

AURORA HEIGHTS INTERMEDIATE SCHOOL

310 E. 23. ST. S.

Newton, Iowa 50208

Telephone: 641-792-7324

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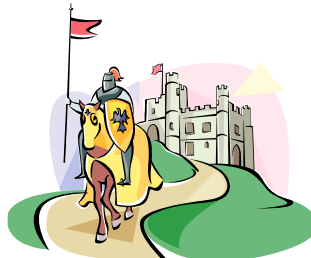
Web Page: www.newton.k12.ia.us

District Mission Statement:

The Newton Community School District believes individuals should become lifelong learners and productive citizens and accepts as its mission the responsibility of challenging all students with an equitable, quality education.

AURORA HEIGHTS MISSION STATEMENT:

We the staff of Aurora Heights will provide a positive, safe, and caring environment, offering opportunities for all students to succeed in becoming responsible citizens and life long learners. We will use data and differentiated instruction to support academic achievement and social competence. Together we will reach, teach, and inspire each student to excel.



The purpose of this handbook is to provide information to you about our school. We believe sharing this information will foster improved cooperation and understanding between home and school. Please carefully read this handbook and discuss it with your family.

If you have questions at any time throughout the school year or desire more information, please feel free to contact your child's teacher or the principal.

We look forward to working with you!

Aurora Heights Intermediate Staff

Welcome To Aurora Heights Intermediate School!

2011-2012

Dear Students and Parents/Guardians,

It is my privilege to welcome you and your family to the Aurora Heights Intermediate School. The teachers and staff join me in saying we are happy to have you as part of the AH Family of upper grade elementary students. We hope this will be a successful and satisfying year for you. Our school is a growing and changing school that has been providing quality education to the Newton area for many years. Our experienced staff of teachers is dedicated to providing every child with the best educational opportunities possible.

This is my tenth year as principal at AH. It is a privilege to work with our students, families and staff. PTA is a strong component of our educational support system. Please consider rallying with this group to support our school. My door is always open and I seek your help in making our school the best possible. Together we can accomplish much for our children. To contact me use: farverc@newton.k12.ia.us as the contact for email or call 792-7324 ext. 1701.

Our skilled secretary, Chris Dunsbergen will be happy to assist you in our front office. She can also be contacted through phone calls or e-mail dunsbergenc@newton.k12.ia.us.

Aurora Heights is a five section 4-6th building with a student population of around 375 students. Many special services supplement our regular school programs. These include NTAG, Math Coach, Special Education, Guidance, Vocal and Instrumental Music, Physical Education, Art, and Library/Technology.

This year at Aurora Heights the staff and I ask you to join us in our 2011-2012 jungle theme:

Great Adventures in Learning!

Please let us know if we can assist you in any way. We are glad you are here at Aurora Heights Elementary.

Sincerely,

Carol Farver, Principal
farverc@newton.k12.ia.us

Swinging to Success 2011-2012

2011-2012 Aurora Heights Staff Members

School Phone: 641-792-7324

Position	Staff Member	Room	Phone Ext.
Principal	Carol Farver	Office	1701
Secretary	Chris Dunsbergen	Office	1700
Nurse Para	Brenda Hansen	Office	1702
Guidance	Jessica Jansen	120	1720
4th Grade	Sandy Baumgart	109	1709
4th Grade	Megan Gingerich	108	1708
4th Grade	Michelle Modlin	111	1711
4th Grade	Susan Sheeks	112	1712
4th Grade	Wendy Turner	110	1710
5th Grade	Jayne Freese	125	1725
5th Grade	LaNita Keeton	124	1724
5th Grade	Paula Klosterboer	114	1714
5th Grade	Mark Law	126	1726
5th Grade	Tom Bartello	123	1723
6th Grade	Marlene Huggins	138	1738
6th Grade	Nicky Lampe	134	1734
6th Grade	Matt Oleson	139	1739
6th Grade	Doug Smith	119	1719
6th Grade	Kim Vanderlaan	133	1733
Special Education	Wade Burger	127	1727
Special Education	Chase Dickinson	128	1728
Special Education	Vicki Miller	130	1730
Special Education	Amy Weaver	122	1722
Special Education	Emily DeJong	121	1721
LMC	June Clute	136	1735
LMC Para	Shelly Salasberry	135	1735
Art	Julie Saugstad	100	1740
Music	Lynn Schwarck	101	1741
Band	Deb Stoullil	101	1741
P.E.	Steve Pearson	107	1707
TAG	Sara VanManen	132	1732
AEA/Math Coach	AEA/Jack Crandell	121	1721
Head Custodian	Gary McVay		
Custodian	Murry Dammeier		
Para Professionals	Alesha Artis	(4th)	1700
	Sheree Church	(5th)	1700
	Julie Creech	(4th)	1700
	Deb Miller	(6th)	1700
	Jodi Portner	(6th)	1700
	Kristin Rogahn	(4th)	1700
	Tiffany Sjaardema	(4th)	1700
	Dotty Sudbrock	(5th)	1700
	Julie Tingle	(4th)	1700
	Michelle Yoakum-Huffaker	(6th)	1700

ACTIVITY TICKETS

Activity tickets for admission to Berg Middle School and Newton High School activities are \$35.00 (purchase is voluntary). The ticket is good for admission to middle school and high school extra curricular activities held in Newton, excluding tournament play and some special events. You may purchase the ticket at a later date if you so desire.

AEA 11 SUPPORT SERVICES

Our school district is part of the Area Educational Agency 11 in Johnston. AEA 11 provides support services which assist in the areas of school psychologist, school social worker, educational consultant, speech audiologist, and other personnel as needed. Teachers and/or parent/guardians may consult with the AEA for potential services for their children. Procedures exist to facilitate service delivery and parent/guardians should begin by inquiring with the classroom teacher for more information. The AEA also provides such services as films, videos, books, production services, etc.

ALCOHOL, TOBACCO, AND DRUGS

All Newton Community Schools' facilities are smoke free. The use or possession of alcohol, tobacco in all forms, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. Violation of this policy by students will result in disciplinary action. Possession of alcohol and/or of a controlled substance may be reported to the local law authorities. Board Policy 502.6.

ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS

Animals on the playground/school grounds constitute a danger to youngsters. We appreciate your help in keeping pets at home. Children often request to share a pet at school. This should be discouraged due to allergies of various students. Permission from the building principal must be granted before a student can bring a pet to school. Animals relating to a curriculum unit being studied will be considered. If an animal is brought to school, an adult must bring the animal, assume responsibility for the animal while it is in the building and transport it to and from school. No animal should be brought into the building which could pose a safety hazard to anyone in the building. Make sure you are aware of any animals students in your classroom may be allergic to.

ARTICLES PROHIBITED AT SCHOOL

Items that are hazardous to the safety of others or interferes with the learning environment are prohibited. A zero tolerance policy on dangerous weapons (real or toy) is in effect, i.e.: gun, knife, etc. Parents/guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property or on property within the jurisdiction of the school district shall be notified of the incident. Confiscation of the weapon or dangerous objects shall be reported to the law enforcement officials and students will be subject to disciplinary action including suspension or expulsion. Board Policy 502.11.

Students will not be allowed to have electronic devices such as cell phones, pagers, two-way radios, electronic games, radios, IPODS, laser lights, toys, etc. in school. These cause interruptions and can become a nuisance. Primary students may bring toys for sharing if requested by the teacher. Students will assume responsibility for any money, valuables, or personal items brought to school.

ASBESTOS MANAGEMENT PLAN:

Pursuant to the requirements of the Asbestos Hazard Emergency Act, a copy of the asbestos management plan for Aurora Heights School is available for review in the school. A complete set of Management Plans is available for review in the district administration offices.

ATTENDANCE:

Research has consistently shown that students who attend school regularly and on time usually experience more academic success. Please make every effort to ensure your child's prompt and regular attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school personnel.

Students are expected to attend school regularly and to be on time in order to benefit from the instructional program; to develop workplace readiness skills of punctuality, respect, self-discipline, and responsibility; and to keep disruption of the learning environment to a minimum.

State law requires that students be in school. Parents and students are encouraged to ensure an absence from school is a necessary absence. Please call the office by 9:00 a.m. if your child will not be attending school that day due to illness or if your child will be tardy. For the safety of your child, parents/guardians who have not called will receive a call from the office, even at work. If you leave work prior to the school office being open, you may still call and leave the message on the school's voice mail.

Students of compulsory attendance age who are required to be schooled, but who fail to attend school or be schooled regularly, will be considered truant. The building principal or designee shall investigate the cause for a student's truancy. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process (ACP). Violations of the Attendance Cooperation Process will be turned over to the Jasper County Attorney for mediation.

If a student is tardy more than 5 times during the school year, he/she will be expected to make up the lost time at recess or after school.

4th – 6th GRADE BELL TIMES:

Regular Dismissal

7:50 a.m. Doors open - bell
8:00 a.m. Tardy Bell
3:05 p.m. Bus students dismiss
3:00 p.m. Classes dismiss

60 Minute Early Dismissal

7:50 a.m. Doors open - bell
8:00 a.m. Tardy Bell
2:05 p.m. Bus students dismiss
2:00 p.m. Classes dismiss



BIRTHDAYS

Birthdays are important and significant events in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. Invitations to parties out of school which do not include the entire class will not be distributed at school.

Bullying - NCSB Board Policy

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 school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds 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 education 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 gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall 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 school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for investigating all complaints by students alleging bullying or harassment. The director of human resources or designee will be responsible for investigating all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district’s web site, and a copy shall be made to any person at the central administrative office at (street address).

BUS – TRANSPORTATION

Safe, comfortable, efficient, and timely transportation is the purpose and goal of the school buses and bus drivers. Each rider has the responsibility to contribute to safe passage by being courteous to others, obedient to adult supervisors and drivers, and respectful of property. Students will be made aware of desired behavior, as well as consequences that will occur if they do not behave. Parents are encouraged to cooperate with drivers and the transportation director in ensuring that their children behave appropriately.



If a student must have different after school arrangements than normal, parent/guardians should discuss these arrangements with their child before they go to school that morning. A signed note to the teacher is also required explaining the different after school plans. If a student must ride a bus home with another student, a signed note from the parent of the child wishing to ride the bus is required. A bus pass will be granted from the office and is to be presented to the bus driver.

CARE OF SCHOOL PROPERTY

Staff, students, parents, and community take great pride in our school and its appearance. We expect students to take care of school property including their desks, chairs, books, lockers, and school equipment. We do not tolerate vandalism. Your child may be asked to reimburse the school for any school property he/she may have damaged or destroyed. We do not permit students to have a lock on their lockers. Board Policy 502.4

CELL PHONES

Students who bring a cell phone to school should keep the phone off and in a backpack or coat until dismissal. To protect the instructional day, phones may be taken from students until the end of the day if calls or texting occurs during the school day.

CONFERENCES

Communication between home and school is very important. The teacher and the parent should not hesitate to contact each other about the progress of a student. By working together, the parent and teacher can help the student make maximum progress in school. Newton Community Schools hold scheduled conferences for every child twice a year:

October 25th and 27th

March 13th and 15th

At these conferences teachers and parents share important information about students. Parents, teachers or other school staff may request additional conferences.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infection or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contamination. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. Board Policy 504.2, 504.2R.

COMMUNICATION

Communication between home and school is vital for the success of each student. Please monitor student progress on Infinite Campus or by contacting the teacher if you have questions or concerns. Do not wait until after grades are issued to discuss concerns. It is the students responsibility to record assignments in their planners on a daily basis. Teachers will also be using e-mail, phone calls and the planners to communicate on a regular basis.

COMPLAINTS AND GRIEVANCES

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal. If the matter cannot be resolved by the principal, the student and/or parents may discuss it with the superintendent. Contact the principal if you have further questions about this procedure.



CONTACTING YOUR CHILD AT SCHOOL

If you have a change in procedures for the end of the day, please contact the main office. If we have any doubt about the authenticity of a phone call or changes for students, we may contact the parent to verify the change of plans. To prevent disruption of the class, the office will deliver a message to your student. All after school plans for your child should be made in advance and discussed with your child before the start of the day.

DETENTION

Detention may be assigned by a teacher or principal. It is a time before school or after school when a student must be present. A student is given a one day notice so he/she can notify his/her parent/guardian and arrange transportation.

EMERGENCY DRILLS

To make sure that all children learn how to leave the building safely when they hear the fire alarm, the school will conduct fire drills throughout the school year. In addition to fire drills, the school will also conduct tornado drills. Each building has comprehensive plans to cover other emergencies. Teachers will discuss the procedures used with their classrooms.

The following signals should be recognized:

Fire drill: An alarm, with strobe.

Tornado drill: Announced over intercom.

EMERGENCY INFORMATION FORMS

Emergency Information Forms are designed for your student's protection. Please complete and return the emergency form with your registration information. We must have a way to contact you or someone you have designated in case of an emergency. **Let us know immediately of any changes in information** such as job location, childcare provider, phone numbers, or addresses. Be sure to include all names of individuals authorized to pick your child up from school.

ENTRANCE ADMISSION REQUIREMENTS

Children must be at least five years old on or before September 15 of the year in which they wish to enroll in kindergarten. Evidence of age in the form of a birth certificate or other comparable evidence and a completed health and immunization certificate must be presented for the child to enroll. Further questions concerning enrollment may be directed to the school office. Board Policy 501.2.

EQUAL EDUCATIONAL OPPORTUNITY

Children enrolled in the Newton Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, sex, color, age, marital status, national origin, or disability in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the Rehabilitation Act of 1973. Inquiries from students, parents, or employees of the Newton Community School District regarding compliance with Title IX, Title VI, or Section 504 may be directed to Director of Curriculum and Instruction, Central Administration Office, Newton, Iowa 50208, telephone number 641-792-5809.

FIELD TRIPS

Properly planned, well-conducted and carefully supervised field trips are a vital part of the curriculum. Student trips allow students to learn from firsthand experiences and observations. They help students view the whole world as their learning environment. Parents will be notified of planned field trips. Chaperones will be assigned on a first come, first serve basis. We do not allow siblings to attend the field trips so that adequate attention can be given to the students and their learning process.

It is the school's policy that students will not be permitted to leave school grounds for a field trip until a signed statement of permission from a parent is on file at school. **A Permission form for the entire year will be sent with registration materials.** Notification of each trip will be sent out with an additional option to opt out of the trip. Children are responsible for getting the information home and returned to school. All school rules apply for field trips.

FLOWERS, BALLOONS, AND OTHER DELIVERIES

Flowers, balloons, and other items delivered to students while at school are strongly discouraged. These items, if delivered at school, will be held in the office until dismissal time.

FOOD SERVICE:

Replacement cost for lunch tickets that are damaged or lost is \$5.00.

We encourage and expect good behavior, proper eating habits, and good manners from our students at ALL TIMES in the lunchroom.

Lunchroom Expectations

1. Students will use line basics while walking to lunch and while standing in line.
2. Students with cold lunches should remain in line with their class.
3. Lunchroom supervisor will seat students at their appropriate tables.
4. Once students are seated, they must remain seated unless they are granted permission to leave the tables.
5. Students should raise their hands to get permission to leave their seat.
6. Students must speak in a quiet and respectful manner at all times.
7. Students should speak to students at their tables and not turn around to talk to someone.
8. Students should clean up after themselves at the table and at the disposal
9. **Students are not allowed to bring pop to lunch.**

We utilize a computerized food service cashier system. Each student has a food service account in which they deposit their money and purchase food service items. When students make lunch or breakfast purchases, the computerized system will automatically debit their account and display a "running" balance of funds. Please send money in an envelope with the child's name, teacher's name, and amount to be deposited. Deposits are to be made in the lunchroom NOT in the office.

These are the instructions for logging on and using the School Dining System. Log onto www.newton.k12.ia.us and enter your user ID and Password. If you need user ID and password, contact Cristy Croson @ 641-792-5797 ext. 2001. This is a quick and efficient way of keeping your child's lunch account up to date.

Menus will be sent home each month with your child. A breakfast program (with 15 minutes to eat) for our students is offered on a daily basis. If you qualify for free or reduced lunch you also qualify

for free or reduced breakfast. We feel this is a service we can provide your child to assure he/she is not hungry during the morning due to not eating breakfast before coming to school.

Breakfast: \$1.25/day, \$6.25/week, \$25.00/mo.

Lunch: \$2.10/day, \$10.50/week, \$42.00/mo.

Parent/guardians may eat breakfast, hot or sack lunch occasionally with their child, but need to call the school before 8:45 a.m. to allow us to order the extra lunch. **WE DISCOURAGE PARENTS FROM BRINGING LUNCH TO SCHOOL FROM AREA FAST FOOD RESTAURANTS, ETC.** We encourage you to eat a hot or cold lunch with your child or take your child out to lunch with you.

GUIDANCE:

The guidance service process will hopefully enable each student to understand themselves better. By defining a student's abilities and interests, he/she is better able to understand themselves and plan for the future. The counselor will assist students in their personal, social, and educational growth. Students are encouraged to talk with the counselor at any time concerning problems that might arise.

HARASSMENT

It is the policy of the Newton Community Schools to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students, or staff, through conduct of a sexual nature or conduct, designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, size, disability, marital status, or any other form of harassment. Violations of this policy and its procedures will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or building administrator. Board Policy 502.11.

HEAD LICE - POLICY & PROCEDURE

Head lice is a community problem. Children with live head lice will be sent home from school unless the initial protocol has been started. There will be no routine screening at school. Screening will be done only for siblings and those with close associations to children with head lice. Weekly screening at home is strongly recommended. Please contact the school nurse for more information.

HEALTH GUIDELINES

Although we strive for regular attendance, please keep your child home if they have a: temperature, vomiting, diarrhea, pinkeye, head lice or a communicable disease. Remember, they must be free of fever, vomiting or diarrhea for 24 hours before returning to school. Please call the school at 792-7324 by 9:00 a.m. everyday your child is absent. Inform the office if your child has any handicaps, allergies, or if any activities should be restricted. An answering machine is available before and after hours. If an absence is due to a communicable disease, please call and tell the secretary or health para professional what illness your child has contracted.

HEALTH AND IMMUNIZATION CERTIFICATES

Students who are enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubella (measles), and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement. Board Policy 504.1

HEALTH SCREENING

Throughout the school year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent/guardian submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

HOLIDAY CELEBRATIONS

Room parties are scheduled for Friday, October 27th and February 14th.

HOMEWORK

There is a positive correlation between homework and student achievement. Homework may be assigned at all grade levels. Homework is assigned in order to:

- A) Enable students to learn more about a topic that has been presented in class
- B) Provide students with essential practice in needed skills
- C) Enrich and extend school experiences
- D) Allow the teacher to provide for individual differences
- E) Help develop good work habits and responsibility
- F) Assist students in learning to make wise use of time

HUMAN GROWTH AND DEVELOPMENT

The Newton Community School District has identified Human Growth and Development curriculum units that are infused throughout the curriculum.

Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics. Inquiries regarding the curriculum may be addressed to Director of Curriculum and Instruction (641-792-3982) or the building principal.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Parents will be asked to complete an

emergency form providing necessary information to be used in the case of an illness or injury. Parents who work or who are away from home must have a contingency plan for sick children. A health paraprofessional is available daily to assist with health concerns. The district's nurse is on-call as needed.

INSTRUCTIONAL MATERIALS

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed.

If a parent/guardian objects to the use of assigned material by his/her child, that child may be given an alternate assignment which meets the course requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or to the building principal.

Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.

INSTRUCTIONAL MATERIALS FEES

Instructional material fees for the school year are due and payable at registration. Fees for kindergarten through sixth grade are \$60.00. You may apply for a FEE WAIVER (based on government income guidelines). Only one form is needed per family.

INTERNET USE POLICY

The internet is viewed as an outstanding educational tool for use by students and staff alike. Students will only be allowed to use the internet with parental permission. Parents/guardians will be required to sign a permission form to allow their student to access the internet. Students will sign a form acknowledging they have read and understand this Internet Acceptable Use policy and regulations, and the consequences for violation of this policy or regulations.

Board Policy 604.5.

Consequences will be as follows for elementary students violating the Internet Acceptable Use policy and regulations:

- 1st Infraction: 1 week removal from internet access
- 2nd Infraction: 4 weeks removal from internet access
- 3rd Infraction: 8 weeks removal from internet access
- 4th Infraction: 16 weeks removal from internet access

LOST AND FOUND

Lost and found items are placed in a designated location in the building. Please have your children check frequently for missing items. If the item is valuable, such as money, purse, wallet, glasses, etc., check at the office. If you need further assistance locating lost items, please stop in the office.

MEDICATION

Any medication taken at school must be left in the office and given in the office. Medication must be sent in the prescription bottle as it came from the pharmacy with the student's name, name of medication, when to be given, and the doctor's name (ask your pharmacist for an additional container for school with the correct label). It is also necessary a written, formal request be completed. This medication permission sheet is available in the office. The medication will be kept in a locked place for safety purposes. Nonprescription medicine (i.e., aspirin, cough drops, cough syrup, cold tablets, aspirin, etc.) should be sent in an appropriate container labeled with the student's name and the name of the medicine. A medication permission sheet is also required for nonprescription medication. The school does NOT furnish any medication. Board Policy 504.4.

MOVING

Students planning to withdraw from school must bring a written statement from their parent/guardian to the office before the last day of attendance. The school records will be mailed upon receipt of a request from the school to which the student is transferring. We do appreciate knowing as much in advance of the move as possible to facilitate a smooth transition to their new school.

MULTICULTURAL AND NONSEXIST EQUITY EDUCATION-EDUCATIONAL PROGRAM-SERIES 600

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, religion, gender, color, national origin, age, sex, marital status, sexual orientation, gender identity, socioeconomic status or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as of men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity regardless of gender.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to District Administrative Office, Title IX Compliance Officer, 807 South Sixth Avenue West, Newton, IA 50208 or by telephoning 641/792-5809.

NEWSLETTERS AND COMMUNICATIONS

A school newsletter will be sent home electronically or a hard copy with students upon request each month. Please check your child's backpack daily as teachers may send home classroom newsletters, notes, etc. as the need arises.



NO CHILD LEFT BEHIND LEGISLATION

The recent federal legislation called "No Child Left Behind" has many requirements and practices that are required of local school districts. A part of this legislation states that parents have the right to know the qualifications of their child's teachers. To comply with this right to know, Newton Community Schools makes the following statement:

As parents/guardians in the Newton Community School District, you have the right to information regarding your child's teacher's qualifications, state licenser status, special endorsements for grade level/subject areas taught, and certification/degree. Parents/guardians may request this information from the office of human resources by calling 792-5809 or be sending a letter of request to NCSD Office of Human Resources, 807 So. 6th Ave. West, Newton, Iowa 50208.

NON-DISCRIMINATION POLICY: EDUCATIONAL PHILOSOPHY SERIES 100

The Newton Community School District shall maintain its programs and practices whereupon no student shall, on the basis of race, color, national origin, gender, disability, religion, age, sexual orientation, gender identity, socioeconomic status or creed, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under said programs and activities of the school district. It is also the policy of the Newton Community School not to discriminate on the basis of race, creed, color, national origin, gender, disability, religion, age, sexual orientation, gender identity or creed in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX or Title VI may be directed to the Director of Curriculum and Instruction, School Administration Office, 807 S. 6th Ave. W., Newton, Iowa 50208, phone (515)792/5809, or to the director of the Region VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri 64108.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment, may pick up appropriate forms in the office of the superintendent. Additional questions may be addressed to the superintendent.

PARENT PORTAL

The Newton Community School District has developed a Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, anytime. The Portal is available to parents or

guardians of students enrolled in the Newton Community School District.. To activate your Parent Portal you will need to read and sign the Acceptable Use Procedure/User Guidelines materials. You can receive this at your building. After we receive a copy of the Acceptable Use Procedure/User Guidelines, you will receive a Campus Portal Activation Key, (a set of numbers that will allow access to the Parent Portal). You will need to use this key to setup your username and password for the Parent Portal. For security reasons, parents/guardians must come in person, to the Principal's office to receive the activation key. 1 key will get you access to all of your children's information. You will have access to: attendance, discipline, transcripts, and grades. This is an excellent and quick way to continue our goal of constant communication with parents regarding your child's education.

PERSONAL ITEMS FROM HOME

To avoid damage, loss, theft, or disruption of learning, please do not allow your child to bring personal items including gum, candy, toys, or other items that are not needed at school.

PROGRESS REPORTS AND CONFERENCES

Progress reports are sent home two times a year, at the end of each semester. Parent-Teacher conferences in the elementary schools are held at the end of the first nine weeks (Oct. 26th and 28th) and during the third nine weeks (Mar. 17th and 22nd). However, you are encouraged to schedule a meeting with a teacher at any time during the school year. Teachers may also wish to meet with you at other times during the year to discuss concerns and progress.

PTA

The Parent Teacher Association has been very supportive of the school and our programs. PTA offers an excellent opportunity to show support for our children. The PTA holds monthly meetings. Memberships are available and parents are encouraged to get involved.

RECESS

All students are expected to go outside for recess. Please do not request that your child stay in for recess. If there is a special health concern and there is a reason your child must remain indoors, you need to send a note stating the concern. A note from the doctor may be requested stating the reason. A second layer of clothing and boots are required to be off the blacktop area during snowy days.

REGISTRATION AND FEE WAIVERS

When registering your child at school, you must complete the required forms and pay the instructional materials fee or apply for fee waiver. Students whose family meets the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their fees waived or partially waived. This waiver does not carry over from year to year and must be completed annually.

RELEASE OF PHOTOGRAPHS

In the Newton Community School District, photographs or a likeness may be released without written consent unless qualified parent/guardian objectors contact the building principal in writing by **September 15** each year.

REPORTING ALLEGATION OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

As directed by Chapter 102 of the Iowa Code, the Newton Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees.

Categories of abuse are the following:

1. Physical abuse by intentional infliction of injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

The Newton Community School District has appointed Jim Sogard, 807 South Sixth Avenue West, Newton, Iowa, 50208, telephone number 641-792-5809 as level-one investigator and Steve McDermott, 807 South Sixth Avenue West, Newton, Iowa, 641-792-5809 as alternate. The Newton Community School District will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

RIGHT TO KNOW

Pursuant to the requirements of the Community Right to Know and Workers Right to Know Law, a reference manual on all chemicals used in the Newton Community School District is available for review in each respective facility. A complete set is available for review in the district's administrative office.

SCHOOL CYCLE DAYS

School activities are scheduled by cycle days. Each school day is given a cycle day #1-6. Rather than schedule special classes such as P.E., music, art, etc. on Monday, Wednesday, Friday or Tuesday, Thursday; they are scheduled on cycle days to allow each special class to have the same amount of class time with each class. Cycle days are never skipped and only counted when school is held. For example: school was not held on December 5, cycle day 2 due to inclement weather and school resumed on December 6. December 6 then becomes cycle day 2, December 7 cycle day 3, etc. If school is not held due to inclement weather, etc. a makeup day will be added at the end of the school year.

SCHOOL DAY AND WEDNESDAY EARLY DISMISSAL

School starts at 8:00 a.m. (tardy bell). Children may enter the building at 7:50 a.m. If your child does not ride a school bus, please arrange to have your child leave home so he/she arrives at school no earlier than 7:45 a.m. Before school during inclement weather, students will be permitted to wait in the lunchroom.

2011-2012 Elem. School Times	Doors Open	Tardy Bell	Regular Dismissal	Bus Dismissal	Wednesday Dismissal
Aurora Heights	7:50 a.m.	8:00 a.m.	3:00 p.m.	3:05 p.m.	2:00 p.m.
Woodrow Wilson	7:50 a.m.	8:00 a.m.	3:00 p.m.	3:05 p.m.	2:00 p.m.

SCHOOL DISCIPLINE POLICIES

The Newton Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies. Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Board Policy 502.4.

SCHOOL TELEPHONE USE

The office telephone is to be used for school business. Students will not be called from class to answer the telephone except in the case of an emergency. Messages will be delivered to the student. Arrangements should be made and explained to children before coming to school regarding after school care, going to a friend's house, overnight guests, books, band instruments, lunch money, and other items needed for school. Please have an emergency care giver in place. Likewise, teachers will not be removed from classroom instruction to answer the telephone except in the case of an emergency.

SCHOOL VISITATIONS

Parents are welcome to visit school. When a parent wishes to visit a classroom it is preferred that the teacher be notified ahead of time to confirm class schedules. For the safety of our students, visitors must check into the office before proceeding to the classrooms. Occasionally a student will request that a former student or friend be allowed to visit school. Visits of this nature are not encouraged and must be granted permission by the principal. For former students, a short visit during a recess break may be arranged. **Please refrain from any visits during the first and last two weeks of the school year**

SCHOOL VOLUNTEERS

Parents, friends, grandparents and other adults are encouraged to take an active part in the educational process of the children. Please contact a teacher or the office if you would like to be a school volunteer.

SEARCH OF DESKS AND LOCKERS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. A student's locker and desk may be searched whenever the administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on the school order has been violated and the administrator or

Teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers or desks are confiscated. Illegal items may be given to law enforcement officials. Board Policy 502.7, 502.7R.

SICK CHILD AT SCHOOL

When your child becomes ill at school, the school will contact you at the number on the student emergency card. If a parent cannot be reached, other individuals listed on your emergency card will be contacted. For the child's safety, students will be released only to adults whose names appear on the emergency card. It is very important that you notify school when there are different phone numbers for emergencies.



STAFF COMMUNICATIONS

The staff is eager to welcome you to our building. It is only through teamwork that we can maintain a commitment toward educational excellence. With your support and positive cooperation, we can successfully meet the needs of the children attending our school.

Throughout the year, a continual effort will be made to maintain communication between home and school. If you ever have any questions, comments, or concerns; please contact us immediately. Good communications between home and school will provide a better education for our children.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. All students are required to be tested for inclusion in state reporting. It is important for all students to do their personal best.

STUDENT APPEARANCE AND DRESS

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy and safe environment. A student's clothing often sets the stage for his/her actions, as well as that of other children in the school. Parents are encouraged to guide their children on their choice of clothes. **Please do not send your child to school with clothing that is suggestive or attention getting.** Skate shoes are not to be worn or brought to school. No spaghetti straps are allowed for any age of female student. **Hats, caps and visors are not to be worn in the building.** Clothing making reference to alcohol, tobacco, or other illegal substances will not be worn in school. Student dress should be appropriate for the weather. Students may be outside for 30 minutes. Hats, gloves and boots are necessary in cold weather. Please refrain from sending students to school with different colored hair (red, blue, etc). This is distracting to the other students in the classroom and can interfere with the learning process.

STUDENT CONDUCT

Our building follows Positive Behavior Instructional Supports. Our expectations are taught to students the first days of school. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, school buses and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the

educational program and the orderly and efficient operation of the school or the educational atmosphere. Appropriate disciplinary measures will be taken.

Threats: Threats of violence against another person will not be permitted. Threats that put another in fear of immediate serious injury will be taken seriously and may result in suspension from school.

STUDENT COUNCIL

Students in upper grades select representatives to serve on Student Council. The group meets on a regular basis to discuss and plan school activities. The student council sponsor is our Guidance Counselor.

STUDENT DESK AND LOCKERS

All desks and lockers are the property of the Newton Community School District. The administration or designee has the right to examine desk or locker contents in the event of an emergency, believed serious violation of school board policy, or for the purpose of safety, health, and welfare of students and/or staff. Students are not allowed to have locks on their lockers.

STUDENT DIRECTORY INFORMATION

The Newton Community School District and/or the principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student, family and the totality of the surrounding circumstances: name, address, telephone listing, date of birth, participation in officially recognized teams and activities. **Parents not wanting their child's directory information to be given out and/or published must notify their principal in writing no later than September 15th** or within two weeks of the student's enrollment should it occur after the September 15th date.

STUDENT DUE PROCESS RIGHTS

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office.

Board Policy 502.9, 502.9R.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and their education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, education and vocation plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

STUDENT RELEASE AND ADULT VISITATION DURING SCHOOL HOURS

VISITOR AND STUDENT CHECK IN AND OUT POLICY: All school visitors including volunteers and parents are to come directly to the office upon arrival and check in, where you will be given a visitors pass. Please wear this pass during your visit.

If you are picking up your child other than at the regular dismissal time for an appointment, etc., please send a signed and dated note to school stating what time your child is to be dismissed if you know of the appointment prior to the beginning of the school day. This note should be given to the classroom teacher. When you come to pick up your child, you must check in at the office. Your child will be sent to the office to check out and leave with you. This will minimize the disruption to the student's classroom. No student will be allowed to leave until you come to the office to check out your child. We know this may be less convenient for you, but be assured we want school to be a safe environment for your child.

Students will be allowed to leave school grounds during school hours only with prior authorization from their parent/guardian. Approved reasons for a student leaving school during the school day included illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration. Students leaving the building must sign in and out at the office. **In the interest of our students' safety, parent/guardians are requested to report directly to the office when picking their child up rather than going to the child's classroom.**

TEXTBOOKS:

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the students. Textbooks are to be kept clean and handled carefully. Fines will be charged based on the principal's or the teacher's judgment for abuse, misuse, or lost books.



USE OF BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

We strongly encourage students to wear helmets if they ride bikes to school. Bike racks are not supervised. We are not responsible for injury, vandalism, loss, etc. If your child rides a bicycle to school he/she **must** take it directly to the bicycle rack. Skateboards and roller blades are to be placed in the student's locker or classroom area. Skateboards, roller blades, etc. are **NOT** to be ridden in the **school building or on the school grounds.** Any student violating this guideline **will be** prohibited from bringing them to school in the future. These guidelines are established for everyone's safety. These guidelines are established for everyone's safety.

WEATHER-RELATED SCHOOL CANCELLATIONS

Whenever it becomes necessary to cancel, delay, or early release on a day of school because of a weather emergency, this information will be broadcast over the following radio and television stations: KCOB (1280 am), WHO (1040 am), KLVN (96 fm), TV stations 5, 8, and 13. It is not possible to call every parent in the event of unexpected early dismissals. Parents and students should discuss contingency plans for such events. Please listen to the radio and refrain from calling the school.