

WELCOME AVON ELEMENTARY STUDENTS AND FAMILIES

On behalf of Independent School District #745, welcome to our school. We are very proud of our students, our programs, our staff and our parents. One of the greatest strengths we have is that your child will be in continual contact with very warm, caring and competent teachers. With the combined efforts of students, parents, and teachers, your child will benefit greatly from his/her Avon Elementary School experience.

Our goal is to work closely with parents to develop relationships focussed on student growth and success. We are proud to continually strive to create positive educational experiences as we emphasize good conduct, citizenship, accountability, respect, and effort. We're looking forward to working with you to help all children realize their potential as trustworthy citizens and learners. A united effort from school and home makes it possible to provide the highest level of educational services for each and every child.

It is a privilege to have your child at Avon Elementary. Since we realize and appreciate the preciousness of your child, we also recognize the awesome responsibility we have with you in helping your child develop. All of our actions will be directed toward providing a positive and appropriate educational environment for your child's best interests. Our schools philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to aid our youth in becoming self-sufficient individuals mentally, physically, socially, and emotionally so that they can meet the demands of a rapid changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas: mutual respect and understanding must be present in the learning process on the part of all participants, including the community, students, parents and staff.

This handbook contains helpful information about our school. Avon Elementary has adopted certain rules and procedures which permit each student an opportunity to function effectively with the school environment. You and your child should read it carefully and keep it in a convenient place for quick reference throughout the school year.

Again, welcome to Avon Elementary and please join with us in our efforts to provide a stimulating and quality educational experience. If you have questions or concerns, please call - we want to hear from you.

On behalf of the Avon Elementary School, THANK YOU for your support!

INDEPENDENT SCHOOL DISTRICT # 745 MISSION STATEMENT

The mission of the Albany Area Schools is to create and sustain a community of successful lifelong learners through a partnership of students, school personnel, families, and community members.

Avon Elementary is a 2002-2003 recipient of the Minnesota Elementary School Principal's Association's award, "Minnesota School of Excellence".

DISTRICT #745 SCHOOL BOARD MEMBERS

**SCOTT HANSEN
DEAN DIRKES
PATTI GERSCH
RON PAULSEN
WILL SEILER
GLEN TAMM
DONALD WINKELS**

Steve Dooley

Superintendent

845-2171

AVON ELEMENTARY TELEPHONE DIRECTORY

Each and every employee at Avon Elementary has a telephone. Please refer to this directory and dial the direct number. If the person is unavailable, you may leave a recorded message. Call the office for help as to whom you might call for a special problem or message. Otherwise, all the calls can be directly dialed to the teacher. Call 356-7346, when you hear the voice automatically dial the person's extension number.

<u>Name</u>	<u>Position</u>	<u>Phone</u>
Weis-Clough, Jean	Principal	7109
Levinski, Brenda	Administrative Assistant	7100
Anderson, Marilyn	Sp. Ed.	7213
Bierbaum, Kelly	Kdgn	7111
Boyer, Becky	Kdgn	7112
Caughlan, Melissa	ELL	7212
Chaika, Deb	Gr. 1	7130
Conrad, Kathy	Gr. 4	7152
Curtis, Ridell	Art	7101
Dobis, Callie	Kdgn	7502
Dufner, Hallie	AOM	7236
Eibensteiner, Joan	Media	7200
Falcon, Mike	Gr. 6	7142
George, Amanda	Music	7103
Grismer, Tammie	Speech	7215
Grunig, Brittany	AOM/Gr. 3	7122
Habben, Lori	Gr. 3	7122
Hass, Nicole	EBD	7151
Health Office	Health Aide	7105
Holt, Kim	Phy-Ed	7704
Huberty, Dave	Gr. 5	7162
Jacobs, Lori	ECSE	7160
Johnson, Galen	Band	7102
Moorthy, Jill	Soc. Worker	7217
Nelson, Renee	Gr. 4	7150
Nokleby, Adam	Gr. 6	7141
Noska, Sue	Speech	7705

Pyle, Pattie	Gr. 1	7110
Radeke, Katie	ECSE	7140
Ramler, Janet	Gr. 2	7120
Rieland, Stacy	Kdgn	7110
Suelflow, Kate	Gr. 5	7161
Theiler, Julie	Sp. Ed.	7211
Thesing, Leslie	Gr. 2	7121
Thorp, Jody	District Psychologist	
7107		
Wermerskirchen, Deb	Gr. 3	7131
Willenbring, Jeremy	Kdgn	7501

STUDENT AND FAMILY INFORMATION

School Hours

School begins at 8:15 A.M.

School dismisses at 2:55 P.M.

Students should not arrive before 8:00 A.M. Students arriving at 8:00 A.M. may go to their locker and continue to go outside on the playground. When the weather is severely cold (-5 degrees), rainy, or stormy, students will be going into the gym to do activities. The students are supervised during this time. We have a closed campus; students must remain on the school grounds or in the school building once they arrive and during lunch hour.

Phone Numbers

The office phone number: 356-7346 ext. 7100. Each and every employee at Avon has a extension telephone number. Please refer to the directory and dial the direct extension number after dialing 356-7346.

Visitors

For your child's safety, all visitors must report to the office upon entering the building. Parents are always welcome, but we request that they call ahead when they wish to meet with a teacher or the principal, or to visit their children's classes. Please stop by the office and sign in with the school personnel after arriving. We will issue you a visitors pass. **Visitor passes must be worn and be visible to school personnel. All visitors must follow the district/school policies and procedures.**

Building Security

For safety reasons during school hours, building access is limited to one main entrance. The entrance is the main lobby area by the office.

School Closing

If school is closed (or delayed) before classes begin KASM, 1150 AM on your radio dial, KCLD, WCCO, WWJO, and WJON will be contacted by the superintendent and the announcements will be made. If you have signed up for

“School Reach” you will receive a recording from the superintendent or school district designee on your phone. If school is closed during a school day, the superintendent will notify the principals as to departure time and procedures. Principals will relay the message to the teachers and students and again families will be contacted by our “School Reach” system.

ATTENDANCE, TARDINESS, ABSENCES AND MAKE-UP WORK

Regular attendance in school is important for all students and is expected. Without regular attendance, it is impossible to understand and complete work properly. A parent should call the school between 7:45 and 8:15 A.M., if their child is going to be absent. If a child is ill it is better to remain at home than to expose others to the illness. **After each absence or tardiness, children are required to bring a written excuse from home. Absences without parent notification are considered unexcused.**

Absence Due to Vacation

The student must notify the teachers at least four (4) school days prior to his/her departure. All assignments will then be due the first day of his/her return. Assignments not returned at that time, unless special arrangements have been made, will receive a 0 (zero). The student must also be prepared to take any test or quizzes that he/she missed.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent/guardian to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum. **This procedure will be strictly adhered to for the early release of every/any child.**

Tardiness Policy

You should notify the school office when your child is going to be tardy. Let us know how late your child will be and indicate the reason for the tardiness. Students are considered tardy if they are not in their seats when their class begins. If you are not in school by 8:15 A.M., report immediately to the office. Any student not in their classroom by 8:20 AM and if they leave early before 2:40 PM

is considered tardy. Unexcused tardiness to school will be handled through the office. **When a student reaches three (3) tardies it will constitute one day of unexcused absence for truancy purpose.**

Truancy

State law requires students to attend school each day that it is in session. Truancy is an unexcused absence. In line with Minnesota State Statute, **after 5 unexcused absences, a truancy report is filed with the county. The case may then be referred to the county attorney or other social agencies.**

Make-up Work

All work missed or assigned because of absence must be completed to receive credit. The general rule for makeup work due to absence is a student has twice the time to makeup work that he/she missed during the absence. For example, if a student was absent one day, the teacher will allow two days to make up work missed after the student's return. Work missed due to an unexcused absence or tardy could result in a 0 (zero) being assigned for that specific assignment. **IT IS THE CHILD'S RESPONSIBILITY TO CONTACT THE TEACHER BEFORE OR AFTER SCHOOL TO GET A LIST OF THE ASSIGNMENTS THAT HAVE BEEN MISSED.**

If a student wishes to work on his/her assignments while he/she is at home, he/she or his/her parents need to notify the office/individual classroom teacher by 9:00 A.M. The assignments will then be available in the office after 3:00 P.M. the same day. They must be picked up no later than 4:00 P.M.

BICYCLE SAFETY

Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. Children should not "buck" others. The school cannot be responsible for bicycles. We encourage those students who ride bikes to school to purchase a padlock to insure their safekeeping.

We would also like to request that you remind your children to walk their bicycles through the intersections and when they are on school property. All students are to cross the street where the safety patrol is located.

BUS TRANSPORTATION

Occasionally, students request permission to ride a different bus than they do regularly. The bus drivers have been instructed not to allow students who are not assigned to their bus, to ride unless they have a written request from their parents and O.K.'d by the school. Also, students will not be allowed to get off the bus at locations other than their designated stop unless they have permission O.K.'d by the school. A new law states that students will not be allowed to bring distracting items on the bus. This would include live animals and pets. Those rules are employed for the welfare and safety of your child. Please assist the school by having your child comply with the rules to insure their safety.

BUS DISCIPLINE POLICY

The students are responsible for their behavior on the bus; their behavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They also are expected to support disciplinary actions that are necessary to help their child change his/her behavior. Please read and explain the attached bus rider rules and procedures to your child(ren).

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions.

BUS RIDER RULES AND PROCEDURES

RULES

1. Follow the driver's directions the first time they are given.

2. Keep hands, arms, legs and objects inside the bus and to yourself.
3. Students must stay seated while bus is in motion.
4. No profanity, name calling or undue loud talking.
5. Students must also follow proper procedures.

PROCEDURES

1. Students must be on time at bus stops.
2. No horsing around while waiting at your bus stop.
3. After school, students are to load the bus promptly.
4. Students must cross at least 10 feet in front of the bus; never in back.
5. Students should always wait for driver's signal before crossing the roadway.
6. Wait until the bus is at least 300 feet from your stop before going to the mailbox. (visibility)
7. Help keep bus clean and orderly.

CELL PHONES ETC.

If students must bring a cell phone to school the phones are to be turned into the office at the beginning of the school day and picked up at the end of the school day. Use of cell phones and pagers are not permitted during the school hours of 8:15 - 2:55. Any student seen using a cell phone will have it taken away and/or parents notified. Possible disciplinary action may be taken for repeated violations. **CELL PHONES ARE NOT TO BE TAKEN INTO THE LOCKER ROOM/BATHROOM UNDER ANY CIRCUMSTANCES.**

CHANGE OF ADDRESS

Please contact the school office when you have a change of address or telephone number or change jobs, marital status, and family change (emergency contact during the school day).

CLOTHING

We believe that neat and proper dress contributes to desirable attitudes and behavior. Students should wear clothing that is neat, clean and appropriate. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from the teaching and learning function is not acceptable (examples of some inappropriate attire are clothes showing the midriff, showing undergarments, etc.). Strapless shirts or “spaghetti straps” are not allowed. Tank shirts should be “2 fingers” wide. Shorts or skirts should be as long as student’s fingers when placed down by their side. Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. No matter how “cute” the slogan or saying is, if it is derived from the promotion of alcohol or tobacco it is unacceptable. Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Overshoes and warm clothing are especially important in cold weather. Students not dressed appropriately for cold weather will still go outside, but will stand in a cleared area of the playground or building if they do not have boots.

DISCIPLINE

Standards of expectations are posted in each area of the school building. Details will be explained early in the school year by the classroom teacher. School Wide Positive Behavior Intervention Strategies/Support (SW-PBIS) is a systemic approach to discipline that consists of school wide expectations, consistency, consequences, and rewards. It is a system of organization and uniformity.

It is an effective method for increasing school safety, enhancing student social behavioral skills and creating a more productive and positive school climate.

SW-PBIS views the misbehavior of a child as a skill deficit. Behavior is taught to establish a single, positive school climate and relay to both students and staff that appropriate behavior is a priority in our school.

	Respectful	Responsible	Safe	A Learner
Classroom	<ul style="list-style-type: none"> -Kind -Good Listener -Manners -Help Each Other -Respect Personal Space -Include Others -Share -Cooperate 	<ul style="list-style-type: none"> -Be prepared -Be organized -Keep room clean -Follow the rules 	<ul style="list-style-type: none"> -Push in chairs -Walk -Quiet during emergency drills -Use learning equipment properly 	<ul style="list-style-type: none"> -“I Can” Attitude -Take pride in you work -Quality work -Good Sport -Put forth a best effort -Try something new
Cafeteria	<ul style="list-style-type: none"> -Monitor your voice -Good table manners -Include others in conversation -Use positive statements and body language -Follow directions -Save “please” and “thank you” 	<ul style="list-style-type: none"> -Hands to yourself -Clean your space -Eat your own food -Be prepared to eat -Stack your tray neatly -Only take what you can eat 	<ul style="list-style-type: none"> -Walk -Raise your hand -Wash your hands 	<ul style="list-style-type: none"> -Try new foods -Get to know each other
Hallway	<ul style="list-style-type: none"> -Respect personal space -Respond to greetings -Give a silent greeting -Keep hallways neat and clean -Use hallway hands -front, back or at sides 	<ul style="list-style-type: none"> -Close lockers quietly -Store items in locker 	<ul style="list-style-type: none"> -Walk to your destination -Stay to the right -Walk facing the front 	<ul style="list-style-type: none"> -Be a role model -Admire others artwork with your eyes
Playground	<ul style="list-style-type: none"> -Include others -Stop and listen to adults -Take turns -Encourage 	<ul style="list-style-type: none"> -Share and use equipment properly -Return equipment -Use problem solving skills 	<ul style="list-style-type: none"> -Play safe -Be aware -Follow the rules -Dress for the weather 	<ul style="list-style-type: none"> -Try new activities -Be active
Bathroom	<ul style="list-style-type: none"> -Get permission -Use appropriate language and volume control -Take turns 	<ul style="list-style-type: none"> -Quickly and quietly take care of business -Keep the bathrooms clean -Notify an adult if something is not working 	<ul style="list-style-type: none"> -Wash and dry hands 	<ul style="list-style-type: none"> -Exit quietly and return to LEARNING
Bus	<ul style="list-style-type: none"> -Respect Personal Space -Sit seat to seat facing forward -Invite others to sit with you -Stop and listen to driver -Use appropriate volume 	<ul style="list-style-type: none"> -Be at the bus stop on time -If someone is unkind to you, tell an adult before you exit the bus 	<ul style="list-style-type: none"> -Know emergency rules -Keep whole self in the bus -Keep items in backpacks -Stay out of the danger zone 	<ul style="list-style-type: none"> -Know bus rules -Cooperate with the bus driver and others -Enjoy each others appropriate conversation

SCHOOL WIDE BEHAVIOR IMPROVEMENT PLAN

Avon Elementary

Punishment does not change behavior; relationships do.

Restitution is necessary.

Respect needs to be re-established.

Interventions to be addressed within the classroom

1. **defiance/disrespect/non-compliance:** low intensity failure to respond to adult's first request
2. **disruption:** low-intensity inappropriate disruption (pencil tapping, moving chair, making weird noises, talking out of turn, hallway, bathroom, health office, etc.)
3. **unprepared for class:** student doesn't bring writing utensil, book(s), paper or other materials necessary for class, occasionally late for class
4. **play fighting (includes play weapons), minor pushing, shoving, running, hugging/kissing:** non-serious but inappropriate
5. **inappropriate language:** low intensity instance of inappropriate language such as "stupid," "dummy" or single profane expression
6. **dress code:** student wears clothing that is not within dress code guidelines - first offense
7. **technology violation:** non-serious, but inappropriate use of cell phone, music/video players, camera, computer and or internet
8. **other minor violations of school rules:** Ex. lying, cheating, throwing objects etc.

Consequences

Interventions which can be used:

- Teacher's classroom management plan
- Verbal warnings
- Take a break
- Loss of other classroom privileges
- Teacher/student conference (social conferencing)
- Parent contact by teacher
- Rewards and consequences as outlined in teacher behavior management plan.
- Consultation with support staff (psychologist, social worker, EBD teacher)
- Social skill sheet
- Peer mediation

Minor Offense - Referral to Office

Misbehavior

Misbehavior at this level of intervention includes, but is not limited to:

1. **defiance/disrespect/non-compliance:** toward teacher or student; excessive repeated failure to respond to adult request to change behavior
2. **disruption:** excessive repeated inappropriate disruption

- 3.unacceptable language or gestures:** swearing or obscenities, frequent teasing or name calling
- 4.dress code:** student repeatedly wears clothing not within dress code
- 5.Other excessive and repeated violations**

Send to Office for Intervention

This process is to be used for behaviors listed AFTER the teachers' own classroom management plan and interventions have failed to work or if it is deemed necessary for student to be removed from class because of behavior. Interventions occur with the Principal, Social Worker, or EBD Teacher.

*Teacher/staff completes written report of incident which is sent to the Office.

*Phone contact with parent will be by the classroom teacher.

*Four office referrals will result in a meeting with the parent(s).

*Social Skill Sheet.

Major Offense - Referral to Administration

Misbehavior

Misbehavior in this level of intervention includes, but is not limited to:

- 1.defiance/disrespect/non-compliance:** refusal to follow directions of staff member, spitting, talking back, socially rude in interactions; use of profanity to an adult or student
- 2.disruption:** uncontrollable excessive repeated disruption
- 3.fighting/physical aggression**
- 4.harassment/teasing/taunting/bullying/name calling**
- 5.use/possession of drugs/alcohol/tobacco**
- 6.property damage/vandalism**
- 7.Other serious one time incidents to include sexual or racial harassment or violence**
- 8.District Policy**

Consequences

When possible, bring the student to the office and complete an office referral. Ask the secretary to bring it to the immediate attention of an administrator. Interventions include, but are not limited to:

- 1.In school suspension
- 2.Lunch detention
- 3.Restitution
- 4.Suspension/dismissal
- 5.Parent meeting

3 Minors become 1 Major

Office Referral Form

Name: _____

Location

Date: _____ **Time:** _____

☐ Playground

☐ Bathroom

Teacher: _____

☐ Cafeteria

☐ Arrival/Dismissal

Grade: K 1 2 3 4 5 6

☐ Hallway

☐ Classroom

Referring Staff: _____

☐ Other _____

Minor Problem Behavior	Possible Motivation	Administrative Decision
Minor <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code <input type="checkbox"/> Unprepared for Class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____
Major <input type="checkbox"/> Defiance/disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Fighting/Physical <input type="checkbox"/> Harassment/Tease/Taunt <input type="checkbox"/> Drugs/tobacco/weapons <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> District Policy <input type="checkbox"/> Other _____		

Others involved in incident: ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute
☐ Unknown ☐ Other

Other comments: _____

☐ I need to talk to the students' teacher

☐ I need to talk to the administrator

Parent Signature: _____

Date: _____

All minors are filled with classroom teachers. Office Referral forms are filled in SWIS. Three minors equal a major. All majors require administration consequence and parent contact (by teacher) and signature.

Was caught acting PAWSitively!



Being Respectful



Being Responsible



Being Safe



Being a Learner



We have monthly “Bucket” filling activities. All students that have a “Huskie Paw” placed in a “Bucket” will have a chance at having their name picked for the monthly activities.

EMERGENCY PROCEDURE DRILLS

Fire, tornado, and intruder drills will be held during the year to instruct the children in proper procedures for leaving the building or appropriate procedures in case of fire or emergency. Children are instructed regarding the alarm system, proper exits, where to go after leaving the building, and which part of the building to go to.

ENTRANCE REQUIREMENTS

Under existing school policy, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten.

Updated immunizations and a copy of an official birth certificate are required for each student.

FEES

Because of a change in State law, it may be necessary to charge a nominal fee for some classroom activities, especially in the area of art and crafts. The school cannot charge for materials used for instruction, however, if the item is to be taken

home and become the property of the students, then a fee may be charged for materials.

FIELD TRIPS/CAMPUS EXTENSION

Campus Extensions are scheduled when learning can be enhanced outside the classroom. Most trips are taken locally. You will receive a form advising you when a lesson of this nature is planned. Whenever a campus extension is scheduled taking students out of town, a separate permission slip is sent home for you to sign. By law, we cannot allow the children to go without your permission. A nominal fee may be charged for these activities.

HEALTH OFFICE

Illness

When your child becomes too ill to remain in school, the nurse/health assistant or secretary will call you at work or home to request arrangements for you to take your child home. It is essential that we be able to contact you or a designated emergency contact on every school day. Keep the school office informed of your current home, work and cell numbers. Remember to inform them if it changes.

Sometimes your child is sent home ill before we are sure what the illness is. If your child is diagnosed with any of the following contagious diseases, ***please call the school nurse/health assistant to be sure she knows***. It will help us to understand how widespread the condition is when we see other children. These are contagious diseases we often see in school:

- | | | |
|----------------|------------------|------------------|
| - pink eye | - flu | - head lice |
| - strep throat | - planters warts | - whooping cough |
| - chickenpox | - impetigo | - ringworm |

Injuries & Emergencies

If your child has an injury at school that requires immediate medical care, we will attempt to contact you. If we cannot reach you, we will take whatever action we deem appropriate to protect your child's health. That includes calling 911 and/or transporting your child to the hospital emergency department. Parents or guardians are responsible for medical bills related to these decisions.

Physical Education Excuses

School policy authorizes a parent or the school nurse/health assistant to excuse a child from physical education class for one day for a legitimate health reason. Beyond the first day, a written physician statement is required.

Immunizations

All students in Minnesota are required to comply with school immunization laws. Parents and guardians are responsible to supply immunization records to schools. When your child sees a physician, ask if they are up to date on their immunizations.

Families choosing not to vaccinate students are required to provide a notarized conscientious exemption form indicating each immunization declined. Exemption forms are available from the school Health Office.

Health screening

The district school nurse supervises screening for hearing, vision and scoliosis. Screening is a way to identify possible problems that require further evaluation. We will contact you by letter to inform you when your child is referred for further evaluation following screening at school.

Scoliosis is a progressive condition of the spine that is important to identify early, evaluate and determine treatment. Vision and hearing problems affect learning, even more acutely in young learners. Parents are expected to follow up promptly when nurses refer students for hearing and vision deficits. If medical care is a financial hardship, please ask the school nurse/health assistant to help you with resources.

- Hearing screening: grades K, 1, 2, 3, & 5 (8 & 11 in high school)
- Vision screening: grades 1, 3 & 5 (7 & 10 in high school)
- Scoliosis screening:
 - Girls: grades 5 & 7
 - Boys: grade 9

If parents or guardians want their child screened when their grade level is not scheduled, call your school nurse/health assistant to request. Color vision is screened in boys in grade 1.

Medication at school

There are many circumstances under which students benefit from taking medication during the school day. **New medication order forms are required at the beginning of each school year.** For questions about medications at school, call our school nurse.

Medication Administration

1. Each medication, including nonprescription (over the counter) will be administered only when accompanied by a physician order, parent consent and in a pharmacy or physician labeled container.
2. Pharmacists will provide you with an extra labeled bottle for use at school at your request.
3. Medication will be administered to the student at the designated time under supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from the physician.
5. Parents or guardians are responsible for notifying the school nurse by the next school day if there is a change in the medication or dosage.
6. Parents may bring a medication to school for their child and administer it in the Health Office when there is no medical order on file in the Health Office.

Head Lice

Lice have existed for over 2,000 years. They are hardy and resistant to all our attempts to eradicate them. Lice usually occur among young children who play closely together. Lice are extremely fast as they move through hair. They cannot fly, jump or even crawl great distances. They need close proximity to their host to survive. They feed on blood, like mosquitoes. It is their bites that make the scalp itchy.

We understand that the largest impact head lice has comes not from the condition itself but from our reaction. A case of lice often arouses feelings of anxiety and fear to a much greater extent relative to the actual threat it poses. This can lead to teasing and affect a child's self esteem. It affects parents too, with lost work time. As a community, we can de-escalate our reaction to lice and treat it for what it is, an opportunistic infestation.

Our goals are to protect confidentiality, prevent and control transmission, minimize children's school absences and prevent recurrence. Students are allowed one day as an excused absence for treatment.

School Nurse/Health Assistant Role

1. We identify active lice and nits and recommend exclusion according to school policy.
2. When a child is identified with lice, we check other school age household members.
3. We provide parents and guardians with written and verbal information to effectively treat lice for family members and clean the home environment(s) to eliminate re-infestation. We will verify that you understand instructions.
4. We inform classroom parents when lice is identified.
5. We instruct classroom students to minimize transmission.
6. We examine children's' scalps when they return to school to verify effectiveness of treatment.

Parents and Guardians Role

1. Decide on a treatment method and follow instructions precisely.
2. Examine and treat family members with live lice or nits found 1/4 inch or less from the scalp.
3. Following treatment, remove nits.
4. Clean home, vehicle and car seats using printed instructions.
5. YOU MUST CONTINUE TO REMOVE NITS DAILY to prevent re-infestation.
6. Examine each family member daily to detect new infestations.
7. Talk with school nurse to ask questions or problem solve treatment or cleaning issues.
8. Retreat 7-10 days following initial treatment.

LOST, MISPLACED OR STOLEN ITEMS

During the course of the year, students lose, misplace or have things stolen. The classroom teacher and office should be notified when items "disappear." Many items are not marked. We wish to make a number of suggestions which may reduce the economic loss: (1) Please mark items clearly if at all possible; 2) Leave items of great value at home or in the school office for safekeeping; and, 3) Report all items lost.

NEWSLETTERS/CALENDARS

The Huskie Newsletter, outlining past and future events will be arriving with the free section of the Stearns Morrison Enterprise and placed on our district web site. Please watch your mail for this Newsletter it will contain information regarding activities going on in all District 745 schools. Avon Elementary will post a monthly calendar and newsletter on the Albany School District website at the beginning of each school month. If a family has no access to a computer and internet the school will send a paper copy home. Albany Area Schools website address is **www.albany.k12.mn.us**

PTA

The PTA is a broad-based group whose interests are not limited to "education". PTA believes that our top priority should be the education, welfare and development of children. This focus should be on the whole child, and apply to all children. The PTA emphasizes "parent empowerment" and "parent participation". Parents are the child's first teacher, the most important teacher. Although PTA units are based in schools, the objectives of the association go well beyond to include "the welfare of children and youth in the home, school, community, and place of worship". For further information, contact the school office.

PHYSICAL EDUCATION

All students in grades K-6 have Physical Education 4 days per week. In order to participate safely, students must wear tennis shoes to physical education class. (Tennis shoes with non-marking soles are preferred.) Students who wear dresses to school are encouraged to bring a pair of shorts or long pants to wear under the dress during physical education class. In case of illness or injury a **parent note** can excuse a child from physical education class for one (1) day. In more serious cases where your child needs to be excused for longer than one day, **a doctor's medical excuse is required.**

PARENT VOLUNTEERS

For the last several years we have had a number of parents who have helped in many ways. This year we hope to enlist more parent volunteers so if you are at all interested, please contact your child's teacher or the school office. Everyone has some talent that would be valuable in the education of the children. The general purpose of the Avon Elementary Volunteer Program is to enrich and enhance our students' curriculum and to strengthen school/community relations. We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Avon Elementary, as a volunteer, is an important contribution to a child's educational experience. As a volunteer, you will be expected to follow privacy/disclosure of information procedures.

Volunteer Handbooks, to further explain the volunteer program, are available at the school. The staff and students at Avon Elementary invite you to become active and involved with our volunteer program. We look forward to meeting each and everyone of you!

PERSONAL ITEMS

Leave your personal radio, digital video or camera, ipod, mp3 player, tape player, beeper or cellular phone and any electronic games at home unless you are requested

by a teacher to bring one for class purpose. Posting (e.g. placing on a public web site) of any video or audio content from any classroom or school activity is prohibited unless express written permission has been obtained from an authorized school official. Severe disciplinary action will be taken against any violators of this rule.

PLEDGE OF ALLEGIANCE

All public school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so and that students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

PRESCHOOL PROGRAMS

There are a number of preschool programs available to residents of the district. If you have any questions in regards to these programs call: Early Childhood Family Education (845-2161, ext. 5828), Early Childhood Special Education (356-7346).

PUPIL PROGRESS

PROGRESS REPORTS/REPORT CARDS of children's individual growth and development in all school activities are sent to the parents. His/her growth in health, social adjustment, work habits and attitudes is considered as well as his/her progress in reading, writing, arithmetic and other subjects. We are on a trimester system at Avon Elementary.

PARENT-TEACHER CONFERENCES will be held for all students. This contact gives the parents and teachers a chance to discuss the child's growth and plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional

conferences at any time during the school year. Conferences result in a better understanding and an improved relationship between the home and school.

SCHOOL LUNCH PROGRAM

We encourage all children to take part in our school lunch program. The menus are planned and prepared by qualified personnel. Avon Elementary has a “closed” noon hour. This means students must remain in school during the lunch period.

To qualify for the government aids that are required to support the lunch program at a minimal cost to parents, we "encourage" that each child try all the foods that are served. If payment is made by check it should be made payable to Albany Area Schools. You will be notified as to cost of lunch tickets at the beginning of each school year. A minimum balance is expected in the account. Students with a negative balance are allowed peanut butter bread and milk. After three days of negative balance, no lunch is offered.

Students are expected to maintain orderly behavior during the lunch period. Dishes must be returned to their proper place and refuse placed in the trash barrels.

SCHOOL PARTIES

Seasonal parties are held during the year: Stearns County Environmental Services state that the FDA Food Code (1976,1993) states the following,” Food made for public consumption must be obtained from an approved source.” Homemade items would NOT be from an approved source. Law requires that items used are commercially packaged. Foods prepared in the home cannot be used as classroom treats due to hepatitis threat and other communicable diseases.

STUDENT COUNCIL

Avon Elementary Student Council serves as a democratic method for all citizens of our school to have a say in the operation of the school. Student Council allows every student’s ideas to be heard. The Student Council also makes sure that everyone in your school cooperates in the day-to-day responsibilities of being part

of a school community, enjoys improvements and special activities, and works together on specific ideas. It is an organized group of students who meet regularly and share in the life of the school. They are a group of elected representatives whose members work with an advisor.

TEACHER REQUESTS

If parents have an educational concern about class selection for their child, they should submit the form for requests to the building principal by April 1st, as stated by the District's policy 3.404, Policy for Requesting a Teacher. Parents are asked to state a specific educational reason for the request. Our goal is to create classrooms with an even number of boys and girls, an academic balance, and a positive social atmosphere. The previous year's teachers and the principal will finalize the class list.

TRANSFER

Please inform the school if you move from the district. Parents must sign a request for release of their child's records when they enroll in their child's new school.

VALUABLES IN SCHOOL

Students are not to keep money or other valuables in their desks or lockers. Money sent to school should be placed in an envelope with the students' name and purpose written on the envelope. If it is necessary to have money or valuables in school, students should make arrangements with the teacher or the office for temporary safe keeping. Students following this request will prevent loss and possible heartbreak due to theft of their money or treasured possession.

VISITATION BY CHILDREN

Students are not permitted to bring other children with them to school as visitors...unless special permission is granted by the homeroom teacher and Principal.

SCHOOL BOARD POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.)

1. Everyone at District 745 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request.

DISCRIMINATION IS AGAINST THE LAW.

ALBANY SCHOOLS WEAPONS POLICY

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.)

Students and non-students, including adults and visiting youths are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a “look-alike” weapon in school, on school grounds, at school sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

A. ZERO TOLERANCE

The district takes the position of “Zero Tolerance” on the following objects:

- 1. All firearms (whether loaded or unloaded)**
- 2. Other guns of all types including pellet and B-B**
- 3. Lead pipes**
- 4. Bows and arrows (except authorized for instruction)**
- 5. Knives**
- 6. Switch blades or automatically opening knives with blades of any length**
- 7. Black jacks, clubs, numchucks, throwing stars, daggers, metal knuckles, and like objects**
- 8. Explosives**

Zero Tolerance will also be the position of the district when any object (whether real or look-alike) is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in the upper paragraph of this document.

THE PROCEDURE FOR ALL OFFENSES IS:

- 1. Call police and request assistance**
- 2. Confiscate the weapon (if it can be done safely)**
- 3. Hold an administrative hearing with students, which will include:**

- a. Notification of parent/guardian
- b. Involvement of police with recommendation to charge
- c. Suspension for up to five days
- d. Recommendation of student expulsion

B. POSSESSION OF OBJECTS WHICH MAY NOT BE CONSIDERED WEAPONS

While this policy represents a firm “Zero Tolerance” position on weapons and/or look-alike weapons there are several objects which are questionable regarding

whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such objects may include but are not limited to:

- 1. Pocket knives and edged weapons or other knives with blades less than three inches.
- 2. Fireworks, firecrackers, and smoke bombs
- 3. Throwing darts
- 4. Nuisance items (lighters/matches) and unauthorized tools

THE PROCEDURES FOR OFFENSES IS:

- 1. Confiscation of object or weapon (if it can be done safely)
- 2. Notification of parent/guardian
- 3. Administrative hearing with students, which may include:
 - a. Involvement of police with recommendation to charge
 - b. Suspension for up to five days
 - c. Recommendation of student expulsion.

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but

not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student’s property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.

- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations,

circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately

discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. **The school district annually will provide information and any applicable training to school district staff regarding this policy.**
- B. **The school district annually will provide education and information to students regarding bullying,** including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

- C. **The administration of the school district is directed to implement programs and other initiatives to prevent bullying**, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

STUDENT EXPECTATIONS AT AVON ELEMENTARY

1. We take responsibility for learning. This means:
 - * We arrive at school on time.
 - * Homework is carefully and thoughtfully completed and on time.
 - * We demonstrate a serious and responsible attitude in daily work.
 - * We are prepared for class.
2. We try to settle our differences in a peaceful manner. This means:
 - * We respect other people's property.
 - * We do not physically or verbally fight with other children.
 - * We do not take anything that does not belong to us.
3. We follow the directions of adults in charge, the first time directions are given. This means:
 - * We look at the speaker.
 - * We do not talk back to teachers, paraprofessionals, or other supervising adults.
 - * We practice the qualities associated with being a person of good character each day.
4. We are sensitive to the needs and feelings of others. This means:
 - * We use appropriate language at all times.
 - * We do not bully or tease other children.
 - * We practice good sportsmanship in school in all areas (gym, lunchroom, classroom, etc.).
 - * We are willing to help each other.
 - * We are friendly and courteous.

