

Indian Creek Elementary School Student & Family Handbook 2020 - 2021

Principal: Mrs Kelly Kretschmar

Phone: 319.447.3270 E-Mail: kkretschmar@linnmar.k12.ia.us

School Facilitator: Mrs. Courtney Skoneczka

Phone: 319.447.3312 E-Mail: courtney.skoneczka@linnmar.k12.ia.us

Counselor: Mrs. Laura James

Phone: 319.447.3274 E-Mail: laurajames@linnmar.k12.ia.us

Office Phone Numbers:

319.447.3272 (Attendance/Lunch)

319.447.3273 (Health Office)

319.447.3270 (Office)

Indian Creek Elementary School
2900 Indian Creek Road
Marion, IA 52302

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Welcome to Indian Creek Elementary School

Welcome to the 2020 - 2021 school year. Indian Creek opened its doors in the Fall of 1961. It is great to have you and your family as part of the Indian Creek family.

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

We are committed to helping our students build a strong educational foundation for a successful future. I believe strongly that we must work together as a school team and a family team to educate our students. Parents/Guardians are an important part of our team to make this happen each and every day. We strive to be partners with all of our families to ensure that your child's school experience is positive, productive, and memorable. As we work together the children will feel the great levels of support both at home and school. Here are a few suggestions of ways you can support the work we are doing at school when you are at home with your child:

- Read with your child on a nightly basis.
- Having a consistent time to practice learned skills.
- Make school attendance a priority, but when your child is ill please keep them home. Please call the Indian Creek office to report all absences.
- If you have questions or concerns, feel free to contact Indian Creek via phone or email. We want to create positive partnerships and communication is key.

Please feel free to contact me if you have any questions or concerns. You can reach me at kkretschmar@linnmark12.ia.us or 319.447.3270.

Sincerely,
Mrs. Kelly Kretschmar
Principal, Indian Creek Elementary School

Indian Creek Mission Statement:

“Success and learning for all every day.”

Indian Creek Vision Statement:

Through cooperation, collaboration and camaraderie among school, family and community, students will become successful, productive citizens in an ever changing society.

SCHOOL HOURS:

- 8:05 a.m.** Students may enter the building for breakfast
- 8:05 a.m.** Crossing guards on duty and adult supervision begins for students lining up by their entry doors
- 8:15 a.m.** **First bell** – students may enter building and report to classrooms
- 8:30 a.m.** **Second bell** – students should be in their seats and ready for the pledge
- 3:15 p.m.** **Dismissal bell**

- Students are not allowed to enter the building before the first bell rings at 8:15 a.m. unless they are involved in a special activity, eating breakfast, or there is inclement weather (below 0° or pouring rain).
- The playground is not staffed before or after school so students should not be on the playground during these unsupervised times.

ARRIVAL & DISMISSAL PROCEDURES:

At Indian Creek the safety of our students is a priority so our goal is to have our parking lots pedestrian-free. In other words, we work to avoid having students walking out into the parking lot at arrival and departure times by having designated loading and unloading zones. Please make special note of the following arrival/departure procedures:

ARRIVAL PROCEDURES (8:05 a.m. to 8:30 a.m.)

Walkers and Bikers:

- May enter the building at 8:15 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 front entrance.
- Crossing guards are on duty until 8:25 a.m.

Automobiles (see page 20 for map and procedures): Due to COVID-19 restrictions all parents are to remain in their vehicles during drop off times.

- Unloading zones are plainly identified. Students should be prepared to quickly exit the vehicle on the passenger side 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(s).

Buses:

- Students arrive between 8:05 a.m. and 8:15 a.m.
- Students may enter the building at 8:15 a.m.
- Please review bus rules with your child. Bus rules can be found at <https://www.linnmar.k12.ia.us/district/departments/transportation/>

DISMISSAL PROCEDURES (3:15 p.m.)

Walkers and Bikers: Due to COVID-19 restrictions all parents are to remain on the sidewalk across the street from the school and allow the crossing guards to cross students (please do not cross the streets with your child)

- Students needing to cross 29th Avenue or Indian Creek Road must use the crosswalk to ensure their safety and will be crossed by our crossing guards.
- Bikes/scooters should be walked until off the school grounds and/or across 29th Avenue or Indian Creek Road.
- Students should use the sidewalks when exiting school grounds as walkers or bikers.

Automobiles (see page 20 for map and procedures): Due to COVID-19 restrictions all parents are to remain in their vehicles during pick up times.

- When picking up their child, parents should pull into one of the pick-up lanes in the back parking lot (off of 29th Avenue). Staff members will be in the lanes, gathering the students' names and then will radio in to the lobby. When the child hears his or her name, he or she will be dismissed from the lobby to meet his or her parent's car.

Buses:

- Students are dismissed at 3:15 p.m.
- Buses depart at 3:20 p.m.

EARLY DISMISSAL PROCEDURES:

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

- Radio stations include: WMT, KCCK, KFXA, KHAK, KKRQ, KMRY and KZIA.
- Television stations include: KGAN (2), KCRG (9), or KWWL (7).
- You can also check the scrolling banner at the top of the Linn-Mar District website at: www.linnmar.k12.ia.us.
- Parents can receive emergency notifications by going to the Linn-Mar webpage. To register, scroll to the bottom and locate the emergency notifications tab and follow the online instructions.
- Parents should make advance childcare arrangements in case of emergency situations. Be sure to talk to your student about the procedures they need to follow on early dismissal days. Indicate where your student should go in case of an emergency dismissal during your completion of the eRegistration process.

FRONT PARKING LOT PROCEDURES:

Our front parking lot (the one off of Indian Creek Road) is reserved for our buses during arrival and dismissal times. This area will be a **NO PARKING AREA** during arrival and dismissal times. Please use the following guidelines:

- No Parking at all during arrival time from 8:05 a.m.-8:30 a.m.
- Children attending Hand in Hand before school will need to be dropped off by 7:45 a.m. If after 7:45 a.m. **parents will need to park in the back parking lot and walk around to the front of the building.**
- Parents who need to come into the building between 7:45 a.m.-8:30 a.m. will need to park in the back parking lot and walk around to the front of the building.
- No parking during dismissal times from 2:45 p.m.– 3:15 p.m.
- Parents picking up students early from school will need to park in the back parking lot and walk around to the front of the build if they are picking students up between 2:45 p.m.-3:15 p.m.

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

ATTENDANCE EXCEPTION REQUESTS (AER):

If you move outside of the Indian Creek boundary but your new residence is still within the Linn-Mar Community School District and you would like your student to remain at Indian Creek, you will need to request an Attendance Exception Request (AER) through the district office. Please use the form located on the Linn-Mar website (<https://www.linnmar.k12.ia.us/district/attendance-exception-request/>) and submit it to the Associate Superintendent, 2999 N 10th Street, Marion, IA 52302. You must request an AER on a yearly basis and students do not qualify for district busing services.

ATTENDANCE INFORMATION:

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.

- ❑ 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 (319.447.3272) 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.
(<https://www.linnmar.k12.ia.us/district/departments/nutrition/menus-allergies/>).
- ❑ If your student arrives to school after 8:30 a.m. please park in the front parking lot (off Indian Creek Road) and call the office 319.447.3270 to let someone know your student is here. Please remain in your vehicle and a staff member will come out to get your student. If you pick up your student before 3:15 p.m., please call the office 319.447.3270 when you are parked in the front parking lot and ask the office staff to call your student down from their classroom, remain in your vehicle and a staff member will bring your student to you. **Students will not be called to the office before parents/guardians are parked in the parking lot, 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 is 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.

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

BEFORE & AFTER SCHOOL CHILD CARE:

Hand in Hand runs a before and after school extended childcare program at Indian Creek during the school year. For more information about Hand in Hand... please call Hand in Hand at 319.373.3630.

BEHAVIOR PLAN:

At Indian Creek, 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 Indian Creek 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 Indian Creek we are ready to Learn:

We are Respectful
We are Responsible
We are Ready.

BLUE ZONE SCHOOL:

What is Blue Zone?

Blue Zone began as a National Geographic expedition to find the longest living cultures and has evolved into a recipe for living longer that is now popping up as Blue Zone Projects across the country.

Blue Zone Projects are a community well-being improvement initiative designed to make healthy choices easier through permanent changes to environment, policy, and social networks.

In keeping with the Blue Zone Project here at Indian Creek we are making healthier choices too. Our lunch program has already made healthier choices for our students. We are also asking snack/birthday treats are in line with Blue Zone guidelines. Listed below are a few suggestions for snacks. Thank you for your cooperation in making Indian Creek a Blue Zone School!

Healthy Snack Options:

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

Other guidelines to go by:

- Snack items must be 200 calories or less per portion as packaged
- Calories from saturated fat must be less than 10% per serving
- Sodium must be limited to less than 230 mg per portion as packaged and less than 480 mg per entrée
- Items should contain no more than 35% of calories from total sugars per portion as packaged
- Products with cereal grains must contain at least 2 grams of fiber per package

BREAKFAST:

Breakfast begins at 8:05 a.m. in the multi-purpose room/cafeteria. Students who arrive to school by bus or automobile should go directly to the multi-purpose/cafeteria room for breakfast. Students need to let the supervisor on duty know that they are going to breakfast, they are not to wait in line with the other students for the 8:15 bell to ring. Students walking to school should arrive at the crosswalk at 8:15 to be in the first group crossed, this will give them plenty of time to cross, eat breakfast, and make it to class by 8:00 a.m. Students arriving after 8:18 a.m. will be offered an alternate version of breakfast, which will be quick to eat so they are on time for class beginning promptly at 8:30 a.m.

CHANGE OF WAY HOME (PINK NOTES):

If there is a change in your child(ren)'s regular way home, please use the following guidelines for making a change in their normal after school routine.

- Send a **written and signed (by parent) and dated** note with your child to school the morning of the change stating how your child will be going home that day.
- Please be sure to talk with your child(ren) about the change in their normal end of day routine and explain to them the note you are sending to school is a reminder and to give the note to their teacher upon arrival at school.
- **E-mails are discouraged.** We cannot guarantee that someone will be able to retrieve the message by dismissal.
- *Phone calls should **only** be made in emergency situations for change of routine.*
- If your child will be riding the bus with a friend you must get approval from the transportation department (319.447.3030). When calling the transportation department you will need the bus number of the bus you are requesting your child to ride on. Once you receive approval from the transportation department you will need to notify the school of this change.
- For your child's safety, change in plans must be communicated by the parents or guardians.

At the end of the day, we will give your child a bright pink note informing or reminding him or her (and the teacher) of the change. **If we do not have a written or verbal communication from a parent or guardian, the child will go home in the usual way.** Students will not be allowed to use the phone to make after school plans.

CHILD CUSTODY:

In many cases, when parents are divorced, both parents continue to hold equal rights where their children are concerned. If you have a court order limiting the rights of one parent, please bring a copy of that court order to the Indian Creek office. ***Unless the court order is on file with us, we must provide equal rights to both parents.*** Parents, please notify the school office in writing if you wish to have school information sent to more than one address. **We are happy to send duplicate copies of school information is sent to both parents.**

CLASS LISTS:

The principal collaborates with grade-level teachers, specials teachers, and support staff to ensure the best placement for all students and to establish productive learning groups. Every effort is made to form heterogeneous classes, which work cooperatively in academic and social settings. If you believe your student needs special learning considerations, please email Mrs. Kretschmar at (kkretschmar@linnmar.k12.ia.us) or send in a written note. 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.

CUBBY AND LOCKER AREAS:

Kindergarten students will have cubbies in the classroom. Students in grades 1-4 will be assigned a shared locker to store their things. These areas need to be kept neat and orderly by the students at all times. Students are not to decorate lockers nor add anything to the inside of the locker with tape of any kind.

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

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

Code of Cooperation/Expectations, Student Rights and Responsibilities: Students at Indian Creek Elementary will work together to help everyone reach their potential in a positive environment. Students will continually grow toward being able to make appropriate independent decisions, and become responsible for their own behaviors.

Indian Creek staff will: teach, model and encourage these expectations school wide. All staff contributes to the positive atmosphere at Indian Creek School. They set the tone through their actions and attitudes. The continuous support, modeling and encouragement of students are demonstrated through the following actions:

1. We will teach, model and monitor responsible student behavior in every school environment.
2. We will encourage students to: demonstrate respectful, responsible, ready and caring behaviors.
3. We will provide positive, specific feedback when students are meeting expectations.
4. When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
5. We will work collaboratively to solve problems that are chronic or severe in nature.

The Indian Creek staff believes: that students learn responsible behaviors by being taught and encouraged through these actions. Encouragement that may be used by our staff include:

- Verbal praise for successful and responsible behavior
- Written feedback to the student
- Note from the principal
- Telephone the student and/or parent/guardian at home
- Give the class an extra privilege
- Ask the principal or another adult to tell the student how s/he is doing
- Intermittent reinforcements
- Written feedback to the parent/guardian
- Certificate of Achievement
- Give the student an additional opportunity or responsibility
- Compliment the student

COMMUNICATIONS:

QUESTIONS OR CONCERNS:

General In School Situations:

- **The School Facilitator (Mrs. Skoneczka)** is responsible for the overall management of the school. The facilitator is responsible for student management of conflict, discipline, and school safety, among a variety of other tasks.
- **The Principal (Mrs. Kretschmar)** is responsible for the overall management of the school and its personnel, including curriculum/instruction, student growth and problem solving, teacher support/evaluation, and implementation of district policy.

General Out of School Situations:

- **Transportation** – Brian Cruise at (319)447-3030 can assist with issues related to school transportation.

Specific Class-Student Situations: The teacher has the most direct contact with the student and is most familiar with his/her response to other students, procedures, instructional goals, discipline, and evaluation.

- **Conferences & Report Cards:** Family conferences are held at the middle of the first and second semester. We encourage all parents/guardians to attend the family conferences so that you can learn, firsthand, the progress your student is making. Report cards are accessed through PowerSchool upon the completion of each semester. If, as a parent/guardian, you have questions, suggestions, or concerns please feel free to contact your student's teacher anytime throughout the school year.
- **Divorced / Separated Parents:** At Indian Creek, we believe it is in a child's best interest if both parents "hear the same information at the same conference" from teachers. ***As a result it is not our practice to hold separate conferences for separated or divorced parents.***

- ❑ **Access to Student Records:** Student records are confidential. A student's legal parent or legal guardian may have access to the student's educational records. Other than the legal parent or legal guardian only authorized, licensed, and clerical personnel with a legitimate need to know are allowed access to student records. Legal parents and/or legal guardians may access student's educational records during regular school office hours (8:00 a.m. to 3:45 p.m.). If copies of documents are requested a copying fee may be requested.
- ❑ **Review of Educational Materials:** Members of the community may review educational materials currently being used by the students. Please contact the district Information Services office (319.447.3005) to request an opportunity to review the materials. The review of materials should take place on school grounds with one or more appropriate staff members present to assist in the review.
- ❑ **Newsletters:** The Indian Creek newsletter is published every month. You can access the newsletter via the Indian Creek website by visiting <https://www.linnmar.k12.ia.us/school/indian-creek/about/newsletters/>. If you would like to receive a hard copy of the newsletter, please contact the school office at 319.447.3270.
- ❑ **Websites:** For up-to-date information on the Linn-Mar District or Indian Creek Elementary visit: www.linnmar.k12.ia.us
- ❑ **School Directory and sharable contact information:** Indian Creek publishes a grade level student directory that is available upon request in the office once all e-Registrations have been completed. Please be sure to check "no" on the parental permissions page during your completion of the eRegistration process for any information you do not want shared in the grade level directories. Student contact information will only be shared for those students whose parents have given their consent. The directory will be completed once all e-Registrations have been updated and completed in PowerSchool, which is usually sometime in October.
- ❑ **E-Mails:** E-mail is a valuable tool for communication. Most teachers do correspond with parents via e-mail. Please allow up to 24 hours for a response if you choose to e-mail. Mrs. Harder (Pam) will also send out weekly e-mails and various other e-mails throughout the school year.

DRESS CODE:

(Due to COVID-19 Students and staff will be required to wear face masks/covering unless social distancing can be practiced for the 2020-21 school year)

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, use of hair color, and/or make-up or painted faces may interfere with learning and should not be worn to school. If a disruption to the school learning environment occurs, students will be asked to remove the disruptive item (hair color, make-up, etc.).

FEES:

School fees are \$50.00 per student and are due by the first day of school. The fee covers consumable items such as paper, art supplies, consumable science supplies, etc. Any unpaid fees will be turned over to a district collection agency. Please pay your child's fess using this link: <https://intouch.linnmar.k12.ia.us/>
 Due to COVID-19 we will not be allowed to take in person payments in the Indian Creek Office.

FIELD TRIPS:

(Due to COVID-19 Restrictions there will be NO Field trips for the 2020-21 school year)

Field trips are scheduled by classroom teachers and should connect with curriculum. Field experiences are a valuable extension of relevance in the classroom. If field trips are offered, transportation is provided by district transportation. Parents/guardians will be notified of field trips in advance by their student's teacher. **All parents/guardians/volunteers that attend a field trip must be registered volunteers with the Community Relations office (319-447-3110) prior to attending the field trip.**

HEALTH SERVICES:

- ❑ **Health Assistant:** Our school health assistant is available every day from 8:00 a.m. to 3:30 p.m. A registered nurse is available through the district in case of extreme emergencies. The health assistant may be reached directly by calling 319.447.3273.
- ❑ **Emergency Contact Information:** It is critical that emergency contact information be up-to-date at all times throughout the school year. Please make sure the information you have listed for parent/guardian or emergency contacts in PowerSchool is up-to-date and that the names/numbers provided are local. You can update your emergency contacts any time throughout the year via the eRegistration portal accessed through your family PowerSchool account.
- ❑ **Illness:** Your student may be sent home for a number of different health reasons. If your student has a temperature of 100 degrees or more s/he will be sent home. We ask that your student remain at home for at least 24 hours after their temperature returns to normal without the use of aspirin or other medications. If your student has a temperature in the morning, please keep them home until they are fever-free for a 24-hour period without the aid of medications. If your student is absent for three (3) or more days a doctor's note may be requested upon return to school.
- ❑ **Communicable Illnesses/Diseases:** As soon as a parent/guardian is aware that their student has a contagious illness/disease they should notify the health office (319.447.3273). Students with contagious illnesses/diseases are to be excluded from school for the period of time that their condition may endanger the health of others. A note will be sent home to all the families in the student's classroom to notify them that their student has been exposed to a specified communicable illness/disease.
- ❑ **Medications:**
 - Prescription medication must be turned into the health office in the labeled prescription container. Parent/guardian medication permission forms must be completed and on file in the health office for each individual medication. Forms can be obtained from the health assistant in the health office (319.447.3273).
 - Non-prescription medication will only be dispensed with a physician's written approval and parent/guardian's written approval. Non-prescription medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name clearly marked. Non-prescription medications include, but are not limited to: Tylenol, aspirin, ibuprofen, cough medicines, antihistamines, or any over-the-counter medications. Please remember that we must have a physician's written approval before we can dispense any non-prescription medications. Physician approvals can be faxed to 319.373.9233.
- ❑ **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 13th St., NW, Cedar Rapids and their telephone number is 319-398-3551.

- ❑ **Physical Examinations:** Students enrolling in kindergarten are requested to have a physical examination by a licensed physician. A certificate of health signed by the physician stating the results of the physical exam will be filed in the health office.
- ❑ **Hearing Screening:** Due to COVID-19 pre-school and kindergarten students will only be screened this year. The Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. **Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year.** Parents/guardians with concerns about their child's hearing should contact the school nurse.

ITEMS FROM HOME:

Students should not bring personal items from home including but not limited to: cell phones, electronic equipment, toys and fidgets, computerized games, outside recess equipment, etc., unless requested by the teacher. 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 17.*

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 104.1 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)

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

LINN-MAR DISTRICT INTERNET POLICY:

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they may be subject to discipline for use of the Internet system contrary to those terms. Independent use of the Internet is a privilege not a right and inappropriate use will result in a cancellation of those privileges. To ensure smooth operation of the Internet users must follow established guidelines regarding usage. Parental permissions regarding Internet access given during the eRegistration process indicates the parent/guardian and/or student has read and agrees to abide by the following Internet Use Agreement terms and conditions:

- **Acceptable Use:** The use of the Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organization must comply with the rules and regulations relating to those networks.
- **Unacceptable Use:** Transmission of any material in violation of any federal, state, or local laws or regulations is prohibited. This includes, but is not limited to, transmission of copyrighted materials,

references, student handbooks, or material protected by trade secret. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized "chats", computer "hacking", knowingly spreading computer viruses, chain letter communications, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, flame letters, etc. If users inadvertently discover these items they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the email of others.

- **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following: being polite – do not be abusive in your messages to others, use appropriate language – do not swear, use vulgarities, or other inappropriate language. Such abuse is known as "flaming" in electronic communities.

LINN-MAR DISTRICT NON-DISCRIMINATION POLICY:

Board Policy 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 10th 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:



Parent and Family Engagement Building-Level Regulations

New Policy

Code 505.7-R

To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

- 1) **Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - a. Programs under this policy;
 - b. Curriculum and assessments used for students;
 - c. The opportunity to meet with administration to participate in decisions related to their children's education;
 - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
 - e. Achievement levels of the challenging State academic standards.

- 2) **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
- 3) **High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
- 4) **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
 - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
 - b. Provide materials and training to help parents work with students to improve achievement;
 - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
 - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
 - f. Provide other reasonable support to encourage parental involvement.

Adopted: 9/19

Related Policy: 505.7

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)

LOST & FOUND:

A lost and found area is located in the back foyer area. 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 his or her name.

LUNCH:

(Due to COVID-19 Restrictions we will not be allowing guests to join students for lunch during the 2020-21 school year.)

Students may bring cold lunch or eat hot lunch provided by the district. Lunch menus may be found on the district website at <https://www.linnmar.k12.ia.us/district/departments/nutrition/>. ***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 (<https://www.linnmar.k12.ia.us/district/departments/nutrition/total-access-meal-accounts/>). The system automatically notifies you when additional funds are needed. If you plan on eating lunch with your student please be sure to call your lunch order into the office (319.447.3272) before 9:00 a.m. so that you can be included in the daily lunch count. If you plan on bringing a lunch from home you do not need to call ahead. Fast food items should not be brought to school by students and/or lunchtime visitors. Items considered fast food are meals purchased from area restaurants such as, but not limited to: McDonalds, Culvers, Burger King, Subway, Hy-Vee, etc. For information on free/reduced lunch status contact Nutrition Services at 319-447-3302.

Please note that we ask that visitors do not come for lunch during the first two weeks of school as students get used to their lunchtime routines.

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

Grade Level	Recess Time	Lunch Time
Kindergarten	11:40-12:05	12:05-12:25
1 st Grade	12:05-12:30	12:30-12:50
2 nd Grade	12:30-12:55	12:55-1:15
3 rd Grade	11:15-11:40	11:40-12:00
4 th Grade	12:55-1:15	1:15-1:40

These times are subject to change.

Listed lunch times are subject to change.

MEDIA CENTER:

Books and other materials may be checked out for 14 days. The due date is stamped inside the book or on item. An overdue list is sent electronically to parents/guardians. Our media center does not charge for overdue books; but when a book is damaged or lost families are asked to pay for its replacement. You can contact the media center at 319.447.3275.

OLWEUS BULLYING PREVENTION PROGRAM:

Overview: The Olweus (pronounced Ol-VEY-us) Bullying Prevention Program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools (students 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 (grades 3, 4 and 5) about bullying each year
 - Formation of a staff bullying prevention committee (PBIS Committee)
 - Staff training
 - Development of school-wide rules against bullying
 - Development of a coordinated system of supervision during break/free periods

- ❑ **Classroom-level Interventions:**
 - Weekly classroom meetings about bullying and peer relations
- ❑ **Individual-level Interventions:**
 - Individual meetings with students who bully
 - Individual meetings with students who are targets of bullying
 - Contact with parents of students involved

School Rules Against Bullying:

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

OPEN ENROLLMENT PROCEDURES:

If you live/move outside of the Linn-Mar District and would like to enroll your student in one of the Linn-Mar schools you must file an open enrollment (OE) application. If approved, students are approved for OE status through graduation from high school and you do not need to reapply on a yearly basis. Open enrolled students do not qualify for district busing services. You can obtain additional information on the OE process by contacting the district offices at 319-447-3014 or by visiting the district website at: <https://www.linnmar.k12.ia.us/district/open-enrollment/>.

PARENT TEACHER ORGANIZATION (PTO):

(Due to COVID-19 Restrictions PTO meetings will be held virtually for the 2020-21 school year.)

All Indian Creek parents/guardians are members of the PTO. PTO members provide support to the school by organizing fundraising events, serving as room parents, volunteering in the building, and providing volunteer support at home. All parents are encouraged to attend the monthly PTO meetings the second Monday of every month (with the exception of January) beginning at 6:30. Free childcare is available during the meetings. You can contact the PTO at indiancreekpto@gmail.com or find more helpful information on the Indian Creek PTO Facebook page.

PARTIES AND SPECIAL EVENTS:

(Due to COVID-19 Restrictions room parents and or parents will not be allowed to attend the classroom parties and or fall parade during the 2020-21 school year.)

Indian Creek has one party during the school year, a fall party/costume parade.

Fall costumes must be school appropriate and respect the following guidelines:

- Costumes should be worn over regular clothing.
- Costumes should be easy for your child to put on and remove by themselves.
- Costumes should not reflect violence including blood or be bias-based on gender and or ethnic background.
- No weapons of any kind should be brought to school as part of a costume.
- Costumes need to be easy to walk in, and children must be able to see where they are going.
- All students in kindergarten through fifth grade may dress up if they wish.
- Please remember dressing up is optional and can be very simple, such as wearing a silly hat.

Students will participate in a volunteer-based school-wide event prior to winter break and will exchange friendship cards in the classroom during February. Designated room parents plan/organize classroom parties.

Consult with your classroom teacher if you are interested in volunteering. If your student would like to bring treats to a party, please let the classroom teacher know beforehand. Snacks should be prepackaged, individual servings (see page 7 for Blue Zone guidelines).

BIRTHDAY PARTIES: In accordance with the Linn-Mar District, procedures have been implemented to provide students with healthier choices in regards to birthday celebrations in the classroom (see page 7 for Blue Zone guidelines).

- Student birthdays may be celebrated at school. However, students are encouraged to no longer bring food or beverages to share with classmates. Instead, birthdays could be celebrated with non-food options (i.e., birthday crowns, sitting with a special friend at lunch, being line leader for the day, etc.).
- Students may also choose to bring in nonfood items to share with classmates and school staff such as pencils, special note pads, stickers, etc.
- Students should only distribute party invitations at school if they plan on inviting everyone from their classroom.
- Do not send balloons or flowers to school as these are more appropriate for home celebrations and we may have some students with latex and/or other allergies.

PBIS:

PBIS stands for **Positive Behavioral Interventions and Supports**. 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 to be 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 Indian Creek 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.

PETS AT SCHOOL:

(Due to COVID-19 Restrictions pets will not be allowed to be a sharing option during the 2020-21 school year.)

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

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 319.447.3270. Once you have your family PowerSchool account set up you can access the eRegistration portal to keep your family's contact information, permissions, health information, emergency contact, etc., up-to-date at 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 (including iPads/tablets, Gizmos or mobile/data watches, etc.) to school they are the responsibility of the student. Linn-Mar Schools will not be held responsible if such items are lost, damaged, or stolen. If cell phones/tablets/gizmo watches are brought to school they cannot be used during the school day without permission. If items are used during the school day, without permission, the items will be taken and kept in a safe place until the end of the school day. If students have cell phones/electronic equipment taken away on more than one occasion, parents/guardians will be asked to come to school to pick up the items; they will not be sent home with students.

VISITORS:

(Due to COVID-19 Restrictions visitors will not be allowed during the 2020-21 school year.)

For the safety of our students, staff, and guests, we ask that all visitors sign in at the office and wear a visitor's badge while in the building as this helps us ensure that visitors are approved to be in the building. This also helps us account for any visitors in case an emergency situation arises and we need to evacuate or lockdown the building. Also, parents/guardians are discouraged from bringing younger siblings when visiting. We kindly ask that you prearrange visits with teachers several days in advance, as we strive to keep disruptions to our classroom learning as minimal as possible. Thank you for your cooperation.

VOLUNTEERS:

(Due to COVID-19 Restrictions volunteers will not be allowed to volunteer in the building during the 2020-21 school year.)

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 Thursday of the month from 8:30-10:30 AM. If you are interested in volunteering in the Linn-Mar District, please contact the Community Relations/Volunteer Coordinator at 319-447-3110 to register. Start the process of becoming an active volunteer today by completing an application. **All parents/guardians/volunteers**

that attend a field trip must be registered volunteers with the Community Relations office (319-447-3110) prior to attending the field trip.

To contact the Indian Creek Volunteer Coordinator please e-mail: icvolunteers@linnmar.k12.ia.us



Morning Drop Off Procedure:

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

Afternoon Pick Up Procedure:

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

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

Indian Creek Events Calendar 2020-2021:

AUGUST:

August 5 ~ eRegistration Opens to Parents

SEPTEMBER:

September 14 ~ 1st Day of School

September 25 ~ Indian Creek Pride Day

OCTOBER:

October 30 ~ Indian Creek Pride Day

NOVEMBER:

November 5 ~ Hour (1:15 PM) Early Dismissal

November 5 ~ Conferences

November 9 ~ Virtual PTO Meeting

November 10 ~ Hour (1:15 PM) Early Dismissal

November 10 ~ Conferences

November 12 ~ End of 1st Quarter

November 20 ~ Indian Creek Pride Day

November 25 ~ No School Comp Day

November 26 ~ No School Thanksgiving Holiday

November 27 ~ No School Thanksgiving Break

DECEMBER:

December 7 ~ Virtual PTO Meeting

December 18 ~ Indian Creek Pride Day

December 23 - January 1 ~ No School Winter Break

JANUARY:

January 1 ~ Winter Break

January 18 ~ No School Collaboration Work Day

January 29 ~ End of 2nd Quarter

January 29 ~ Indian Creek Pride Day

FEBRUARY:

February 1 ~ No School Teacher Collaboration Day Work Day

February 8 ~ Virtual PTO Meeting

February 26 ~ Indian Creek Pride Day

MARCH:

March 4 ~ 2 hour (1:15 PM) Early Dismissal

March 4 ~ Conferences

March 8 ~ Virtual PTO Meeting

March 9 ~ 2 Hour (1:15 PM) Early Dismissal

March 9 ~ Conferences

March 15 - March 19 No School Spring Break

March 27 ~ Indian Creek Pride Day

APRIL:

April 8 ~ End 3rd Quarter

April 9 ~ No School Teacher Collaboration Day Work Day

April 12 ~ Virtual PTO Meeting

April 30 ~ Indian Creek Pride Day

MAY:

May 10 ~ Virtual PTO Meeting

May 21 ~ Indian Creek Pride Day

May 31 ~ No School Memorial Day Holiday

JUNE:

June 10 ~ Last Day of School