

Aurelia Community School

TK - 5th

Student/Parent Handbook

2015-2016



AURELIA COMMUNITY SCHOOL MISSION STATEMENT

The mission of the Aurelia Community School District is to provide a solid foundation of essential skills and an environment of excellence in educational opportunities, so each student will become a life-long learner.

Aurelia Elementary Community School
300 Ash St. P.O. Box 367
Aurelia, IA 51005
Phone: 712-434-5595
Fax: 712-434-2053
www.aurelia.k12.ia.us

Dear Parents:

Welcome to Aurelia Elementary School.

The Aurelia Community School sees education as a family and school endeavor where parent, child and the teaching staff work together to help each student enjoy school while achieving his/her maximum potential. We believe that this team approach maximizes the resources available to the child and will help to create a life long interest in learning. Education is the key to a successful life and grades kindergarten through fifth are extremely important in forming the student's basic educational foundation and attitudes toward learning. We seek your support and input into our educational programs.

On the following pages you will find important information regarding school policies and procedures. We encourage you to call us when you are uncertain about a school situation, as most things can be worked out through open communication. Our staff will make every effort to provide the best education for your child. Call if you have any questions.

Jeannie Henningsen
Aurelia Elementary Principal
712-434-5595

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Aurelia Elementary School Staff

Lynn Evans.....	Superintendent
Jeannie Henningsen	Principal
Joleen Owens	Preschool
Hannah Sefcik.....	Transitional Kindergarten
Amy Rohwer	Kindergarten
Angie Kruger	1st Grade
Kristi Langschwager	2nd Grade
Shana Wieland	3rd Grade
MaryAnn O'Malley	4th Grade
Chris Abaray	5th Grade
Lori Zeimen	Resource Room
Megan Husman.....	ELL/Title
Mike Fry	PE
Angie Bruce	School Secretary
Donna Janssen.....	Superintendent Secretary/Lunchroom
Deb Peterson	Music
Nikole Nuttall	Band
Elizabeth Feilmeier.....	Art
Barb Huseman	Guidance Counselor
Sonia Galvin	School Nurse
Heather Dungan	Paraprofessional/Bus Driver
Josie Parker	Associate
Sue Lindgren	Associate
Kelly Lundell	Associate
Louise Rehnstrom	Food Service
Renee Buddenhagen	Food Service
Ellen Wood	Food Service
Rick Woltman	Bus Driver
Sharon Reinert	Bus Driver

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings. The term “school activities” means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

NONDISCRIMINATION PRACTICES

Students or parents of students of the Aurelia Community School shall have the right to file a formal complaint alleging non-compliance with the regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.

Level one: A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor, or building administrator involved.

Level two: If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing with the Title VI, Title IX and section 504 Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within ten (10) working days from date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within ten (10) working days after receipt of the complaint.

Level three: If the complaint is not resolved at level two, the grievants may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Compliance Officer. The grievants may request a meeting with the Principal. The Principal has the option of meeting with the grievant to

discuss the appeal. The Principal will render a decision within ten (10) working days after receipt of the appeal.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights or civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer
Lynn Evans
Aurelia Community School
Aurelia, Iowa 51005
712-434-2284

SCHOOL HOURS

Arrival: The elementary building will be open for breakfast at 7:50 a.m. Elementary students should not be in the building prior to that time. Students not eating breakfast should not come to school prior to 8:15 a.m.

Dismissal: Elementary students are dismissed at 3:25 p.m. Students will be dismissed out the West side (front entrance). Bus riders will be delivered to their bus. Walkers and children being picked up will be taken down the sidewalk and accompanied across the crosswalk. DO NOT park between the “No Parking” signs or block the crosswalk when picking up your child. Students should not be in the building after 3:30 unless supervised directly by a teacher.

CHANGE IN END OF DAY DESTINATION

If a change needs to be made in a student’s usual destination at the end of the school day, written permission is required from the parent. Please send a note to school with the student or call the office prior to 2:00 p.m. Teachers are not able to check phone messages or e-mails on a regular basis during instructional time.

BUS TRANSPORTATION

Transportation to school is provided for many of our students. It takes the cooperation of all bus riders to make it as safe and pleasant as possible. The bus driver has complete charge of a student’s conduct while riding the bus. Please notify the school or the bus driver by phone or note of any changes in your child’s plans to ride the bus. Bus passes may be picked up in the Central Office for any student who has a change in their regular bus schedule. A copy of the bus handbook will be sent home with the students.

ATTENDANCE

Regular attendance is a desirable trait and a necessity if you want your child to be successful in school. However, it may be impossible to avoid an occasional absence. Please keep your child home when they are sick, as they will not be able to do their work properly and can easily spread illness to others in the school. If your child has been diagnosed as having a contagious disease, please inform the office so proper health measures and reporting procedures can be followed.

If any of children are going to be absent from school for any reason, please call the school to inform the elementary office (434-5595) of the absence prior to 9:00 a.m. If we do not receive a call from you by 9:00 a.m., the school will attempt to call the parent on the day of the absence. This a safety factor that will help ensure that the student's whereabouts are known on each school day. If your child has missed more than one day of school, and can do schoolwork at home, please call the school and request makeup work from the teacher. We discourage taking your child out of school for extra vacations, etc. If such a circumstance is impossible to avoid, please discuss the situation with the principal to make arrangements for all work to be made up.

We also discourage dental, doctor and eye appointments during the school day. Please try to schedule such appointments after school.

The principal determines whether an absence is excused or unexcused. Excuses for any other reasons other than illness should be obtained from the principal in advance.

If a student reaches five unexcused absences, the student, at least one parent/guardian, and the principal will meet to develop a plan for improving attendance. The student must meet the goals established by the plan. In the event that they do not, as determined by the principal, the county attorney will be made aware that the student is truant.

Since progress in school depends to a great extent upon good attendance, each child should strive to maintain an excellent attendance record. When a child misses a day of school it actually costs the child two days of school work, the day of absence and the lack of preparation for the day of return.

TARDIES

Students are expected to arrive promptly every day. When students arrive after 8:25 a.m. they will be counted tardy.

MAKE-UP WORK

All work missed must be made up and turned in to the teacher. Please discuss homework/make-up work with the individual teacher. Students are allowed two (2) days for each day missed to complete make-up work.

INCLEMENT WEATHER

If weather conditions might cause school cancellation, PLEASE DO NOT CALL THE SCHOOL, listen to one of the following stations: Cherokee - KCHE 1440 AM, 92.1 FM; Storm Lake - KAYL 990 AM, 101.7 FM or KKIA 92.9 FM; Spencer KICD - 1240 AM, 107.7 FM. Information is also posted on the front page of the school website at www.aurelia.k12.ia.us

EMERGENCY DRILLS

Periodically the school holds drills for fire, tornado and other emergencies. At the beginning of each semester teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

IMMUNIZATIONS AND REQUIRED HEALTH SCREENINGS

According to Iowa State Law a personal immunization record showing dates and kinds of immunizations received and source must be kept for each child. Their "certificate" is required for entrance in school. Requirements for school entry:

DPT - (Diphtheria/Whooping Cough/Tetanus) at least three doses and one booster must have been received after the child's fourth birthday.

POLIO - At least three doses of oral polio vaccine and at least one booster dose must have been received after the child's fourth birthday.

MMR (Measles/Mumps/Rubella) - Two shots, one after age 12 months and a booster MMR at least 30 days after the first dose and before entry to school.

Hepatitis B - Series of three shots spread apart according to established guidelines.

Varicella (Chickenpox) - One shot after 12 months of age and two doses is strongly recommended for adequate protection (or waiver signed by Physician, P.A. or nurse practitioner if the child has had the disease).

Dental Screening - Parents of children must show proof of dental screening between the ages of 3 and 6. The IDPH form must be used for auditing purposes, and is available

on-line, at dental offices or from the school nurse.

Blood Lead Test - Children should show proof they have had a blood lead screening test prior to age 6, and prior to enrolling in elementary school. There is not a form to return to school and the tracking is done by state through Drs. Offices. Elevated lead levels have been known to affect a child's learning if left undetected.

Vision Screening - It is recommended that you take your child to your family eye doctor for a complete eye health examination. There is a green vision card for you to take to your eye care professional prior to your child entering school, which can be returned to the school nurse. This is strongly encouraged by the State of Iowa to enhance better learning.

As with most rules, there are exceptions. Children can be exempted if a physician certifies that one or more of the immunizations would endanger the child's life or if parents submit a signed/notarized state form that immunizations are contrary to their religious beliefs. Although the law allows exemptions, the State Health Department may tell us to exclude your child from school if there's an outbreak of any of these diseases.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a concern about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, chicken pox, pertussis, strep throat & "pink eye" until treated with antibiotics for at least 24 hours.

MEDICATION

Whenever medication of any kind is to be given to a student, a signed, written consent or directive, by the parent or guardian, shall be on file in the nurse's office before the medication will be dispensed. The forms that must be filled out prior to the school dispensing medication are available in the Elementary/MS office or from the school nurse.

Medication must be in the original container, not a plastic baggie. The prescription must be on the container as to the student's name, amount given, how often, and the doctor's name.

It would be helpful to have your pharmacist put the prescription in two containers, one for home and one for school. An example is an antibiotic that needs to be given during school hours versus after school per instructions.

Except for inhalers, all medicine will be stored in the nurse's office. Students should not bring medications to school and keep it in their possession. Keeping medication in the nurse's office ensures that it is properly administered. Serious problems could arise if it is lost, misplaced or stolen. When possible, it would be prudent for an adult to bring the medication to school versus sending it with the child. Your cooperation in this matter is greatly appreciated.

VISION, HEARING, AND SPEECH SCREENINGS

Hearing screenings will be held each year for Preschool - 5th grade, 8th grade and new students.

Speech screenings are done for all students who have been referred by a classroom teacher. Parental consent must be obtained in order for the Speech Pathologist to screen a student.

Hearing and Speech screenings will be done by Northwest AEA personnel.

Vision screening is conducted by the school nurse. Students in grades TK - 6 and those referred by a teacher will undergo a far vision screening during 1st semester. Those TK-K students with a completed green vision card will not be rechecked. The older students and those wearing glasses and/or contacts are strongly encouraged to have their eyes reexamined professionally at least every 12 months.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents or guardians according to the information on student data sheet. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another adult.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempts to notify the parents/guardians where the student has been transported for treatment.

A student in school is to participate in all activities including P.E. and recess unless a physician's excuse is sent to the school designating the time frame for non-participation.

HEAD LICE

Head lice infestation is a widespread problem in the United States, largely confined to younger school children. To prevent the spread of head lice, the condition needs to be treated as soon as possible.

If a child is known or found at school to have head lice the parents/guardians of the student with head lice will be notified and a letter of treatment guidelines will be sent home with the child. Both the student and the student's home must be treated properly to eliminate the problem.

Other family members attending school will be inspected. Children in the same classroom as the child found to have head lice will also be inspected by the school nurse.

The diagnosis of head lice will be handled as discreetly and as confidentially as possible. It is helpful if the school nurse is contacted when the situation arises in order to prevent spreading of the lice. Your cooperation is greatly appreciated.

ALLEGATIONS OF CHILD ABUSE BY DISTRICT EMPLOYEES

Complaints of alleged child abuse may be reported to the following designated child abuse investigators:

- Level I Investigator:.....Lynn Evans.....434-2284
- Level I Alternate Investigator:.....Sonia Galvin.....434-5595
- Level II Investigator:.....Cherokee County Sheriff.....225-5374

HARASSMENT - Aurelia Board of Directors - Policy Code N. 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or in school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school ground if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors;

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including, exclusion from school grounds.

The school or district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

FIELD TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Parents will be asked to fill out a field trip permission form at the beginning of the school year. This form will cover all field trips taken during the school year.

STUDENT DRESS

We depend upon your good judgment in helping your child dress appropriately for school. We feel that the proper learning environment includes children properly dress for school. With these factors considered, students will not be allowed to attend school while wearing clothes with questionable slogans, monograms, patches, pictures, or any clothes which could cause disruption of the orderly academic process. This would include but not be limited to (alcohol, tobacco or drug related slogans). All students must wear footwear for health and safety reasons.

The principal makes the final determination of the appropriateness of the student's appearance.

Students who are inappropriately dressed are required to change their clothing or leave the school.

ITEMS BROUGHT TO SCHOOL

Children are asked not to bring radios, trading cards, or toys. The school cannot assume responsibility for the theft, loss or breakage of these items.

Pets are not allowed at school unless special arrangements have been made with the classroom teacher.

Money should not be brought to school except for payment of school lunches, purchasing tickets, etc.

Children are not to bring to school any items that might be potentially dangerous to themselves or others. This might include such things as knives, matches, cigarette lighters, skateboards, roller skates, roller blades, heels, water projectiles of any kind, etc. Students who bring these items to school will be dealt with following the Building Discipline Procedures.

BICYCLES

If parents approve, students may ride their bicycles to school. The school cannot provide supervision of the bicycles and will not assume responsibility for them. Please remind your child to follow good safety practices when riding to and from school. The bicycle needs to be walked until off the school grounds. Skateboards and scooters are not allowed on school grounds for safety reasons. Please park bikes in the bike rack.

PBIS - Positive Behavioral Interventions & Supports

In our efforts to establish Aurelia Elementary School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS).

PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Aurelia Elementary School the focus is on teaching and encouraging appropriate behavior in all areas of the school concentrating on the instruction of the Warrior Expectations: Safe, Responsible, and Respectful. Students who are safe, responsible, and respectful are ready to act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

Students are actively involved in learning what the Warrior Expectations mean and look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning the Warrior Expectations, teachers and staff will recognize and reward students for better-than-expected behavior.

Staff will issue Warrior Acknowledgement slips to students when they observe them in the act of exceptional behavior. The Warrior Acknowledgement slips are then put into grade level buckets. Drawings will be held periodically and those student winners will be given an opportunity to pick a reward from an Acknowledgement Reward List.

STUDENT CONDUCT

Your actions determine what others think of you and your school. Conduct yourself as a lady or gentleman. While your school is serving as a host to visitors, be a gracious host. Good manners are to be practiced at all times until they become a regular part of your daily lives.

Students shall conduct themselves appropriately at all times. General rules of conduct are as follows:

1. Follow directions.
2. Keep all object, hands, and feet to yourself.
3. Swearing, teasing, talking back, and questionable language are not permitted.
4. The noise level should be appropriate to the activity.
5. Gum, candy and pop are permitted on special occasions determined by the teacher.
6. Refer to all staff members at Mr., Mrs., Miss or Ms.
7. Marking on or destroying school property will not be tolerated.

GUIDANCE COUNSELING SERVICES AND EDUCATIONAL PROGRAMS

Aurelia Community School has a developmental guidance-counseling program. The goal of having a school counselor in this position is to aid students in becoming the best they can be and support students in a variety of situations. The program includes a variety of opportunities for young people to participate.

The counselor provides classroom guidance instruction, small group counseling sessions, and individual counseling time to reach the stated goals.

The guidance counselor visits all classrooms, grades TK-5th grade for classroom guidance instruction. During this time students learn about feelings, friendships, resolving conflicts, goal setting, careers, coping skills, completing tasks like homework, and character education including trustworthiness, responsibility, citizenship, respect, caring and fairness.

The group counseling service is an excellent way for children to learn new skills, develop self confidence, become more aware of others' points of views and experiences, practice new behaviors, and better understand how to deal with the problems life presents. The goal is to aid each child in learning effective ways to get along emotionally, socially, academically, and role model these traits. The groups usually consist of three to six children that meet weekly for approximately 20 minutes for six to eight weeks.

Throughout your child's educational elementary experience they may be asked to participate in one or more of these groups. For the small group counseling, they may be chosen because they would serve as a positive role model, a good leader, or because they are new to the district or staff feels they might benefit from the small group experience. When your child is asked to participate in small group counseling, parents will receive a permission slip to be signed and returned to the school. After receiving the signed permission slip, small group activities can begin.

For the one on one counseling sessions, students can request to come and see the counselor, teacher can suggest counseling sessions for students, or parents can request that the counselor sees their child. Topics will vary due to the individual needs requested.

By working together cooperatively with students, parents, and teachers, we can promote the educational, social, and emotional experiences of children to aid in their success as adults. If you have further questions or concerns about the guidance program, please contact the school at 434-5595.

Educational Programs

Second Step

The goal of the Second Step program is to increase students' school success and decrease problem behaviors by promoting social-emotional competence and self-regulation skills.

Features of the Second Step program are:

- Self-Regulation Skills - self-regulation is essential in improving students' chances for success both academically and socially. Self-regulation has emerged as one of the main operators behind social-emotional learning programs' positive influence on academic achievement.

Skills for Learning - the program emphasizes Skills for Learning--focusing attention, listening, using self-talk, and being assertive--that promote self-regulation skills and improved participation in learning.

Four Core Program Components are:

- Brain Builders - every lesson includes Brain Builders: short five-minute games to build students' attention, working memory, and inhibitory-control skills.
- Empathy - students are taught how to recognize their own emotions and those of others. This lays the groundwork for learning how to manage strong emotions.
- Emotion Management - helps students develop their ability to manage anger and a range of other strong emotions.

Problem Solving - students are taught how to problem solve using a step process - S-say the problem; T-think of solutions; E-explore consequences; and P-pick the best solution. It is through these steps that students' develop the ability to solve problems in a respectful and safe manner.

Character Education

Aurelia Elementary School promotes the Six Pillars of Character. It is our belief that school should be a safe and pleasant environment. With that idea in mind, all students and staff members are expected to demonstrate the Six Pillars of Character.

- Trustworthiness - Be honest. Don't deceive, cheat, or steal. Be loyal. Have the courage to do the right thing. Build a good reputation.
- Respect - Follow the golden rule. Use good manners. Don't use bad language. Be considerate of the feeling of others. Deal peacefully with anger, insults and disagreements.
- Responsibility - Do what you are supposed to do. Persevere: keep on trying! Always do your best. Think before you act. Be accountable for your choices.
- Fairness - Play by the rules. Be open-minded; listen to others. Don't take advantage of others.
- Caring - Be kind and compassionate. Show you care. Forgive others. Help others. Express gratitude.
- Citizenship - Do your share to make your school and community better. Be a good neighbor. Obey the laws and rules. Cooperate.

DISCIPLINE

Maintaining discipline within a school is very important in establishing an environment that is conducive for learning to take place. Aurelia Elementary uses the following procedures:

1. Each teacher, along with his/her students, is responsible for establishing rules for the classroom.
2. Any student who does not act appropriately will be disciplined by the teacher according to the rules that have been established.
3. If the problem continues to exist, it may be brought to the principal's attention
4. If the disruptive behavior continues after being disciplined by the principal, the parent(s) will be asked to come in for a conference. It is also possible that the Problem Solving Team consisting of the school strategist, instructional coach, principal, guidance counselor, classroom teacher, resource room teacher, and possibly others, may be asked to develop interventions to correct the problem.

DISMISSAL FROM CLASS

When a student is dismissed from class for disciplinary reasons, a report will be made of the incident and parents notified. Repeat offenders will require a conference with teacher, parent, and administration.

DETENTIONS/SUSPENSIONS

Detentions for misbehavior may be served during recess time or after school as determined by the teacher or principal. If an after-school detention is issued transportation home for the student shall be provided for that student by his/her family.

Any student who receives an in or out-of-school suspension must complete all assignments. However, full credit may not be given.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, or work areas under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal.

Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

In most cases, when parents are divorced, both mother and father continue to have equal rights where the children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

REPORTS TO PARENTS

Reports concerning your child's progress in school will be sent out as the teacher deems necessary or at times agreed upon by both the teacher and parents. Also, the school will regularly send notes and papers home with students. Parents need to remind their child to

notify them of notes or papers from school for the parents. Parents are responsible for knowing the content of the notes or papers sent home. Folders containing student's work and parent notes will be sent home on a regular basis. Report cards will be sent home four times during the school year for grades TK - 3rd grade. Report cards are available on-line for students in 4th - 5th grade. You will need a JMC username and password to access. Please contact school office to obtain access at 434-5595.

Parent-teacher conferences will be held on a regularly scheduled basis (see school calendar) and whenever the parent or teacher feels a need for one.

HOMEWORK

Research suggests that it takes the average student 3 to 4 times longer than it would take the teacher to complete assignments. Considering this finding, the frequency and duration of homework assignments will vary from grade level to grade level. APL guidelines for maximum time allotments include:

- 1 - 2 grade students - 10 minutes
- 3 - 4 grade students - 20 minutes
- 5th grade students - 30 minutes

CLASSROOM VISITS

Parents are welcome to visit a child's classroom. Arrangements should be made with the teacher prior to the visit. Visits will be limited to one hour in length unless other arrangements have been made between teacher and parent. All visitors to the school are required to sign in at the school office prior to going to the classroom.

If you are planning a visit, please make other arrangements for any other preschool children since they are often distracting to both the visitor and the student's learning environment.

If you wish to have a conference with your child's teacher, please schedule this for another time, rather than trying to talk with the teacher during the classroom visit.

SCHOOL LUNCH

A well balanced lunch and breakfast, set up to meet the requirements of the National School Lunch Program, is served each day. (Please note that breakfast is NOT served on late-start days.) We do not pretend to be able to please the taste of every one of the students who eat here.

If a student has allergies to certain foods, etc., please notify the school at the beginning of the school year.

At any time you can use "Parent Access" via the internet to see your account balance and transactions. A password is needed to enter. Call the school office to obtain or verify your password. The cost of student meals is: Lunch \$2.05 and breakfast \$1.25. Extra milk can also be purchased for \$.35 cents per carton, and extra entree cost \$1.00. Extras will be charged to the student's meal account. Free/reduced status does not apply to extras.

A positive balance needs to be maintained in order for your child(ren) to eat school lunches. When you know that account balance is low, please send money for child(ren)'s lunch account as soon as possible. Anytime lunch money is sent with a student to school it needs to be brought to the classroom teacher in the morning. If you have children in more than one grade, you only need to make one deposit. If money is deposited before the school day begins, accounts in all buildings will be able to brought up to date before lunch is served that day.

The lunch secretary checks account balances on a daily basis. Students having negative balances will be notified and asked to put money in their accounts. If your family has more than \$5.00 in charges, your student will need to bring a sack lunch until money can be deposited to maintain a positive balance in your account. Applications for free and reduced price meals are also available.

Parents, you are cordially invited to buy a lunch ticket and eat lunch with us. The cost of lunch for anyone other than an Aurelia Elementary student is \$3.30.

MILK

In accordance with Iowa Code, students will be served milk at lunch and snack time (TK-1 only) unless a doctor's excuse is on file. Only when we have a doctor's excuse will juice be substituted. Purchasing milk for snack time is optional for parents. Due to the discounted price, a refund will not be made at the end of year for any days missed.

FEES

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

LOST AND FOUND

We have a lost and found container near the main school office for clothing. Smaller items are kept in the office. We suggest parents look at the items in the container when they visit the school and encourage children to check it when something is missing. Please check with the office if you need assistance.

CUMULATIVE RECORD INSPECTION

The cumulative records of students are on file in the principal's office. All records of students are available for parent inspection at any time. Parents or anyone else having legitimate reason for seeing the files may do so by first signing a log kept in the building office and stating the reason for seeing the files.

The exceptions to the signing of the log are the classroom teacher, administrators or their secretaries, and personnel of Northwest AEA who have a legitimate and educational interest in the child.

Administrator's secretaries of Aurelia Community School shall have the authority to get a set of files for any of the above using the procedure designated for each group. If a secretary questions the authenticity of a request to see records and the building administrator is not available, another district administrator may be called.

Forms for parental release of records are available in the school office. The above is also applicable to any special records kept for students staffed into any special education program.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact their child's building principal.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The

superintendent shall have the final authority in determining the validity of the proposed alternate activity or study.

RECESS AND PLAYGROUND RULES

Recess will be scheduled by the teachers and principal. Recess is a privilege that may be taken away from a student if he/she engages in inappropriate behavior. Students staying in from recess will be supervised by a teacher in a classroom. The adult supervising the playground has the ability to discipline a student and may notify the teacher or principal of a student's inappropriate conduct.

- Goal - Student will play safely in all games and on all equipment
- Responsible Playground Behavior - Items that are marked with ** indicate expectations that students must understand fully and immediately.

1. **Children must WALK on the sidewalk to and from the playground. All equipment must be carried.
2. **Rough play is not allowed on the playground
3. **When the whistle blows, students are to stop what they are doing and line up immediately using line basics.
4. **Students will settle differences peacefully.
5. Students will show respect for others and follow instructions given by recess teachers.
6. Students will leave rocks, sticks, broken cement and other dangerous object alone.
7. Students will play only on playground areas, not in dugout, bleachers, or the drainage area (pipe fence) in the southwest part of the playground.
8. Sitting in the shade on hot days is permitted on the grassy area behind bench.
9. Play only touch football. Playing field assigned by teacher on duty.
10. Stay off the soccer playing area if not playing soccer.
11. If a ball goes over the fence, go through the gates to get the ball. Only one person, with teacher's permission, crosses the street to get the ball.
12. Students will take turns and show respect on the equipment.
13. Climb only on equipment specifically designed for that purpose.
14. Sit down on swings with one person to a swing. No under-ducks, twisting or swinging sideways.
15. Playing tag on the equipment is not allowed.
16. No sledding, snowballs, King on the Mountain, sliding on icy cement areas on the playground or on snow hill by the concession/restrooms.
17. During winter months snow pants and boots are required unless notified differently

by recess teachers. Those not adhering to this rule will stand on the sidewalk by building.

18. Students will leave knives, hard balls, and other unsafe objects at home.
19. Toys brought from home are the student's responsibility.
20. Students must have supervising teacher's permission to leave the playground for any reason.
21. Students are encouraged to play with their own classmates.

Consequences for Infractions

When a student misbehaves, staff members will calmly and consistently implement the mildest consequence that might be appropriate:

1. Verbal reprimand.
2. Positive practice (have the student do it the right way).
3. Have students involved in a hassle discuss alternative actions.
4. Have the student stay with you for two minutes.
5. Time-out on the bench
6. Student problems will be discussed with classroom teacher if problem persists.
7. Office referral for insubordination, physically dangerous behavior, or destructive acts.

Encouragement Procedures

1. Staff and playground supervisors will consistently encourage responsible behavior through friendly and positive interactions.
2. Five minute extra recess for elementary classes
3. Visits to classrooms from the playground supervisor and/or principal to compliment a class for correct playground behavior.

Due to the location of the playground, we recognize that students will be in this area outside of school hours. The district assumes responsibility only during school hours and during school-related activities.

BIRTHDAY PARTIES/TREATS

Many children have shared birthday treats in the past. This is a matter that is entirely within the decision of the parent and the child. Birthday party invitations will be allowed to be passed out at school IF everyone in the class is invited. Boys may invite just boys and girls just invite girls. No addresses or phone numbers will be given out!

PARTIES

Parties for the children are planned throughout the year. These are not to be elaborate parties, but times for fun and organized play. Treats will be arranged at the discretion of the teacher. Parent/Students will be asked to provide these.

A Christmas gift exchange is planned by either drawing names or asking a student to buy a gift for a boy or a girl. Valentines may be distributed to all or no classmates as each child chooses.

EDUCATIONAL EQUITY OPPORTUNITY

Students shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, gender, marital status, national origin, ability or disability.

The education program shall foster knowledge of, respect and appreciation from the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both genders.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Title IX Compliance Officer, Aurelia Community School, Aurelia, IA 51005, or by telephoning 712-434-2284.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

Aurelia Nondiscrimination Notification Statement

Equal Opportunity at Aurelia Community Schools

The Aurelia Community School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, age, sexual orientation, gender identity, or disability in educational programs or employment. If you have questions or concerns about any policy or procedure of the district please contact:

Mr. Lynn Evans
Equity Coordinator
300 Ash Street
Aurelia, Iowa 51005
712-434-2284