

# AUDUBON GRADES K-4 STUDENT HANDBOOK



**THE WHEELER WAY**

- \* Be Respectful
- \* Be Responsible
- \* Be Safe

## 2024-2025

NOTICE TO STUDENTS AND PARENTS – DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the Audubon Community School District as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT AND OTHER SIMILAR INFORMATION.

Note to Parents in the Audubon Community School District

The school buildings in the Audubon District contain asbestos primarily in the furnace room areas and on heat pipes going to various parts of the buildings. The asbestos has been identified and fully encased or encapsulated.

It is important to note that the friable asbestos-containing material need not be removed as long as our program, which insures the material be maintained in good condition, continues.

A description of the location of asbestos material in each building is available in the superintendent's office and in the principal's office of each respective building.

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## SCHOOLS DON'T JUST HAPPEN

Cooperation between the parents and the school is the key - let's keep the line of communication open between the home and the school. Here's hoping we have an enjoyable and profitable year.

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The school is the only agency in our society whose chief concern is the development of the individual to the utmost of his/her mental, social, physical and emotional capabilities.

We must fit the needs of each particular learner. We must help all students reach his/her potential. In spite of individual differences, there remains a common expectation; we must demand the best effort and performance from all students whether they are gifted or less able, affluent or disadvantaged, going to college, farm or industry.

**We believe that we should help all students reach his/her potential.**

#### **TITLE IX-SEX DISCRIMINATION**

Audubon Senior High School shall not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance may be directed to the

Superintendent of Schools or the High School Principal at 563-2607.

### **VISITORS**

All visitors must check in at the office. **The first two weeks of school and the last two weeks of school are often poor times to visit.** Parent visitors are welcome for lunch with their child per teacher notification. A day's notice is required.

### **WEAPONS**

We believe weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects.

Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

***AUDUBON COMMUNITY SCHOOL SYSTEM***

## **MISSION STATEMENT**

**Our mission is to provide a quality education in a positive, equitable, and respectful environment that encourages and prepares all students to become life-long learners and responsible members of a rapidly changing society.**

## **THE WHEELER WAY PROGRAM**

**The purpose of building character is to fortify the lives of our young people with the qualities that define a person's character. The Wheeler Way encourages and promotes respectful, responsible, and safe behavior!**

### **THE WHEELER WAY**

- \*Be Respectful**
- \*Be Responsible**
- \*Be Safe**

## **SPECIAL PROGRAMS**

**ART PROGRAM**

All students in grades K-6 receive art instruction during one 45 minute period each week. There are six main areas of art education - drawing, painting, clay, fiber, printmaking and mixed media. Works by master artists and artwork from other cultures serve as springboards for student art projects.

The K-6 students create art projects for multiple community events throughout the school year.

### MUSIC PROGRAM

Our elementary school has an instructor working with the music program. We provide vocal music and general music instruction sixty minutes per week for all students on a regularly scheduled basis. The goal is for students to learn to read and write basic melodies using and comprehending music symbols. The students will also learn composer and music history curriculum. The students work on their singing skills throughout the year, and each grade has one concert per year. We do not offer piano lessons in the school curriculum.

Participation in evening programs - Each year evening musical programs are held. In order for a student to be eligible to participate in these programs, he/she must attend school the day of the program. Students who do not attend school because of illness will not be able to attend the concert. Regular scheduled appointments may be excused.

### PHYSICAL EDUCATION PROGRAM

Our elementary school has one physical education instructor. Each class has physical education twice a week. They receive instruction in various aspects of physical fitness, individual and group type skills and group games. The skills and games covered are reinforced by the classroom teacher during daily recess period activities.

### TITLE I PROGRAM

Our elementary school is considered a building-wide Title I school as of last year. This means all student are eligible to receive Title I services if they are in need of extra support. Our remedial program was inaugurated through the Title I program of the Secondary Act of the Federal Government. Its objective is to work with students who are experiencing difficulty within the regular reading/math programs. This is supplemental to the classroom reading program. We are using various types of strategies in this program to teach or reinforce specific skills that may have been missed. We use a variety of indicators to refer students to the Title I program. These include classroom teacher recommendation, FAST Assessment, scoring below the 40th percentile on the Reading Comprehension test or Math Total test of the Iowa Statewide Assessment of Student Progress (ISASP). This program has been effective for most of the students involved.

### SPECIAL EDUCATION PROGRAM

A comprehensive special education program is provided for those pupils within our school district that have been determined to be eligible for this type of educational instruction.

### ELP/TAG

The Extended Learning Program/Talented and Gifted Program serves K-4 students within our school district who have educational needs that cannot be met by the regular classroom curriculum. ELP programming varies based on the student's needs. Students are evaluated for ELP through the use of standardized assessments, classroom observations, work samples/assessments, and anecdotes from teachers and parents.

### GUIDANCE COUNSELOR

The services of a school guidance counselor are available for students and families wanting assistance. At the present time, Mr. Paul Lynch serves students in the K-6 grades.

### CHILD ABUSE AND/OR NEGLECT

School employees are required by the Code of Iowa to report suspected child abuse or neglect.

### **MULTI-TIERED SYSTEM of SUPPORT (MTSS)**

Multi-tiered Systems of Support is an initiative that schools use to help all students perform better. Initially it was created for just at-risk students. The general philosophy is that no students will fall through the cracks. Every student gets what he/she needs everyday to help improve his/her skills in . All students work on bolstering their reading skills daily for 15-20 minutes. We use a multitude of materials, programs and personnel to meet students at their current level and move them forward.

### **New – PurposeFull People Program**

Social Emotional Learning (SEL) is an important area that schools are now addressing more intentionally. We are excited to share that we will be using a program called PurposeFull People this year. It is all about helping schools weave simple, powerful, relatable content into everything happening at school and beyond! It includes a huge library of practical resources and activities to help effectively teach a wide variety of traits that we know help make students more successful in their academics and in their lives outside of school.

# EMERGENCY PLAN

**In an emergency situation, be it fire, storm or other emergency, students who are unable to comply because of a disability, will be assisted by their classroom teacher. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.**

**Students who are wheelchair bound, or have other physical handicaps, will have a teacher or classroom associate assigned to them for emergency situations. In addition, an individual plan will be written for their safety.**

### READING INTERVENTION

Reading Intervention is a program specifically designed for First Grade students who have difficulty learning to read and write. Students are recommended for Reading Intervention by their classroom teacher, and assessed by the Reading Intervention Teacher to determine their eligibility for the program. Reading Intervention students receive individual lessons during the school day for 12 to 20 weeks with the reading intervention teacher. The goal of the program is to promote accelerated learning so students can catch up to their peers.

### SCHOOL PSYCHOLOGIST

The services of a school psychologist are available through the Area Education Agency special services department. Psychological tests are available on a referral basis for selected students. You may be asked by school officials for permission to test your child for diagnostic purposes or you may request that your child receive this service if you feel there is a need for it.

### SCHOOL SPEECH CLINICIAN

The services of a school speech clinician are available from Area XI special services department. Assistance from the speech clinician is available to any student on a referral basis or by parent request.

### ELEMENTARY LIBRARY

The elementary library is used by Preschool through 4th grade. The students and teachers use the library for checking reading materials out, research, story time and computer use. The library is also used for teacher meetings and small group instruction, discussion, and some testing is done as well.

Students are responsible for the books they check-out and are required to pay for lost or damaged books. If a lost book is found, the money is refunded.

### TEXTBOOKS

Textbooks are loaned to students by the school. Please take good care of the books as they represent a high investment of tax funds. Normally a book should last five years if wear and usage are not excessive. Each student is responsible for the safekeeping of texts and library books. In the event of excessive wear or damage to books, a fine will be assessed to cover the cost of the damage. If, for some reason, a book is lost, report it immediately to the teacher of the course or the librarian if it is a library book. Report any lost books to the office; or, if you find a book, turn it into the office.

## SCHOOL NURSE PROGRAM

**All students entering Kindergarten will need a dental screen according to Iowa Law.**

The Audubon Community School is fortunate to have the services of a full-time nurse. She attends to the health needs of the students while they are at school and is available for parent consultation when necessary. **It is the parent's responsibility to make sure the school has up-to-date information.** She coordinates and/or administers the following programs in our schools:

- A. Emergency first aid**
- B. PK-5, vision**  
**7-12, vision, blood pressure, and scoliosis screenings by request**
- C. Enforces Iowa Law of Immunization requirements**
- D. Administers medication necessary during school hours according to state and local policy**
- E. Maintains permanent health records for each child**
- F. Works with students that have special health concerns**

Policies for administering medications at the Audubon Community Schools have been developed from guidelines presented by the Department of Health, Department of Education, Iowa Board of Nursing, Board of Pharmacy Examiners, and related professional associations. These policies are on page thirteen. Your cooperation will be appreciated and will help us follow these guidelines for the safety and best interest of our children and school personnel.

## HEALTH & IMMUNIZATION CERTIFICATES

**Students enrolling for the first time in the district shall also submit a valid Iowa Department of Public Health certificate of immunization reflecting proof of immunization that complies with current Iowa Immunization Laws. 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.**

## HEARING SCREENINGS

Hearing screenings are periodically provided. Parents will be notified about the results of these screening only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.

## **COMMUNICABLE DISEASES AND THE ENROLLED STUDENT POLICIES**

**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 infectious or contagious disease spread from person to person or animal to person. Once the administration, school nurse and family doctor decide 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 contagion. 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 reportable communicable diseases, the State Department of Health will be notified.**

The following are local health policies for the minimal exclusion and readmittance of ill students into the school system:

1. Children with a fever of 100.0 degrees or above, and/or they are not performing in class due to symptoms suggesting illness will be sent home from school.
2. Children should be fever free for 24 hours before returning to school after illness.
3. Children should be symptom free from stomach flu, vomiting, or diarrhea for at least 12 hours before returning to school. They should also be tolerating a regular diet and activity.
4. Children should be excluded until all chicken pox lesions are dried.
5. Children with BACTERIAL conjunctivitis (pink eye) should be excluded for a minimum of 24 hours after antibiotic eye medication has been started, and readmitted if there is no purulent eye discharge.
6. Children with any rash that is not identifiable by the school nurse will be sent home until it is determined by a physician that the rash is not contagious.
7. Children with ringworm do not need to be excluded from school. The lesion needs to be covered at all times. The child **will not** be allowed to participate in contact sports or P.E. until lesion has been determined to be inactive by a physician.
8. Children who have been sick during the school day or who go home sick during the school day cannot attend school functions in the evening.

### **Head Lice Policy**

Head lice are frequently found on school age children. They are spread through direct contact with an infected person, or indirect contact with the personal belongings of an infected person (i.e. combs, brushes, hats, scarves.) To better prevent head lice, the school nurse suggests routine checks of your child's hair, and educating your children not to share combs, brushes, hats, headbands, etc. If you detect head lice on your child, please notify the school nurse. Early detection and reporting helps decrease the number of children infected with head lice.

#### **Household Tips**

**Vacuum** all cloth furniture and carpets. Throw vacuum cleaner bag away, as lice will crawl out of a bag if it is reused. Lice control sprays are not recommended.

**Tumble** all coats, hats, scarves, etc. in a hot dryer for one hour. If you do not have access to a hot dryer, then place these items in a sealed garbage bag for three weeks. a

**Launder** clothes and bedding in hot water and dry in a hot dryer.

**Seal** all stuffed animals in a garbage bag for three weeks.

**Soak** all hair combs, brushes, barrettes, ribbons, hair ties, etc. in bleach overnight, then wash with soap and water in the morning.

**Stress** to your child the importance of not sharing combs, brushes, and hair accessories, as they transport lice from head to head!

# PROCEDURES

## ELEMENTARY STUDENTS

### 1. BEFORE SCHOOL (7:45 A.M.) –

Students should not arrive at school before 7:45 a.m.

Elementary students will report to the Multi-purpose Room until 7:55 AM.

Breakfast serving begins at 7:45 a.m. and concludes at 8:15 AM

2. **HALLWAYS** - Students are not allowed to run in the hallways. Teachers and support staff will help to enforce this policy.

3. **K-4 students will wait in the Multi-purpose Room until 7:55. When dismissed, students will take all materials to their classrooms.**

### 4. END OF DAY

Dismissal times:	Preschool	3:15
For Bus Students	Kindergarten	3:22
	First Grade	3:22
	Second Grade	3:22
	Third Grade	3:22
	Fourth Grade	3:22

All others will be dismissed at 3:25.

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## SCHOOL ATTENDANCE

Good attendance is essential to a student's school success.

In our efforts to establish a fair and workable attendance policy, we have established the following regulations.

### Days Absent

If five (5) or more unexcused absences are missed in a semester, the Principal will contact the parents.

If days missed continue beyond the five (5) days in any semester, the Superintendent will be notified of the truancy. A truancy officer and/or the county attorney may also be notified.

All exceptions will be reviewed by the At-Risk Committee. The committee will consist of: building principal, the student's elementary teacher, school counselor, school nurse, instructional coach, and Title I teachers.

### ATTENDANCE POLICY

ARRIVE between 8:15-9:15 AM  
Arrive between 9:15 and 12:00 PM  
Arrive after 12:00 PM

Tardy  
Absent 1/2 day  
Absent ALL day

LEAVE before 11:00 AM  
Leave between 11:00 and 2:20

Absent ALL day  
Absent 1/2 day

Tardies during school hours will be handled by staff.

**PERFECT ATTENDANCE:** Students who have no absences will be acknowledged at the end of year for their perfect attendance.

## SCHOOL ARRIVAL

- A. Parents are asked that their children do not arrive on the school grounds until 7:45 in the morning.
- B. The school playgrounds are not supervised before school in the morning, or, after school in the afternoon.
- C. Classes will start each morning at **8:15 A.M.** when the tardy bell rings.

## ABSENCES AND EXCUSES

Regular attendance is a desirable trait and a necessity if you want your child to be a success in school; however, we all find it necessary to be absent from work occasionally. Some parents choose to take their children shopping, or on other excursions that probably aren't necessary. Remember, school is a full-time job and every effort should be made by each student to be present. The parents must encourage attendance. Please keep your child home from school when he/she is ill, as he/she will not be able to do their work properly and can easily spread their sickness to others.

If your child has been absent from school for any reason, please send an excuse for the absence to the school upon his/her return. If your child is to be absent for a reason other than illness, we would appreciate a call telling us of the upcoming absence so adjustments in your child's school work may be made.

Under no circumstances are students allowed to leave school unless excused by the principal or the child's parents take him/her from the school. Students should bring a note to the principal's office from their parents regarding leaving early.

If students are absent from school:

1. Please call the school the day of your absence. The elementary number is 563-3751.
2. Bring a written excuse from your parents.
3. If you have been absent due to illness, report to the school nurse.
4. The school nurse's office is in the elementary building.

### NEW STUDENT

We require one day's notice for students entering Audubon Elementary School. Parents can, if necessary, notify us by phone that they have new students entering our school. A child without a desk and necessary materials is not the best start.

### USE OF THE TELEPHONE

The school telephone is an important means of communication and lines need to be available to conduct school business. The school phone will be used for appropriate uses only.

### ABSENCES OTHER THAN ILLNESS

If you are to be out of school for some reason other than illness, please:

1. Bring a written excuse ahead of time.
2. Report to the principal's office.
3. Receive make-up slips.
4. Get assignments and do work before you leave.

### ILLNESS AND INJURIES

If at anytime you feel ill or have injured yourself, go directly to the nurse or supervising teacher, if you are able to do so. If you are unable to do so, see that someone goes for you. If you are in class and feel ill, notify your teacher. If the illness is urgent, you may leave the room quietly. Do not leave the school building without notifying the principal's office or school nurse.

### ABSENCES FOR DOCTOR OR DENTAL APPOINTMENTS

If at all possible, please schedule appointments after school. If school is to be missed, make up work before your leave. To do this, obtain a make-up slip as you do for other absences. In order for us to dismiss you to go to a doctor or dentist, please bring a note from home or have your parents call the school.

**Parents are asked to wait in the office or lobby area when picking up students early from school.**

GETTING ASSIGNMENTS FROM TEACHERS

If you have been ill, or have missed school for a considerable amount of time for various reasons, get your assignments and books so you can complete your make-up work at home. Your instructors are willing to cooperate with you, but they need time to write your assignments. Please notify us in the morning if you want your assignments in the evening so the teachers will have adequate time to prepare them.

HOT LUNCH PROGRAM

A hot lunch program is served in the elementary multipurpose room. Any student who desires may eat hot lunch, or breakfast, at school. We are using a computerized system for our breakfast, hot lunch and milk programs. Each student is assigned a 5-digit lunch code number to be memorized. **After going through the lunch line, each student enters his/her code number on a computer keypad so he/she may be correctly identified.** The charge for participating in the hot lunch/breakfast program is as follows for students in grades K-4:

Single breakfast student ..... \$ 0.00

**Serving time for the breakfast will be from 7:45 to 8:15 A.M.** in the elementary multipurpose room. We are asking students from town or students who are brought to school to eat early to allow students coming in on the buses at 8:00 to be able to eat before going to classes. Our goal is to serve all student's needs and operate the breakfast program to be self funding. Because this program is new, changes may be necessary once we know how many people will be taking advantage of the program. You will be informed if any changes are implemented. **If school is delayed, breakfast will not be served.**

Single lunch student..... \$ 0.00

**(Prices subject to change)**

A half-pint of milk is furnished with a hot meal. If you desire more than one carton of milk with your lunch, you may purchase another for **fifty cents**. Your child may bring a cold lunch to school if he/she desires. Milk is not furnished with cold lunch. It also costs **fifty cents**.

EXTRA MILK PROGRAM

Students in grades K-4 participate in the extra milk program on a voluntary basis. No one is required to drink milk.

Single milk..... \$ .50

**(Price subject to change)**

SCHOOL SNACK

Students in Preschool through 2<sup>nd</sup> grade will be provided a snack. There is a one-time fee each year of **\$75.00**.

**AUDUBON COMMUNITY SCHOOL MEDICATION POLICIES**  
**Developed from the Department of Education Guidelines**  
**Adopted by the Audubon Community School Board**

**Medications required during school which cannot be managed otherwise shall be administered when the following are on file at school:**

- 1. A parent's signed and dated authorization/permission to administer the medication during school.**
- 2. The medication shall be in the original packaging as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered. IF PRESCRIPTION MEDICATION IS REQUIRED, ASK YOUR PHARMACIST TO LABEL A SECOND CONTAINER FOR SCHOOL PURPOSES.**

**If over-the-counter medications are sent, please send them in the original container.**

- 3. Medication should be delivered to the school personnel and picked up by the parent.**
- 4. No herbal or other medications not regulated by the FDA will be administered at school by school personnel.**

**If medications are ordered three times a day, please give before school, after school and at bedtime to avoid school hours. If at all possible, medications during school hours should be scheduled over the student's lunch break to avoid missing classroom time. We appreciate your efforts in following these medication policies to insure a safe and healthy school environment. Contact me if you have questions at 563-3751.**

**Audubon Community School Nurse, Jill Hermansen, RN, NCSN**

## LUNCH ROOM RULES

1. Lunch room supervisors will encourage nutritional, constructive eating habits (noise - proper eating, etc.).
2. No food exchanged or thrown by students.
3. Clean up and take everything back when dismissed.
4. No seconds.
5. Lights out - QUIET.
6. No running in lunch room.
7. Students are to be seated in the order they come in.

### **PEANUT ZONE**

***On the advice of the Department of Education, the Audubon Community Schools will have a “peanut zone”. Peanut allergies are becoming more prevalent among children, and the Audubon Community Schools are being proactive in order to ensure the safety of all students. We ask students choosing to bring items for lunch or snack that contain peanuts to sit in our “peanut zone”. Snacks will be provided for the Preschool, Kindergarten, First and Second grade classes.***

## **RULES FOR OUTSIDE RECESS (WINTER TIME)**

### **WHEN THE TEMP IS ---**

-- below 10 degrees - we will have indoor recess

### **CLOTHING REQUIREMENTS are as follows WHEN THE TEMP IS ---**

-- below 20 degrees - boots are needed

--below 32 degrees - gloves and hats are needed

--below 50 degrees - long pants are recommended for grades K-4

--below 60 degrees - coats are needed

**PLEASE HELP ENSURE YOUR CHILD  
DRESSES APPROPRIATELY FOR THE  
WEATHER.**

**ALWAYS USE COMMON SENSE WHEN  
DRESSING FOR SCHOOL.**

### **Playground BEHAVIOR rules:**

- 1) Always use good character on the playground.
- 2) Use hands and words to help others.
- 3) Line up as soon as the bell rings.

# REGULATIONS

## ADMINISTRATION

The Audubon Community Schools has an administrator working directly with the elementary school. This principal is directly concerned with the administration of this building. If you have a problem concerning your child at school, please contact the principal. If the principal is unable to handle your problem, he will refer you to the Superintendent of Schools.

## BEHAVIOR AND DISCIPLINE (Board policies adopted 2006-07 school year)

- A. Orderly Conduct: Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the board or its agents.

In each instance in which an employee acts to help students conduct themselves properly, emphasis shall be placed on the growth of the student in ability to discipline himself/herself.

- B. Disobedience and Disrespect: **Any disrespectful conduct by a student may include but is not limited to:**

**1st Offense – Time out**

**2nd Offense – 1/2 hour of detention.**

In all instances of disrespect toward staff, students will be removed from class immediately.

3rd Offense - 1 day of in-school suspension/parent meeting.

4th Offense - 1 day of out-of-school suspension/parent meeting.

- C. Cursing or Inappropriate Language:

**1st Offense – Time out**

**2nd Offense – 1/2 hour of detention.**

3rd Offense - 1 Hour of detention/meeting with parents.

4th Offense - In-school suspension/parent meeting.

5th and beyond may lead to out-of-school suspension.

- D. Fighting: Any student found guilty of fighting on school property will be given the following penalties:

1st Offense – Loss of recess or time away.

2nd Offense - Detention.

3rd Offense - Suspension

In all cases, parents will be contacted.

- E. Vandalism: Writing names or other mutilation of walls or scenery is prohibited. The guilty party is responsible for cost of repair or replacement and may be subject to suspension.
- F. Suspension and Expulsion: The superintendent and/or principal shall have power to suspend students for sufficient reason and shall report such action in writing to the president of the board. Suspensions shall not be considered a regular form of punishment or discipline, but should be administered only in extreme cases. No suspension shall run for more than three consecutive days.

Students serving expulsions or in-school suspensions will be required to write a letter mailed to parents as to details of offensive behavior, why it happened, what Character trait was violated, and why behavior will not happen again.

The board may, by a majority vote, expel any scholar from school for immorality, or, for a violation of the regulations or rules established by the board, or, when the presence of the scholar is detrimental to the best interests of the school. The expulsion may not extend beyond the current school year in which the pupil is enrolled.

#### RETENTION POLICY

We believe that the retention of a student in certain selected cases is beneficial to that student, therefore, we do retain some students. We also feel that a pupil's retention should be a cooperative situation between the parents and the school authorities. The following procedure is followed in a retention case:

- A. Notification of possible retention is given to the parents.  
(Usually during the parent-teacher conference)
- B. Further discussion of the possible retention between parents and school officials is carried on.
- C. An agreement is reached on the student's placement for the next year's school term.

Although one hundred percent success in retention cases cannot be assured, it has been our experience that a cooperative effort of both parents and the school has led to a high percentage of educational gain on the part of the retained child. We also feel that the most good from retention is realized during the primary grades (K-4) of the student's school years.

### DETENTION AFTER SCHOOL

As a general rule, students will not be kept after school without the parent's notification. Detention after school is necessary at times. The main reason for detention after regular school hours is to provide time for a student to complete work not finished due to absences from school or lack of effort during the regular school day. Your cooperation is requested in this matter. If you feel that your child is being detained after school too often, please call the building principal and try to work out an agreeable solution to the problem. Students who are repeatedly tardy shall make the time up after school. Detentions are served from 3:22 until 4:00.

## **MISCELLANEOUS**

**Students are not to bring toys or other play items from home, unless requested by the class room teacher.**

### ACTIVITY TICKETS

Activity tickets are available, but not required for students in grades kindergarten through fourth. An activity ticket for elementary school students allows them to attend any home sports activity. Girls' jamboree, Wheeler wrestling tournament, and Wheeler track meets are included. An activity ticket can be purchased at the Elementary office.

### LOST AND FOUND

Students are to turn in unclaimed articles to the office. Students losing articles should inquire at the office for them immediately.

You should have your name stenciled on the inside of your clothing - including winter, fall, and spring coats. Many articles of clothing are turned into the office and never identified. If we had some way of knowing who they belong to, we would see that they were returned.

**ALL MONIES OVER \$5.00 SHOULD BE LEFT AT THE OFFICE FOR SAFE-KEEPING.**

### REPORT CARDS AND PARENT CONFERENCES

Our school system is organized on a nine-week reporting basis. This means that we report student progress to the parents four times a year. The report of progress at the end of the first nine weeks of school is given at the parent-teacher conferences. These conferences are vitally important both for the parents and the teacher. A master conference schedule will be worked out by the administrator and secretaries. You will be sent a conference appointment time. If you are unable to make your assigned conference, a new appointment will be made. Please remember it is very difficult to work out the master conference schedule. We need and appreciate your cooperation in accepting your assigned time. Plan to attend your conference. We invite both parents to attend.

Report cards are given to the parents at Parent-Teacher Conferences for first quarter and third quarter. Report cards for second quarter/first semester and fourth quarter/second semester are sent home with Kindergarten through fourth grade students.

### SCHOOL PARTIES

We have three main parties each year, Fall Harvest, Christmas and Valentine's Day. Birthday treats are given at the discretion of the pupil or parents. You are not required to furnish treats for your child's birthday unless you desire to do so.

**Due to a variety of health issues, we prefer to limit the amount of treats brought to school for birthdays or parties. The treats should be healthy and prepackaged in accordance with the new wellness policy. Please contact the school if you would like a list of acceptable treats or snacks.**

We consider school parties to be an enrichment type of activity. If you do not want your child to participate in these events, please notify your building principal or your child's teacher and suitable arrangements will be made to exclude them.

**Birthdays are very important. However, invitations are not to be handed out at school unless everyone in the class gets one.**

## ROOM PARENTS

If you are chosen as a room parent, it is your responsibility to meet with the other room parent to select and place students on one of the three party lists: Fall Harvest, Christmas, Valentine's Day.

## CHRISTMAS GIFTS

We feel that it would be a financial burden for students to take up a collection to purchase each teacher a Christmas gift. We, therefore, discourage students bringing gifts to school for teachers. The teachers are aware of your appreciation but agree with us on this ruling.

## BAD WEATHER

Storms in Iowa occur frequently during the winter months. Quite often school must be dismissed early or cancelled for a day. Announcements are made over **KJAN-Atlantic (1220)**, **KCIM-Carroll (1380)**, **KNOD-Harlan (105.3)**, **KSOM-Atlantic (96.5)**, and, **if possible, KCCI-TV 8**, concerning the closing of school. If you are in doubt as to whether school will be held due to storms, listen to one of these stations from 7:00 A.M. to 8:15 A.M.

**If severe weather is forecasted, please discuss after school plans with your child. Please send a note or call ahead to let the school know if changes are necessary for your child if school is dismissed early.**

## SCHOOL ALERTS

Important information about the Audubon Community Schools is sent as email or text messages directly to your mobile phone through our JMC Student Information System.

**EMERGENCY INFORMATION**  
**SCHOOL CLOSINGS**  
**EARLY DISMISSALS**  
**EVENT REMINDERS**

## PETS

We ask that pets not be brought to school. We understand how much pets can be a part of a family, but we need to consider safety first and pictures or videos be used in lieu of bringing the animal.

Dogs and cats sometimes wonder onto our playground. They can be dangerous and we ask for your cooperation. Would you please remind your child not to play with strange dogs or cats? Thanks again for your cooperation.

## RIDING BICYCLES

Riding a bicycle to school can be a convenience or a hazard depending on the student. Any student may ride his/her bicycle to school as long as they have their parent's permission and obey the school rules for riding bicycles. The following guidelines have been established:

- A. Children will be requested to observe traffic rules.
- B. They will be required to park their bikes in the racks provided as soon as they arrive at school.
- C. Students will not be allowed to loaf around the bicycle racks.

Skateboards are not to be brought to school.  
Skateboards are not allowed at school.

## PICK UP/DROP OFF ZONES

On the west side of the elementary, **Tracy Street**, the flow-through area will be for parent drop-off and pick-up only. Busses will not use this side of the building unless it is during the day for a field-trip. This zone is a flow-through area. Please do not park on the west side flow-through area and attempt to walk your child into the building. You will need to use the north side of the building or other areas around the elementary if you wish to walk your child into the building.

\*Please ensure that your child always exits your car on the curb-side of the street and **never** into the flow of traffic.

The east side of the elementary, **Leroy Street**, will be the drop off/pick-up area for busses only. Parents are not to use the east side for drop-off or picking up students. This will be a no parking zone during school hours.

\* Never pass a bus with flashing lights.

The north side of the elementary, **South Street**, will become all diagonal parking for staff and visitors. This area will be repainted for diagonal parking.

We understand there may be some adjustment to the new flow, but as always, be cautious and drive safely for the sake of all children. Thank you for your help and cooperation.

## BUS RIDERS

## **DISMISSAL**

**We will dismiss our students riding the bus at 3:22 PM. All other students will be dismissed at 3:25 PM.**

Transportation to school is provided for many of our elementary students. If your child is eligible for bus transportation, you will be notified of the bus routes and pickup time by your bus driver or by announcements in the newsletter. Transportation of students to school is a serious business. It takes the cooperation of all bus riders to make it as safe and pleasant as possible. Your child will be expected to follow the rules set out by the school and the bus driver. If a child will not abide by these rules, he/she will be asked not to ride the bus until he/she feels he/she can do so. The bus driver is in full charge of the bus and riders at all times. Students are responsible to him/her while riding the bus the same as they are responsible to teachers while in attendance in school.

Students must be on time; bus drivers will wait a reasonable length of time if the student is on his/her way to the bus. There is no required time for the bus to wait when a pupil is not at the loading station at the scheduled time.

Bus routes are established most efficiently to serve the greatest number of students. Bus drivers and students should not expect these routes to be changed without administrative approval.

Anyone not assigned to ride regularly, may not ride the bus.

When the normal routine of riding the bus or walking home after school is changed, we will require students to wait in the office until you arrive.

Alternate routes -- when Audubon school buses run on alternate routes, parents are to take their children to the hard surface road nearest their home. Students are to get on whichever bus stops AND BE SURE to ride that same bus home after school. Tell the bus driver which corner you are getting off at and WATCH for your stop. Parents need to be waiting at their drop off location after school as students will not be let off the bus if a parent is not there to pick them up. If buses run on hard surface roads in the morning, they will run hard surface roads for dismissal also. If you have any further questions, please call your regular bus driver or the bus garage at 563-2607. Thanks for your cooperation.

**STUDENT CONDUCT ON SCHOOL BUSES**  
**Code No. 503.1R2**

The Audubon Community School District operates school buses to provide safe and economical transportation for resident students to and from school and school activities. The safety of students is the primary concern of the school district when providing transportation services.

Bus drivers are expected to drive buses safely, and to ensure that students conduct themselves in an appropriate manner when riding the bus. When a driver has to divert his/her attention away from driving responsibilities to address a student discipline problem, passenger safety is jeopardized. Therefore, to ensure student safety when riding a school bus, the following regulations have been established:

1. Students are expected to be on time at the designated stop point. When a student does not plan to ride the bus, the student should notify the driver or the school in advance. When a student plans to ride a different bus, or a student who lives in town plans to ride home with a student on a bus, the student should notify the teacher in writing in advance, and the teacher will notify office personnel who, in turn, will notify the bus driver. Permission to ride a different bus or to ride a bus home with someone may only be granted by the principal.
2. Students should stay off the road and at least three feet back of a curb until a bus comes to a complete stop.
3. Students who have to cross the road should wait until the bus comes to a complete stop and the stop arm is extended. Watch the driver for a signal that it is safe to cross the road. Pass in front of the bus - never behind the bus. Cross at least ten feet in front of the bus so that the driver can see you at all times. Look both ways to be absolutely sure no traffic is approaching from either direction before crossing a road. Do not assume that traffic is going to stop.
4. All students should make sure that the bus driver can see them. Then the bus driver knows that all students have cleared the bus safely. Students should clear the bus door as quickly as possible. Please do not have students pick up mail at the same time they depart from the school bus.
5. The driver is in charge of the students and the bus. Students are expected to follow directions of the bus driver promptly and without argument. Student conduct while riding a bus should be in accordance with conduct generally expected in a classroom or in other school settings.
6. Students are not permitted to sit in the driver's seat on the bus, or look through contents of the glove compartment or first aid kit. Do not tamper with the bus or with bus equipment.

7. Fighting and physical horseplay with other students, their articles of clothing, school books, lunch boxes, or other possessions will not be tolerated. Normal conversation levels are permitted, but yelling or unusually loud talking is not condoned.
8. Students are not to extend heads, arms, or any other part of their bodies out of the bus windows. They should not throw anything out of the windows. Do not open or close windows without permission from the bus driver.
9. Students should not try to board, unload, or move about in a school bus while the bus is in motion. Students are to remain seated and facing forward when the bus is in motion.
10. Any damage to a bus by a student must be paid for by the student responsible for the damage. When a student denies being responsible for damage to a school bus, and the evidence indicates otherwise, the student will not only be expected to pay for the damage, but also shall lose riding privileges for a period of time not to exceed three weeks.
11. The bus driver will not discharge or pick up students at places other than the regular stop, near the home, or at the school, unless by proper authorization from parents and approval by the superintendent or principal of the school.
12. Students are expected to refrain from sitting on the backs of seats or putting feet on the seats. Keep aisles clear for safe passage.
13. Students are expected to keep buses safe and clean. Trash should be disposed of in receptacles provided on the bus. Keep shoes as clean as possible when riding the bus.
14. Students are not to enter or exit through the emergency door or window of the bus, except in emergency situations. In the case of a road emergency, students are to remain in the bus until directed by the driver to do otherwise.

The bus driver may add other regulations when considered necessary to ensure the safety or well-being of students.

**Students who fail to follow school bus regulations are subject to the following disciplinary actions:**

1. 1st offense - The student will be warned by the driver, a written bus conduct report will be filed, and the student may possibly be assigned a specific seat on the bus for a period of time.

2. 2nd offense - A written bus conduct report will be filed and a referral will be made to the building principal. A conference may be held with the student and a letter will be sent home to the parent.
3. 3rd offense - A written bus conduct report will be filed and a referral will be made to the building principal. A conference will be held with the student and the parents which may result in suspension of riding privileges for a period of time.
4. 4th offense - Automatic suspension of riding privileges for a period of time as determined by the school administration.

Note: In cases of severe misconduct involving the safety of other students, the steps above may be waived, and riding privileges may be suspended immediately.

### EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Audubon Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Counselors Courtney Walter or Carrie Nelson  
800 Third Avenue, Audubon, IA 50025 (712) 563-2607  
[cwalter@audubon.k12.ia.us](mailto:cwalter@audubon.k12.ia.us); [enelson1@audubon.k12.ia.us](mailto:enelson1@audubon.k12.ia.us)

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Audubon Community School District, Audubon, Iowa 50025; or by telephoning (712) 563-2607.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37<sup>th</sup> Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

*This is a mandatory policy.*

*NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.*

*NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.*

*NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.*

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*  
20 U.S.C. §§ 1681 *et seq.*  
20 U.S.C. §§ 1701 *et seq.*  
29 U.S.C. § 206 *et seq.*  
29 U.S.C. § 794  
42 U.S.C. §§ 2000d and 2000e.  
42 U.S.C. §§ 12101 *et seq.*  
34 C.F.R. Pt. 100.  
34 C.F.R. Pt. 104.  
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.  
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District  
401.1 Equal Employment Opportunity  
500 Objectives for Equal Educational Opportunities for Students  
506.1 Student Records

Approved November 16, 2015 Reviewed August 17, 2020 Revised December 21, 2020



ANNUAL NOTICE OF NONDISCRIMINATION

The Audubon Community School offers career and technical programs in the following areas of study:

- agriculture, food, and natural resources;
- arts, communications, and information systems;
- applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction;
- health sciences;
- human services;
- business, finance, marketing, and management.

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Counselor(s) Courtney Walter or Carrie Nelson  
800 Third Ave, Audubon, IA 50025 712/563-2607  
[cwalter@audubon.k12.ia.us](mailto:cwalter@audubon.k12.ia.us) [cnelson1@audubon.k12.ia.us](mailto:cnelson1@audubon.k12.ia.us)

***NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.***

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

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800 Third Ave., Audubon, IA 50025 712/563-2607  
[cwalter@audubon.k12.ia.us](mailto:cwalter@audubon.k12.ia.us); [cnelson1@audubon.k12.ia.us](mailto:cnelson1@audubon.k12.ia.us)

***NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.***



NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Audubon Community School does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Counselor(s) Courtney Walter or Carrie Nelson  
800 Third Ave., Audubon, IA 50025 712-563-2607  
[cwalter@audubon.k12.ia.us](mailto:cwalter@audubon.k12.ia.us); [cnelson1@audubon.k12.ia.us](mailto:cnelson1@audubon.k12.ia.us)

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:	
Name of Complainant:	
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	
Date and place of alleged incident(s):	
Names of any witnesses (if any):	

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age	Physical Attribute	Sex	
Disability	Physical/Mental Ability	Sexual Orientation	
Familial Status	Political Belief	Socio-economic Background	
Gender Identity	Political Party Preference	Other – Please Specify:	
Marital Status	Race/Color		
National Origin/Ethnic Background/Ancestry	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WITNESS DISCLOSURE FORM

Name of Witness:	
Date of interview:	
Date of initial complaint:	
Name of Complainant (include whether the Complainant is a student or employee):	
Date and place of alleged incident(s):	

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	Political Party Preference	Other – Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

Description of incident witnessed: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DISPOSITION OF COMPLAINT FORM

Date:	
Date of initial complaint:	
Name of Complainant (include whether the Complainant is a student or employee):	
Date and place of alleged incident(s):	
Name of Respondent (include whether the Respondent is a student or employee):	

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	Political Party Preference	Other – Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

Summary of Investigation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GRIEVANCE PROCEDURE

It is the policy of the Audubon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Counselor Courtney Walter - [cwalter@audubon.k12.ia.us](mailto:cwalter@audubon.k12.ia.us)  
Counselor Carrie Nelson - [cnelson1@audubon.k12.ia.us](mailto:cnelson1@audubon.k12.ia.us)  
800 Third Ave. Audubon, IA 50025 712/563-2607

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event, giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

*NOTE: The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.*

*NOTE: The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.*

*NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment*



