an emergency dismissal during your completion of the eRegistration process.

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

If you move outside of the Linn Grove boundary but your new residence is still within the Linn-Mar Community School District and you would like your student to remain at Linn Grove, you will need to request an Attendance Exception Request (AER) through the district office. Please write a letter stating your student's name, grade, your new address, and the reason you would like your student to remain at Linn Grove and submit it to the Associate Superintendent, 2999 N 10<sup>th</sup> Street, Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

## **ATTENDANCE INFORMATION**

- ❑ Students are expected to be in school each day as it is important for them to participate in class discussions, develop an appreciation for the views and abilities of other students, and form the habit of regular attendance. The school determines whether an absence is excused or unexcused. Excused absences include illness, family emergencies, family vacations, bereavement, and medical/dental appointments.
- ❑ Please contact the attendance secretary (319-730-3501) by 9:00 a.m. when your student will be absent or late. Please leave a detailed message stating your student's name, homeroom, reason for absence/late arrival, and student lunch order, if applicable. (Lunch menu can be found at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us))
- ❑ If you bring your student in after 8:45 a.m. please be sure to sign them in at the office and obtain a late pass for your student. This is important, as they will need to place their lunch order with the office at that time. If you pick up your student before 3:30 p.m., please sign them out in the office and ask the office staff to call your student down from their classroom. **Students will not be called to the office before parents/guardians arrive to pick them up, so please give yourself a few extra minutes when picking up your students.**
- ❑ **Tardies/Absences:** If your student arrives to school up to one (1) hour late the absence will be recorded as a tardy in your student's attendance record. If your student arrives to school over one (1) hour late or leaves over one (1) hour early at the end of the day, the absence will be recorded as a half-day absence in your student's attendance record.

- ❑ **Illness:** If your student is absent for three (3) or more days, a doctor's note may be requested upon return to school. Students recovering from an illness may be able to do schoolwork at home, please contact your student's teacher directly to request schoolwork.
- ❑ **Vacations:** If it's necessary for a student to be absent due to a family vacation, the student can do whatever the teacher believes is practical in terms of make-up work when they return to school.

**Linn-Mar District 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's important for students to be on time to school because when they're late, they not only miss out on important beginning of the day routines; they also interrupt the teacher and their classmates.

### **Truancy**

The building principal or School Facilitator will administer the truancy procedures. Depending upon the circumstances, the following procedures are in place for truancy issues.

- A phone call from the Principal or School Facilitator to discuss attendance concerns
- A letter from the School Facilitator outlining the issues and the attendance expectations
- A parent conference to design a plan for attendance improvement and discuss consequences for non-compliance
- A meeting between parents and the Marion Police Department liaison officer
- Referral to the Linn County Attorney's office

## **BEHAVIOR PLAN**

At Linn Grove, we have a school wide systematic approach to teaching positive behaviors. At the beginning of each school year, all students are taught the expectations for behavior. Parents will be provided with the Linn Grove expectations and the procedures for handling behaviors that do not meet those expectations. Throughout the year, students are recognized for their positive behavior with red tickets and individual and school wide celebrations for meeting behavior goals.

At Linn Grove we are:

- Respectful
- Responsible
- Ready to Learn

Please contact Chad Buchholz, building principal, Bri Baranowski, School Facilitator, for more details.

## CLASS LISTS

The principal collaborates with grade-level teachers, specials teachers, and support staff to ensure the best placement for all students and to establish productive learning groups. Every effort is made to form heterogeneous classes, which work cooperatively in academic and social settings. If you believe your student needs special learning considerations, please make an appointment to speak one-on-one with the principal. We request that you do not specify a specific teacher or ask your student's current teacher to recommend a future teacher. It is the principal's responsibility to assign teachers to classrooms.

## COAT & CUBBY AREAS

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

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

**Code of Cooperation:** "The **P.R.I.D.E.** Starts Here"

**P**romote positive attitudes

**R**espect yourself and others

**I**nsist on your personal best

**D**iscuss and listen actively

**E**xpect honesty and be trustworthy

**Code of Cooperation/P.R.I.D.E. Guidelines:** Students at Linn Grove Elementary will work together to help everyone reach their potential in a positive environment. Students will follow the PRIDE guidelines:

**Linn Grove staff will:** teach, model, and encourage the use of the Linn-Mar District Code of Cooperation/P.R.I.D.E. guidelines. Staff members contribute to the positive atmosphere at Linn Grove. The staff sets the tone through their actions and attitudes. Their continuous support, modeling, and encouragement of students is demonstrated through the following actions:

1. They will teach, model, and monitor responsible student behavior in every school environment by relating student actions to the Code of Cooperation/P.R.I.D.E. guidelines.
2. They will encourage students to: promote positive attitudes ("put ups" not "put downs"), respect yourself and others, insist on your personal best, discuss and listen actively, and expect honesty and be trustworthy.
3. They will provide positive, specific feedback when students are meeting expectations and following the Code of Cooperation/P.R.I.D.E. guidelines.
4. When minor misbehavior occurs staff will view the misbehavior as a teaching opportunity responding with calm consistent corrections or consequences.
5. They will work collaboratively to solve problems that are chronic or severe in nature.

**The Linn Grove 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

## COMMUNICATIONS

- ❑ **Conferences & Report Cards:** Family conferences are held at the middle of the first trimester and at the end of the second trimester. We encourage all parents/guardians to attend the family conferences so that you can learn, firsthand, the progress your student is making. Report cards are sent home upon the completion of each trimester. Student schoolwork portfolios are sent home at the end of the school year. If, as a parent/guardian, you have questions, suggestions, or concerns please feel free to contact your student's teacher anytime throughout the school year.
- ❑ **Access to Student Records:** Student records are confidential. A student's legal parent or legal guardian may have access to the student's educational records. Other than the legal parent or legal guardian only authorized, licensed, and clerical personnel with a legitimate need to know are allowed access to student records. Legal parents and/or legal guardians may access student's educational records during regular school office hours (7:30 a.m. to 4:00 p.m.). If copies of documents are requested a copying fee may be requested.
- ❑ **Review of Educational Materials:** Members of the community may review educational materials currently being used by the students. Please contact the district Information Services office (319-447-3005) to request an opportunity to review the materials. The review of materials should take place on school grounds with one or more appropriate staff members present to assist in the review.
- ❑ **Newsletters:** The Linn Grove newsletter is published every month. You can access the newsletter via the Linn Grove website by visiting [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). If you would like to receive a hard copy of the newsletter, please contact the school office at 319-730-3500.
- ❑ **Websites:** For up-to-date information on the Linn-Mar District or Linn Grove Elementary visit: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)
- ❑ **School Directory:** Your student's name, address, and home phone number may be published in a grade-level student directory. If you choose not to have any or all of your contact information published, please be sure to check "no" on the parental permissions page during your completion of the eRegistration process. Grade-level directories will be provided upon request only through the main office.

## DRESS CODE

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

## FEES

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



## FIELD TRIPS

Field trips are scheduled by classroom teachers and should connect with curriculum. Field experiences are a valuable extension of relevance in the classroom. If field trips are offered, transportation is provided by district transportation. Parents/guardians will be notified of field trips in advance by their student's teacher. All parents/guardians/volunteers that attend a field trip must be registered volunteers with the Community Services office (319-447-3109) prior to attending the field trip.

## HEALTH SERVICES

- ❑ **Health Assistant:** Our school health assistant is available every day from 8:15 a.m. to 3:45 p.m. A registered nurse is available through the district in case of extreme emergencies. The health assistant may be reached directly by calling 319-730-3504.
- ❑ **Emergency Contact Information:** It is critical that emergency contact information be up-to-date at all times throughout the school year. Please make sure the information you have listed for parent/guardian or emergency contacts in PowerSchool is up-to-date and that the names/numbers provided are local. You can update your emergency contacts any time throughout the year via the eRegistration portal accessed through your family PowerSchool account.
- ❑ **Illness:** Your student may be sent home for a number of different health reasons. If your student has a temperature of 100 degrees or more s/he will be sent home. We ask that your student remain at home for at least 24 hours after their temperature returns to normal without the use of aspirin or other medications. If your student has a temperature in the morning, please keep them home until they are fever-free for a 24-hour period without the aid of medications. If your student is absent for three (3) or more days a doctor's note may be requested upon return to school.
- ❑ **Communicable Illnesses/Diseases:** As soon as a parent/guardian is aware that their student has a contagious illness/disease they should notify the health office (319-730-3504). Students with contagious illnesses/diseases are to be excluded from school for the period 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. (319-730-3504)
  - Non-prescription medication will only be dispensed with a physician's written approval and parent/guardian's written approval. Non-prescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name clearly marked. Non-prescription medications include, but are not limited to: Tylenol, aspirin, ibuprofen, cough medicines, antihistamines, or any over-the-counter medications. Please remember that we must have a physician's written approval before we can dispense any non-prescription medications. Physician approvals can be faxed to 319-447-0950.
- ❑ **Immunizations:** Prior to starting school, or when transferring into the Linn-Mar District, students must provide an approved Iowa Department of Public Health immunization certificate signed by their physician which states that their student has received all immunizations required by state law. Students without the proper certification of immunizations are not allowed to attend school until they receive the required immunizations. Exemptions from the required immunizations will only be allowed for medical or religious reasons recognized under state law.

- ❑ **Rubeola and Rubella Vaccines:** As of July 10, 1996, students in grades K-5 shall have “received at least two doses of Rubeola (measles) and Rubella vaccines. The first dose shall have been received on or after 12 months of age and the second dose no less than 30 days after the first dose.” The Linn County Health Department offers these immunizations at a reduced rate with an appointment. Their address is: 501 13<sup>th</sup> St., NW, Cedar Rapids and their telephone number is 319-398-3551.
- ❑ **Physical Examinations:** Students enrolling in kindergarten are requested to have a physical examination by a licensed physician. A certificate of health signed by the physician stating the results of the physical exam will be filed in the health office.
- ❑ **Hearing Screening:** The Grant Wood Area Education Association (GWAEA) provides hearing testing for all students in ECBP-2<sup>nd</sup> and 5<sup>th</sup> grade. If you do not want your student’s hearing screened please send a written note to the health office. Students in 3<sup>rd</sup>-4<sup>th</sup> grades, or students new to the Linn-Mar District, may be tested if there is a known history of hearing problems.

## **ITEMS FROM HOME**

Students should not bring personal items from home including but not limited to: cell phones, electronic equipment, toys, computerized games, outside recess equipment, etc., unless requested by the teacher. The school is not responsible for lost, stolen, or damaged items. Items that may be harmful to students, including weapons of any kind, are not allowed on the school grounds. *Refer to Telephone Use & Electronic Equipment on page 16.*

## **LINN-MAR DISTRICT BELIEFS**

The operation of the Linn-Mar Community School District is continuously measured against the following beliefs:

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

## **LINN-MAR DISTRICT EDUCATIONAL GOALS**

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

- **Competent users of core skills and knowledge** who are proficient in reading comprehension, computation, mathematical reasoning and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.
- **Thinkers** who independently access information and resources; who create and critically investigate multiple options; who make decisions that effectively solve a variety of problems.
- **Self-Directed Learners** who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress; who are resourceful in responding to change.

- **Responsible Citizens** who recognize the relationships between self and others; who accept responsibility for their personal actions; who actively participate in improving themselves, their family, and local and global communities.
- **Effective Communicators** who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.
- **Collaborative Workers** who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.
- **Practitioners of Healthy Lifestyles** who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday life.

## **LINN-MAR DISTRICT HARASSMENT POLICY**

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

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

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

## LINN-MAR DISTRICT INTERNET POLICY

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they may be subject to discipline for use of the Internet system contrary to those terms. If the user is under the age of 18, a parent or guardian must authorize their student's independent use of the Internet by signing the emergency information card kept on file in the school office. Independent use of the Internet is a privilege not a right and inappropriate use will result in a cancellation of those privileges. To ensure smooth operation of the Internet users must follow established guidelines regarding usage. Parental permissions regarding Internet access given during the eRegistration process indicates the parent/guardian and/or student has read and agrees to abide by the following Internet Use Agreement terms and conditions:

- **Acceptable Use:** The use of the Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organization must comply with the rules and regulations relating to those networks.
- **Unacceptable Use:** Transmission of any material in violation of any federal, state, or local laws or regulations is prohibited. This includes, but is not limited to, transmission of copyrighted materials, references, student handbooks, or material protected by trade secret. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized "chats", computer "hacking", knowingly spreading computer viruses, chain letter communications, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the email of others.
- **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following: being polite – do not be abusive in your messages to others, use appropriate language – do not swear, use vulgarities, or other inappropriate language. Such abuse is known as "flaming" in electronic communities

## LINN-MAR DISTRICT NON-DISCRIMINATION POLICY

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

Inquiries and grievances should be filed with the Linn-Mar Equity Coordinators Executive Director of Human Resources or the Executive Director of Instructional Services (2999 N 10<sup>th</sup> Street, Marion, Iowa 52302 or 319-447-3036 / 319-447-3028) who have been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

## **LINN-MAR DISTRICT SEARCH & SEIZURE POLICY**

Board Policy 502.4, 502.4R: All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, personal effects, work areas, or student vehicles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. For additional information on Board policies visit: [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).

## **LOST & FOUND**

A lost and found area is located outside the library. Please check throughout the school year for items that your student may have misplaced. Items that are not claimed are donated to local charities. Jewelry and valuables may be identified and claimed in the office. Please clearly label your student's items (coats, boots, hats) with their name.

## **LUNCH**

Students may bring cold lunch or eat hot lunch provided by the district. Lunch menus may be found on the district website at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). **Lunch money can be sent to school with your student in an envelope marked with your student's name and homeroom.** The Total Access system will keep track of the money paid by each family and the number of lunches eaten. You can access the system through the district's nutrition services website ([www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)). The system automatically notifies you when additional funds are needed. If you plan on eating lunch with your student please be sure to call your lunch order into the office (319-730-3501) before 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 should not be brought to school by students and/or lunchtime visitors.

**Please note that we ask that visitors do not come for lunch during the first two weeks of school as students get used to their lunchtime routines.** Items considered fast food are meals purchased from area restaurants such as, but not limited to: McDonalds, Culvers, Burger King, Subway, Hy-Vee, etc. For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.

## **MEDIA CENTER**

Books and other materials may be checked out for 15 days. The due date is stamped inside the book. An overdue list is read aloud in each classroom approximately once a month. Our media center does not charge for overdue books; but when a book is damaged or lost families are asked to pay for its replacement. You can contact the media center at 319-730-3508.

## **OLWEUS BULLYING PREVENTION PROGRAM**

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

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

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

- ❑ **School-wide Interventions:**
  - Administration of the Olweus bully/victim questionnaire about bullying each year
  - Formation of a staff bullying prevention committee
  - Staff training
  - Development of school-wide rules against bullying
  - Development of a coordinated system of supervision during break/free periods
- ❑ **Classroom-level Interventions:**
  - Regular classroom meetings about bullying and peer relations
  - Class parent meetings
- ❑ **Individual-level Interventions:**
  - Individual meetings with students who bully
  - Individual meetings with students who are targets of bullying
  - Meetings with parents of students involved
- ❑ **Community Involvement:**
  - Annual "kick-off" assembly in each building
  - Parent volunteers on each building level committee

**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:**

1. Model Program: Substance Abuse and Mental Health Services Admin
2. Model Program: Office of Juvenile Justice and Delinquency
3. Blueprints for Violence Prevention: One of the 11 model programs in the U.S.

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

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

All Linn Grove parents/guardians are members of the PTO. PTO members provide support to the school by organizing fundraising events, serving as room parents, volunteering in the building, and providing volunteer support at home. All parents are encouraged to attend the monthly PTO meetings the first Tuesday of every month in the media center from 6:00-7:00 PM. Free childcare is available during the meetings. You can find more information about the Linn Grove PTO website at: [www.linngrovepto.org](http://www.linngrovepto.org), on Facebook, or on Twitter. You can contact the PTO at [linngroveptoemail@gmail.com](mailto:linngroveptoemail@gmail.com).

## **PARTIES**

Linn Grove has three parties during the school year that include a fall party/costume parade, winter party, and the Friendship party. Designated room parents plan/organize classroom parties. Consult with your classroom teacher if you are interested in volunteer.

- If your student would like to bring treats to a party, please let the classroom teacher know beforehand. Snacks should be prepackaged, individual servings.
- 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.

## **BIRTHDAY PARTIES**

In accordance with Linn-Mar's designation as a Blue Zones School District, procedures have been implemented to provide students with healthier choices in regards to birthday celebrations in the classroom. Student birthdays may be celebrated at school. However, students will no longer bring food or beverages to share with classmates. Instead, birthdays can be celebrated with non-food options (i.e., birthday crowns, sitting with a special friend at lunch, being line leader for the day, etc.). Students may also choose to bring in nonfood items to share with classmates and school staff such as pencils, special note pads, stickers, etc.

## **PBIS**

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

### **How does PBIS work?**

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

## **PHYSICAL EDUCATION & RECESS**

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

## **REGISTRATION & POWERSCHOOL**

All families with students attending the district have access to the eRegistration portal via their family PowerSchool accounts. If you did not receive information on setting up your family PowerSchool account, please contact the office at 319-730-3500. Once you have your family PowerSchool account set up you can access the eRegistration portal to keep your family's contact information, permissions, health information, emergency contact, etc., up-to-date at anytime throughout the school year. Families are also requested to complete the eRegistration process for each of their students on a yearly basis to ensure that the information is updated and parental permissions are given for the start of each school year.

## **SUPPORT SERVICES**

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

## **TELEPHONE USE & ELECTRONIC EQUIPMENT**

Students should not use school phones for social reasons. All arrangements for after-school play dates, lessons, or meetings should be made at home prior to the beginning of the school day. It is discouraged for students to bring cell phones/electronic equipment to school. If students bring a cell phone or other electronic equipment to school they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If cell phones/electronic equipment is brought to school they cannot be used during the school day without permission. If items are used during the school day, without permission, the items will be taken and kept in a safe place until the end of the school day. If students have cell phones/electronic equipment taken away on more than one occasion, parents/guardians will be asked to come to school to pick up the items; they will not be sent home with students.

## **VISITORS**

For the safety of our students, staff, and guests, we ask that all visitors sign in at the office and wear a visitor's badge while in the building as this helps us ensure that visitors are approved to be in the building. This also helps us account for any visitors in case an emergency situation arises and we need to evacuate or lockdown the building. Also, parents/guardians are discouraged from bringing younger siblings when visiting classrooms.

## **VOLUNTEERS**

Volunteers assist students and teachers in the classroom, work on activities and projects at school, complete activities and projects at home, and chaperone fieldtrips/events. Volunteers must treat school information in a confidential matter. Volunteers must sign in and out in the school office. Volunteer workshops are held the first Tuesday of the month from 8:45-10:45 AM. If you are interested in volunteering in the Linn-Mar District, please contact the Community Services Coordinator at 319-447-3110 to register. *Start the process of becoming an active volunteer today by completing an application.*

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

**[www.tinyurl.com/LinnGroveElem](http://www.tinyurl.com/LinnGroveElem)**