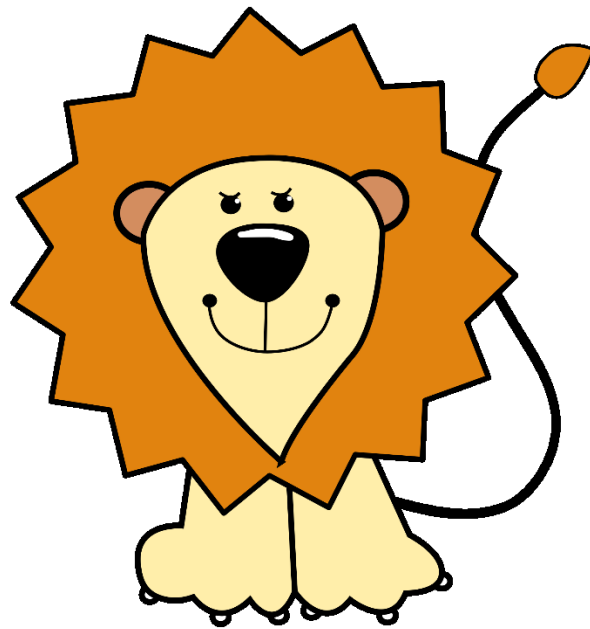


Novak Elementary



2017-2018

Family Handbook

Table of Contents

Novak School Staff
Welcome to Novak Elementary
Novak P.R.I.D.E. Behaviors
Novak P.R.I.D.E.
Linn-Mar Mission Statement
Grade Level Expectations
Pick-Up / Drop-Off Map
Student Arrival / Dismissal
Dismissal Procedures
Change of Student Address and/or Phone Number
School Hours
Arrival Times
Attendance
Absences / Tardies – Linn-Mar Elementary Attendance Policy
Child Custody
School Pictures and Yearbooks
Bicycles, Roller Blades, Skateboards, Scooters
Breakfast / Lunch / Snacks
Holiday Guidelines
Health Information
Immunizations
Medications at School
Physical Examinations
Before and After School Child Care
Recess
Parents on the Playground During Recess
Toys / Games from Home
Cell Phones/ Electronic Equipment
School Fees
School Closings / Late Arrival / Early Dismissal

Birthday Treats
Party Invitations
Dress Code
Field Trips
Lost and Found
School Visits
Daily Classroom Schedule / Cycle Days
Dismissal of Students During School Hours
Volunteers
PTO
Homework
Parent Teacher Conferences
Student Educational Records
Communication
Calendars
Emergency Situations
Social Media
School Insurance
Support Services
Counseling
Learning Enrichment Opportunities / LEO
Reading Recovery
Reading Support
Student Assistance
Grant Wood Area Education Agency
Library
School Property
Olweus - Bullying Prevention
PBIS - Positive Behavior Interventions & Support Problems / Concerns
Reserved Time for Non-School Student Activities
Nondiscrimination
Internet Policy



Novak School Staff

Office Staff

Mrs. Carol O'Donnell, Principal
Mrs. Cristina Southwood, Counselor
Mr. Ryan Phillips, School Admin. Mgr.
Mrs. Terri Vogel, Building Secretary
Mrs. Carla Ness, Counselor's
Secretary
Mrs. Anna Strand, District Nurse
Mrs. Lori Swanson, Health Assistant
Mrs. Stacia Walker, Student Asst.
Specialist
Mrs. Laura Post, Speech
Ms. Cassie Fettkether, Speech

Little Lions & ECBP Teachers

Mrs. Pam Hackbarth, Preschool
Mrs. Cyndi Hofstetter, ECBP
Mrs. Megan Kucera, Preschool
Mrs. Christy Ness, Preschool
Mrs. Amy Nicholson, Preschool
Mrs. Janice Vogel, ECBP
Mrs. Peggy Wakefield, Preschool

Kindergarten Teachers

Mrs. Dianna Hamilton, KDH
Mrs. Holly Peiffer, KHP
Mrs. Siera Schwartz-Hilliard, KSH
Mrs. Kari Ryder, KKR

First Grade Teachers

Mrs. Amy Bowman, 1AB
Mrs. Jeanne Jaeger, 1JJ
Mrs. Stefanie Potter, 1SP

Second Grade Teachers

Mrs. Brittany Harris, 2BH
Mrs. Andrea James, 2AJ
Mrs. Michelle VanRheenen, 2MV

Third Grade Teachers

Mrs. Kelly Ickes, 3KI
Mrs. Kim McCarthy, 3KM
Mrs. Jill Paulson, 3JP

Fourth Grade Teachers

Mrs. Rachel Morris, 4RM
Ms. Nancy Rinehart, 4NR
Ms. Morgan Von Lehmdem, 4MV

Fifth Grade Teachers

Mrs. Kim Frette, 5KF
Mr. Ben Gralund, 5BG
Mr. Rodger Walsh, 5RW

Specials Teachers

Ms. Cynde Duncan, Librarian
Mrs. Holly Fencil, Physical Education
Mrs. Natalee Havel, LEO
Mr. Wylie Hachey, Art
Mr. Kevin Makinster, Band
Mrs. Stephanie Nuss, Band
Mrs. Kelly Vieth, Orchestra
Mrs. Jennifer Walker, Music

Reading Support Teachers

Mrs. Erin Light
Mrs. Cindy Nelson
Mrs. Lori Rozeboom

Student Support Teachers

Mrs. Kristin Clinkinbeard
Ms. Taylor Hoskins
Mrs. Erin Musser
Mrs. Jennifer Porter
Ms. Kelsey Whitford

Associates & Paraprofessionals

Mrs. Tammy Bagsby
Ms. Courtney Berner
Ms. Lori Blied
Mrs. Dawn Buol
Mrs. Lalita Chauhan
Mrs. Tanya Cross
Mrs. Vino Damodaran
Mrs. Michele Derr
Mrs. Emily Dolezal
Mrs. Laurie Erdman
Mr. Michael Evans
Mrs. Sonja Gibbs
Mr. Scott Goedken
Ms. Nicole Guild
Ms. Erin Harris
Mrs. Amy Hedlund
Mrs. Rachel Iverson
Mrs. Meredith Johnson
Mrs. Lakshmi Karthik
Mrs. Katalin Kolodick
Ms. Julie Krejca
Mrs. Candy Lentner
Mrs. Kristi Leuenberger
Ms. Autumn Markley
Ms. Karla McAllister
Ms. Corey Olinger
Mrs. Tricia Peddicord
Mrs. Diane Reid
Mrs. Dorcas Sather
Mrs. Karyn Stiles
Mrs. Julli Thomas
Mrs. Andrea Wheatley
Mrs. Laura Whitson
Mrs. Patty Wray
Mrs. Krista Wylie
Mrs. Connie Youngwirth

Custodians

Mr. Rex Andersen
Mr. Jamie Fenoglio
Mr. Gary Hucker

Volunteer Coordinator

Kerry Smith

PTO Chair

Brandy Vorhies

Before / After School Childcare

Hand in Hand
319-377-5686

Welcome to Novak Elementary School

Welcome to Novak Elementary School. Novak opened in 2010 and is one of seven elementary schools in the Linn-Mar Community School District. We are located at 401 29th Avenue, Marion, Iowa. Our school serves students in Pre-Kindergarten (Little Lions) through 5th grade. Novak is home to approximately 540 students.

Novak Elementary places student learning and helping each child reach his or her full potential as our primary goal. Our mission statement – **“We will ensure high levels of learning for all students,”** focuses our efforts on meeting this goal.

We believe that through teaching, modeling, and practicing appropriate behaviors, Novak students will show good character by demonstrating safe, caring, respectful, and responsible behaviors. We also believe that by acknowledging and recognizing students when they demonstrate those core values, continued positive behavior will be promoted.

There are many opportunities to get involved and volunteer at Novak. We encourage you to speak with your child’s teacher or visit the PTO webpage for more information.

The following pages are designed to offer Novak 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 Novak? – We welcome parents and visitors to our school. We are glad that you are here. To help maintain a safe learning environment, we do ask that all parents, visitors and guests sign in at the main office.

For the most up-to-date school information, please visit the Linn-Mar website and under schools, please choose Novak. Once again, welcome to Novak.

Novak P.R.I.D.E. Behaviors

Promote positive attitudes

Respect yourself and others

Insist upon your personal best

Discuss and listen actively

Expect honesty and be trustworthy



Novak P.R.I.D.E.

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

The first thing that comes to mind is the teamwork – Novak families and Novak staff members work together to help Novak students be successful. Second, we have a very dedicated, professional staff. We have made a commitment to help your child learn.

We understand that for children to be successful, we need to focus on more than just their academic growth. We need to look at children’s emotional, behavioral and social growth as well. To that end, we have implemented several programs and procedures to help children become contributing members of the Novak community.

In addition to our quality classrooms 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 Novak an inviting place for students, staff and parents. Each school day staff members are stationed throughout the building to greet students as they enter Novak at the beginning of the day. We want students to know that we are glad they are here.

Every school day 4-5 students are invited to come to the office to lead the rest of the building in the Pledge of Allegiance. After the Pledge, the students say their names over the intercom. Each student has at least two opportunities during the year to lead the building in the Pledge of Allegiance.

Following the Pledge of Allegiance, we announce the names of Novak students and staff members who have birthdays on that day. For students who have birthdays during the summer months we announce half-birthdays.

We have worked hard to make Novak a safe, inviting and caring school. We hope that by doing these “little extras” students will want to become part of the Novak community.

If you have any questions about any of these programs, please feel free to give us a call.

Linn-Mar Mission Statement

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

Grade Level Expectations

Curriculum expectations for each grade level are found on the Linn-Mar home page at this link: <https://www.linnmar.k12.ia.us/parents/grade-level-expectations/>

If you have any questions about these expectations, please contact your child’s teacher or the principal.

Pick Up / Drop Off Map



Student Arrival / Dismissal

Each year we get many questions about which dismissal designation a student might fall under. In an effort to help clarify this, we've listed a short explanation for each below:

Hand-In-Hand: students designated as 'Hand-in-Hand' will be dropped off at Novak's after school care location by the classroom teacher at the end of the day.

Bus Rider and Daycare Vans: students designated as 'bus riders' or 'daycare van riders' will be dismissed from the bus door at the south end of the building.

Car Rider: students designated as 'car riders' will be dismissed from the front Novak entrance each day. Students who are getting picked up in our drive-through lands AND students whose parents are walking to school and picking them up at the front entrance would be considered 'car riders'.

North Walker: students designated as 'north walkers' will be dismissed from the K-2 pod doors at the north end of the building. They will be walked by staff to the sidewalk which borders 29th Avenue where they will either be crossed by the crossing guard or may walk on their own staying on the south side of the street. We ask that all parents/adults meeting children wait across the street on the north side of 29th Avenue for your students. We also ask that all kindergarteners are either accompanied by an older sibling or that they have an adult meet them across the street to be walkers. An example of street addresses that may classify students as 'north walkers' are: 1st-10th Streets, 33rd Avenue, Ridgeway Drive, Autumn Drive, and Barrington Parkway, to name a few.

South Walker: students designated as 'south walkers' will be dismissed from the 'bus doors' at the south end of the building. They will be walked by staff to the sidewalk that borders Geode Street where they will either be crossed by the crossing guard or walk on their own on the east side of the street. An example of street addresses that may classify students as 'north walkers' are: Geode Street, Boyson Road, Jasper Street, or Bentley Drive, to name a few.

We want to emphasize that the key to smoothest and most successful transition is communications. We ask that you communicate your student's dismissal designation to your child's classroom teacher at the beginning of the year. And please inform both the classroom teacher and the Novak office if there are going to be changes on various days throughout the year.

Change of Student Address and/or Phone Number – Office Phone: 447-3300

Please inform the school office if there is a change in a parent's or child's name, address or phone number. The 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.

School Hours

School Office Hours	7:00 am – 4:00 pm
Staff Hours	7:30 am – 3:30 pm
Student Day (K-5)	8:00 am – 2:45 pm
Student Day (Little Lions)	8:45 am – 11:30 am & 12:30 pm – 3:15 pm

Arrival Times

Students should not be dropped off or allowed to walk and arrive at Novak before 7:45 am. Students who arrive at school before 7:45 am will be asked to wait in the entryway until the bell rings. At 7:45 am students will be allowed to enter the building and go to their classrooms. Exceptions will be made for those students involved in before-school activities and / or breakfast.

All parents and guardians should be aware that our playground is not supervised before or after school.

Attendance – 447-3303

Parents, for your child's safety, if your child arrives at school after 8:00 am, or leaves before 2:45 pm, you must sign your child in or out in the office. For obvious safety reasons, students are not allowed to sign themselves in or out of school.

Students who arrive at school after 8:00 am will be counted as tardy. Students who arrive at school more than one hour late will be counted absent for half a day. Students who leave school more than one hour early will be counted absent for half a day.

If your child is going to miss school, parents are asked to call the Novak office by 8:00 am (447-3345). When you call, we will ask your name, the student's name, the homeroom teacher and the reason for the 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 8:15-9:30 am.

Absences / Tardies – Linn-Mar Elementary 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 will be dealt with the building principal or the school facilitator, following school board policies. If a problem should arise, parents will be contacted by phone, email or letter, depending on the severity of the situation. Absences may result in contact by the School Truancy Officer and the Linn County Attorney. (School Board Policy 501.11)

Students who wish to participate in before or after school sponsored activities must attend school on that day. (School Board Policy 501.11).

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 Novak office. Unless the court order is on file with us, we must provide equal rights to both parents.

Student Arrival / Dismissal

Each year we get many questions about which dismissal designation a student might fall under. In an effort to help clarify this, we've listed a short explanation for each below:

Hand-In-Hand: students designated as 'Hand-in-Hand' will be dropped off at Novak's after school care location by the classroom teacher at the end of the day.

Bus Rider and Daycare Vans: students designated as 'bus riders' or 'daycare van riders' will be dismissed from the bus door at the south end of the building.

Car Rider: students designated as 'car riders' will be dismissed from the front Novak entrance each day. Students who are getting picked up in our drive-through lands AND students whose parents are walking to school and picking them up would be considered 'car riders'.

North Walker: students designated as 'north walkers' will be dismissed from the K-2 pod doors at the north end of the building. They will be walked by staff to the sidewalk which borders 29th Avenue where they will either be crossed by the crossing guard or may walk on their own staying on the south side of the street. We ask that all parents/adults meeting children wait across the street on the north side of 29th Avenue for your students. We also ask that all kindergarteners are either accompanied by an older sibling or that they have an adult meet them across the street to be walkers. An example of street addresses that may classify students as 'north walkers' are: 1st-10th Streets, 33rd Avenue, Ridgeway Drive, Autumn Drive, and Barrington Parkway, to name a few.

South Walker: students designated as 'south walkers' will be dismissed from the 'bus doors' at the south end of the building. They will be walked by staff to the sidewalk that borders Geode Street where they will either be crossed by the crossing guard or walk on their own on the east side of the street. An example of street addresses that may classify students as 'north walkers' are: Geode Street, Boyson Road, Jasper Street, or Bentley Drive, to name a few.

All students are walked by adult staff members to their designated exits and dismissal areas.

Dismissal Procedures

School is scheduled to end at 2:45 pm. For the safety of our students, we ask parents to please meet children in the entryway by the main office and not go to classrooms. Little Lions' students will be walked to and from their parent's vehicles.

Children who are car riders are asked to raise their hands when they see their car. They will then be escorted to their car by an adult staff member. Parents are asked to please stay in their cars.

For the safety of our students we instruct all students to go directly home after school (or babysitter, daycare, etc.) We do not provide playground supervision before or after school. To help us make sure that children are dismissed in a safe and orderly fashion, we ask all students and parents to please follow our outlined procedures.

We want to emphasize that the key to smoothest and most successful transition is communications. We ask that you communicate your student's dismissal designation to your child's classroom teacher at the beginning of the year. And please inform both the classroom teacher and the Novak office if there are going to be changes on various days throughout the year.

School Pictures and Yearbooks

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

The Novak PTO is in charge of Student Yearbooks. Information will come home with students during the school year.

Bicycles, Roller Blades, Skateboards and Scooters

Weather permitting, students who normally walk to school may ride their bicycles to and from school. For safety reasons, we discourage students in grades K-2 from riding bikes to school. Bicycles should be parked in the bike racks located behind the building. Bikes should be locked during the school day. Students are responsible for their own bicycle locks. Students riding bicycles to and from school should wear helmets. Students will be expected to follow city and state laws regarding bike riding. Students riding bicycles home from school will be dismissed the same time as walking students (2:45 pm). Those students are expected to cross Geode Street and 29th Avenue with the crossing guards. Students are to walk their bikes on school property. We request students do not use roller blades, skateboards or scooters on school grounds.

Breakfast / Lunch / Snacks

Breakfast is served daily from 7:30-7:55 am. The lunch schedule will be shared during Parent Information meetings at the beginning of each school year.

We use a computerized accounting system for meals at Linn-Mar. You may deposit any amount of money into your child's account. For each meal your child eats, the account is debited. Balance reminders will be emailed to parents when an account is less than \$15.00.

New menus are available online every three months. Lunch money should be sent to school in a sealed envelope with the student's name, teacher's name and lunch money written on the envelope. Checks should be made payable to Linn-Mar Schools. You may also pay online via the Online Payment Portal, which has a link on the Linn-Mar homepage.

Novak parents are always welcome to join us for lunch. If you would like to eat lunch at school with your child, please call the Novak office by 8:15 am. Please do not bring in fast food. As a general rule, we ask that pop not be brought to school for lunch. If you do bring fast food or soda to share with your child, we will find you another location to eat besides the lunchroom.

Free and reduced-price lunches are available. Application forms are available in the school office or may be printed from the Linn-Mar website. A new form must be submitted each school year.

Snacks – Classroom teachers will provide information about classroom snacks (including student allergies) during Parent Information meetings.

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 extended learning, 2) should include and extend beyond the cultural / religious make-up of the classroom and 3) should not impose financial obligation on students or staff.

Health Information

School Nurse / Health Assistant - 447-3304

Mrs. Anna Strand, 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. Lori Swanson is available at Novak every day. If your child is sent to the nurse the following procedure will be followed:

- 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 to 24 hours before returning to school.
- Minor cuts, scrapes and injuries will be treated using first aid methods.
- For students with more serious injuries, the nurse will be called to come to Novak.
- In extreme cases, emergency personnel will be contacted.
- 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 needs to 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 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.

Medications at School

To insure compliance with Board Policy for administering medicine 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 sent to the school with 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 sent 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 form is available in the Novak 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 the 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.

Before and After School Child Care

Hand-In-Hand runs a before and after school extended child care program at Novak during the school year. For more information about Hand-in-Hand, please call 377-5686.

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. A teacher may occasionally keep a child in for recess to complete unfinished assignments or as a consequence for inappropriate behavior.

Students generally have one 10-15-minute recess and/or one 20-25-minute recess break every day. The decision to have outdoor recess during cold and inclement weather depends on the weather conditions. If the "feels like" temperature is 5° Fahrenheit or less according to KCRG, then we will stay indoors. Unsafe playground conditions, such as ice, would also keep us indoors. 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. In Norway, they say there is no bad weather, just bad clothing. When snow is on the ground, students must wear boots to participate in "snow activities." Snow pants or snow suits are also encouraged. Those not wearing snow boots will be asked to stay outside by the building during recess. If you need help getting winter clothing for your child, please contact the guidance counselor.

Parents on the Playground during Recess

For safety reasons, we ask that parents not go outside to play with their children during recess. It is very difficult for playground supervisors to keep track of adults who should or should not be on our playground. Thank you for your cooperation.

Toys / Games 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 the rule occurs when a teacher may ask students to bring “special” items for sharing from home. Thank you for your cooperation.

Cell Phones / Electronic Equipment

Bringing any electronic equipment to school (e.g. iPods, CD players, pagers, cell phones, or headphones) is discouraged. If such items are brought 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 electronic equipment is brought to school, items may not be used during the school day without permission. If items are used during the school day without the teacher’s permission, the items will be taken by the teacher, kept in a safe place, and will not be returned to the student until the end of the day. If students have items taken away on more than one occasion, parents will be asked to come to school to pick up the items.

School Fees

Every Novak student is assessed a school materials fee. This fee covers a portion of the cost of consumable instructional materials used by students. Should your child transfer 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.

School Closings / Late Arrival / Early Dismissal

Due to inclement weather, school may start late, may be dismissed early, or may not be in session at all. Please listen to local TV or radio stations for current school closing information. We encourage parents to make child care arrangements in advance in the event of emergency situations. This information should be included on your child’s Information/Emergency card.

The district uses Facebook and Twitter as a means of distributing this type of communication. Go to the Linn-Mar website and click on the corresponding icons to sign up for notification via these social media sites including the option to have SMS messages sent directly to your mobile phone.

All information is also communicated on the banner on the top of the district website and through local media, some of which have the ability to sign up for SMS notification.

Birthday Treats

As a Blue Zone School, we encourage classes to celebrate birthdays in non-food ways. The birthday child gets to choose privileges such as an extra recess, a class game, eat lunch in the classroom, sit in the teacher's chair, etc. If you decide to send food to celebrate, we encourage healthy options.

Party Invitations

Please only hand out invitations for birthday parties and school if every child in the class is invited to attend the birthday party. Because of substantial disruption to the educational process, we ask that balloons, flowers, etc. not be delivered to school for student birthdays.

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 judgement 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.

We also strongly recommend that good judgement 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).

Footwear is required of all students at all times. Students need to wear gym shoes for gym class. (Students may wear the same athletic shoes worn to school. Platform tennis shoes should not be worn during gym class.) Baseball style hats are not to be worn inside the school building.

To protect our students from tripping and injuring themselves at Novak, we strongly recommend that children not wear baggy pants, pants with pant legs that drag on the floor, or high heeled shoes to school.

Field Trips

Field trips are provided to enrich the school's curriculum. Parental permission must be on file in order for your child to participate in field trips. Permission may be granted for your child's participation in all field trips by indicating your permission on the Information/Emergency card. Also, please indicate your permission when completing eRegistration. If you choose to not have your child participate in an upcoming field trip, please send a written note to your child's teacher, or the school office.

Parents wishing to help out on field trips need to register in advance with the district volunteer office, 447-3109. Volunteer registration forms are available in the Novak office.

Lost and Found

Most lost and found items are kept in the hallway near the gym. All lost and found items will be displayed during Parent-Teacher conferences as well as during the last week of school. Valuable items such as jewelry, keys, money, glasses, etc., lost during the school year are kept in the office until claimed.

School Visits

To avoid disruption of the school day, we ask that parents only visit the classrooms during planned or scheduled activities, such as parties or volunteering. For the safety of our students and staff, we request that all visitors to Novak sign in at the front office. During your visit to Novak we ask that you please wear a visitor's badge at all times.

Daily Classroom Schedule / Cycle Days

We follow an 8-day instructional cycle at Novak. The first day of school is Day 1, the second is Day 2...the eighth day of school is Day 8, the ninth day starts over on Day 1, and so on. Students participate in gym, music, art, guidance, and library on specific cycle days. Classroom teachers will provide more information about specific classroom schedules during our Parent Information Meetings.

Cycle days may change due to weather related school cancellations.

Volunteers

One of the best ways for parents / guardians to become involved in their child'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 coordinator or your child's teacher. Please don't forget to check in at the main office. We appreciate your help!

PTO

Our Parent Teacher Organization would like you to be involved in your child(ren)'s education. If you have a little or a lot of time to spare, there is a place for you at Novak!

Parent – Teacher Conferences

Two parent/teacher conferences are held during the school year. During the conference, a student's Progress Folder (a collection of student work) is discussed. This folder will be sent home at the end of the year. We encourage parents/guardians to contact teachers whenever they have questions or concerns. Please do not feel that you have to wait until the scheduled conferences to get in touch with your child's teacher.

Separate Conferences – At Novak, we believe it is in a child's best interest if both parents "hear the same words at the same conference" from teachers. As a result, it is not our practice to hold separate conferences for separated or divorced parents.

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 Novak 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 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.

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 Novak News is emailed to parents several times during the school year. Newsletters are also posted on the Novak website. Parents may request to receive a paper copy of the newsletter. (Please call the school office.) 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 not be called from their classrooms (unless an emergency arises) to receive telephone calls. 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 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.

Calendars

All Novak events are listed on the district calendar of events on the main page of the Linn-Mar website

Emergency Situations

Every school year we conduct drills with the students for emergency situations, including the possibility of fire, tornadoes, or intruders. We call our intruder drills ALICE. This stands for Alert, Lockdown, Inform, Counter, Evacuate. We do lessons with the students using the book [I'm Not Scared, I'm Prepared](#) by Julia Cook as a discussion point. Here is a link to the book: [I'm Not Scared... I'm Prepared because I know all about ALICE](#). We walk with students to New Life Community Church. In the event of an actual emergency, you would be notified of the reunification site where you could pick up your children.

Social Media

Please follow up on Twitter@LinnMarNews and @Novakelem.

School Insurance

Every Linn-Mar student has the opportunity to participate in a school insurance plan. The plan offers accident coverage to your child while a participant in all supervised school activities.

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 support staff (psychologist, social worker, consultants, speech-language pathologist, occupational and physical therapists, 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.

Counseling

447-3303

Novak has a fulltime counselor to assist students, families and staff. Among the service available are the whole class and small group instruction and individual counseling. For more information about the counseling program, please feel free to give us a call.

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 leave the regular classroom setting and work together in another room in the building.

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 teachers and children work together on reading and writing experiences. Students are referred to this program by kindergarten and first grade teachers.

Reading Support

Students in Kindergarten-5th grades are provided with the opportunity for additional support in reading. Students are placed in small groups based on identified need. Parents will be notified if their child is going to be working with a reading support teacher.

Student Assistance

447-3337

The Student Assistance Program is a prevention, intervention and counseling program for students. Some of the individual programs include: support groups, mentoring and life skills.

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.

Speech Clinician – The speech clinician provides speech services to students at Novak. Students are recommended for speech work on the basis of a teacher referral, parent referral, testing of doctor referral.

Library

Novak has a fulltime librarian. Classroom teachers schedule blocks of time each cycle for their students to visit the library. Among the services provided by the librarian are teaching students how to access the information available in the library, including books, encyclopedias and computers. We ask parents to help ensure that books are returned on time. A fee will be charged for lost or damaged media materials.

Children are allowed to check out materials from the library according to their grade level. (As soon as children return books, they are welcome to check out more books.)

All overdue books must be returned (or paid for if lost) before any new items may be checked out. A note will go home to parents/guardians (the cost of the item will be included) if a book is more than two weeks overdue.

School Property

Novak 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.

Olweus – Bullying Prevention

Overview – The Olweus (pronounced OI-VAY-US) Bullying prevention program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools. Each Monday everyone in the building is participating in OCM, which is a class meeting and anti-bullying lesson.

There are four school-wide rules against bullying:

We will not bully others

We will help students who are bullied.

We will include students who are left out.

When we know someone is being bullied, we will tell an adult.

PBIS – Positive Behavior Interventions and Support

Overview – PBIS is a school-wide approach that decreases common behavioral issues. With PBIS, students are taught the expectations and 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 Novak is participating in PBIS.

There are four school-wide expectations for PBIS:

We are respectful.

We are responsible.

We are safe.

We do our best.

Problems/Concerns

If you are having problems or have concerns, please contact the teacher, counselor, principal, or school nurse.

Reserved Time for Non-School Student Activities

Policy Title: RESERVED TIME FOR NON-SCHOOL STUDENT ACTIVITIES CODE 503.5

In keeping with community culture and family-related opportunities, Sundays and Wednesday evenings shall be reserved for non-school sponsored student activities. On Wednesdays during the school year, no Linn-Mar sponsored activities shall detain students after 6:30 pm. Any Linn-Mar activity scheduled on Sunday or after 6:30 pm on Wednesday during the school year must have advance written approval from the superintendent or designee.

Building principals shall annually notify students and parents/legal guardians regarding the provisions of this policy and confirm that students will be excused without penalty. The Linn-Mar Community School District is not responsible for activities scheduled by organizations outside the district.

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 Coordinator: Executive Director of Human Resources, Karla Christian at 2999 North 10th Street, Marion, IA 52302, or 319 447-3036. She has 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).

Internet

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 when completing the online registration information or when signing the paper copy of the emergency information card.

Independent use of the Internet is a privilege and not a right and inappropriate use of the Internet will result in a cancellation of that privilege. To ensure smooth operation of the Internet, users must follow established guidelines regarding usage. Approving the registration / emergency information indicates a student / parent has read and agrees to abide by its 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 message to others, use appropriate language, do not swear or use vulgarities or other inappropriate language. Such abuse is known as "flaming" in electronic communities.