

# **BERG MIDDLE SCHOOL**

## **5<sup>th</sup> – 8<sup>th</sup> Grade Student-Family Handbook 2018-19**

1900 N. 5<sup>th</sup> Ave. E  
Newton, IA 50208  
641-792-7741

## **TABLE OF CONTENTS**

WELCOME LETTER.....	3
MISSION, VISION, GOALS .....	4
5-8 FACULTY & STAFF.....	5
BMS IMPORTANT DATES.....	6
THE SCHOOL DAY .....	8
COMMUNICATION .....	14
STUDENT CONDUCT .....	15
PERSONAL PROPERTY AT SCHOOL .....	19
CARE OF SCHOOL PROPERTY .....	20
OTHER GENERAL INFORMATION .....	21
FOOD SERVICE.....	24
HEALTH SERVICES.....	24
SUPPORT SERVICES .....	26
INSTRUCTIONAL MATERIALS.....	27
SAFETY.....	28
NCSD POLICIES AND NOTIFICATIONS.....	33
INDEX .....	37

Lisa Sharp	Principal
Steph Langstraat	Assistant Principal & Activities Director
Amy Shannon	Assistant Principal

## **WELCOME LETTER**

Dear Parents, Guardians, and Students,

We are excited to begin a new school year. The Berg Middle School staff is committed to the science of teaching and expects excellence of the students, fellow faculty members, and of themselves. We are committed to enhancing EVERY student's sense of personal self-worth and dignity. Berg Middle School staff believes that all students, their parents, and fellow members have worth as individuals and will provide an environment in the classroom that is conducive to learning. They will take learning seriously and expect those present in the classroom to do the same by working on the task at hand. Berg Middle School teachers will encourage ALL students, and recognize their efforts toward academic achievement.

We believe it is critical that we work in partnership with you, the parents to educate your child. You are a valued part of the team and encourage you to be involved in your child's education by checking on homework, communicating with your child's teachers, encourage responsibility and celebrate their successes. Please recognize the strides that can be made when home, school, and community work together. As a team we can make this a successful year for everyone.

The purpose of this handbook is to provide information to you about our school. We hope by sharing this information it will foster cooperation and understanding between home and school. Please carefully read this handbook and discuss it with your family. If you have questions at any time throughout the school year or desire more information, please feel free to contact your child's teacher or myself.

Sincerely,

Lisa Sharp, Principal

# **MISSION, VISION, GOALS**

## **NEWTON COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

The Newton Community School District empowers every learner to achieve a lifetime of personal success.

## **BERG MIDDLE SCHOOL MISSION STATEMENT**

We will create a respectful, responsible, and safe environment where all students are challenged and motivated to reach their full potential.

## **BERG MIDDLE SCHOOL VISION STATEMENT**

We are a safe, compassionate, and cohesive community of 21st Century Learners where all are empowered, inspired, and challenged to strive towards continuous growth.

### **NCS D Goals:**

1. The Newton Community School District School Board will allocate appropriate resources that will empower teachers to ensure that 80-85% of students are meeting the expectations of the core curriculum at each grade level and within all subpopulations. In addition, the Board will provide resources for supplemental services necessary to support the remaining 15-20% of the students.
2. The Newton Community School District School Board will encourage and support the development of partnerships with parent and community stakeholders to enrich student learning and expand educational opportunities and experiences.
3. The Newton Community School District School Board will support and develop a culture that provides: (1) an encouraging, positive, and high trust environment, (2) that is safe and secure, (3) emotionally and physically healthy (4) fosters open and honest communication by allocating funding and establishing policies.
4. The Newton Community School District School Board will provide the technology and allocate the resources for staff to access appropriate professional development designed to enhance their instructional skills.

### **BMS Building Goals:**

1. The percentage of students meeting proficiency in reading on the Iowa Assessments will improve.
2. The percentage of students meeting proficiency in math on the Iowa Assessments will improve.
3. We will continue to improve school climate through implementation of Positive Behavioral Interventions & Support (PBIS).
4. Berg Middle School will maintain at least 96% average daily attendance.

## **NEWTON COMMUNITY SCHOOLS BOARD OF EDUCATION**

### **2016-17 OFFICERS**

President	Travis Padgett
Vice-President	Ann Leonard
Secretary	Tim Bloom
Treasurer	Tim Bloom

### **SCHOOL BOARD DIRECTORS**

	<b>Term Expires</b>
Josh Cantu	2019
Donna Cook	2019
Robyn Friedman	2021
Ann Leonard	2019
Cody Muhs	2022
Travis Padgett	2021
Graham Sullivan	2022

### **BOARD MEETINGS:**

Second and Fourth Monday

## **NEWTON COMMUNITY SCHOOLS 641-792-5809 1302 1<sup>st</sup> Ave. West, Newton, Iowa 50208**

Assoc. Dir of Elem. Ed. Services	Bret Miller
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### **ADMINISTRATORS**

Superintendent of Schools	Bob Callaghan
Director of Business Affairs	Tim Bloom
Director of Human Resources	Laura Selover
Director of Special Programs	Tina Ross

### **SUPERVISORS**

Supervisor of Food Services	Cristy Croson
Supervisor of Maintenance	Jack Sutteck
Supervisor of Transportation	Curt Roorda

<b><u>5-8 FACULTY &amp; STAFF</u></b>			
<b>Position</b>	<b>Staff Member</b>	<b>Position</b>	<b>Staff Member</b>
5-8 Principal	Lisa Sharp	5-6 Technology/5-8 LMC/PLTW	Brenda Hodnett
Assistant Principal/After School Program	Amy Shannon	5-8 Behavior Interventionist	Monica Lewis
Assistant Principal/Activities Director	Steph Langstraat	5-8 At-Risk Teacher	Karen Hurt
Secretary	Carla Bates	5-8 Behavior Sp Ed Teacher	Joe Kuhn
Secretary	Carla Thompson	5-8 PE	Adam Hale
Secretary	Karyl Engle	5-8 PE	Tom Godfredsen
Secretary School Counselor	Jodi Portner	5-8 PE	Ashley Kahler
School Counselor	Jen Wright	7-8 Health/Spanish	Lorraine Kalkhoff
School Counselor	Jourdan Van Wyk	7 <sup>th</sup> ELA	Mackenzie Burt
5-8 Instructional Coach	Jen Wiebel	7 <sup>th</sup> ELA	Kathy Ventling
5-8 Instructional Coach	Tara Zehr	8 <sup>th</sup> ELA	Brittany McDowell
5-8 Success Coach	Michaela Gunsaulus	8 <sup>th</sup> ELA	Collin Barnes
Nurse	Stacie Geer	7 <sup>th</sup> - 8 <sup>th</sup> Enh ELA/Reading Lab	Tana Wagschal
Health Para	Tracy Chamberlain	7 <sup>th</sup> Math/Math Lab	Nicole Lampe
5 <sup>th</sup> Grade Math/Math Lab	Wade Burger	7 <sup>th</sup> Math/Math Lab	Jeff Junker
5 <sup>th</sup> Grade Science/PLTW	Jason Carter	8 <sup>th</sup> Math/8 <sup>th</sup> Enh Math	Emily Julin
5 <sup>th</sup> Grade Math/Math Lab	Alyssa Miller	8 <sup>th</sup> Math/7 <sup>th</sup> Enh Math	Trent Powers
5 <sup>th</sup> Grade Math/Math Lab	Jayne Freese	7 <sup>th</sup> Science	Denise Fick
5 <sup>th</sup> Grade ELA/Reading Lab	Jolee Jansen	7 <sup>th</sup> Science	Cooper Heath
5 <sup>th</sup> Grade ELA/Reading Lab	Paula Klosterboer	8 <sup>th</sup> Science	Mike Kremer
5 <sup>th</sup> Grade Science/PLTW	Mark Law	8 <sup>th</sup> Science	Andy Kuker
5 <sup>th</sup> Grade ELA/Reading Lab	Deena Fries	7 <sup>th</sup> Social Studies/Service Lng	Brady Calow
5 <sup>th</sup> Grade Social Studies/iLead	Ashley Spicer	7 <sup>th</sup> Social Studies/Forces of Nature	Don Fitzgerald
6 <sup>th</sup> Grade Math/Math Lab	Andy Cazett	8 <sup>th</sup> Social Studies/Mysteries of History	Gary Larsson
6 <sup>th</sup> Grade ELA/Reading Lab	Marlene Huggins	8 <sup>th</sup> Social Studies/Civics	Tyler Stewart
6 <sup>th</sup> Grade Math/Math Lab	Kimberly Powers	8 <sup>th</sup> FAC/7 <sup>th</sup> Leadworthy	Mindi Bartell
6 <sup>th</sup> Grade Science	Matt Oleson	8 <sup>th</sup> Yearbook-Newspaper/Tech Lit./ 7 <sup>th</sup> Intro to Business	Darin Tisdale
6 <sup>th</sup> Grade ELA/Reading Lab	Ann Rankin	7-8 Art/Leadworthy	Darren Hurt
6 <sup>th</sup> Grade Science	Doug Smith	7-8 Band Director	Seth Banwell
6 <sup>th</sup> Grade ELA/Reading Lab	Jean Ann Starcevic	5-6 Music/7-8 Vocal Music	Will Edgar
6 <sup>th</sup> Grade Social Studies/iLead	Aaron Stoltz	5-8 Special Ed	Jenny Springer
6 <sup>th</sup> Grade PLTW/Math Lab	Emily Svatosch	5-8 Special Ed	Jody Barr
6 <sup>th</sup> Grade Social Studies/iLead	Jeremy Yenger	5-8 Special Ed	Leslee Hansen
5-6 Special Ed	Chase Dickinson	7-8 Special Ed	David Hook
5-6 Special Ed	Carrie Garrett	7-8 Special Ed	Patty Van Haaften
5-6 Special Ed	Barb Hackworth	7-8 Special Ed	JoEllen Linn
5-6 Special Ed	Lucinda Sinclair	5-8 Special Ed	Alora Simmons
5-6 Enh ELA/Enh Math/TAG	Sara Van Manen	5-8 Special Ed-Consortium	Amy Blasius
5-6 Art/iLead	Libby O'Lear	5-8 Behav Inter – Consortium	Brad Kahler
5-7 Music/5-6 Band	Chas Beeler		
5-6 Music/Band Director	Michelle Banwell		

## **BMS IMPORTANT DATES**

<b>AUGUST</b>	
21	BMS Open House 5 <sup>th</sup> - 6 <sup>th</sup> grade 5:00 – 6:30 p.m. 7 <sup>th</sup> – 8 <sup>th</sup> grade 5:30 – 7:00 p.m.
23	First Day of School
27	1.5 hour early dismissal for students
<b>SEPTEMBER</b>	
3	No School – Labor Day
10, 17	1.5 hour early dismissal for students
24	No School – Teacher Professional Development, Collaboration & Work Day
<b>OCTOBER</b>	
1,8,15,22	1.5 hour early dismissal for students
23 & 25	1.5 hour early dismissal – PK – 8 Parent Teacher Conferences
25	End of 1 <sup>st</sup> Quarter
26	No School
29	No School - Teacher Professional Development, Collaboration & Work Day
30	Start 2 <sup>nd</sup> Quarter
<b>NOVEMBER</b>	
5, 12, 19	1.5 hour early dismissal for students
21	1.5 hour early dismissal
22-23	No School – Thanksgiving Holiday
26	No School – Teacher Professional Development, Collaboration & Work Day
<b>DECEMBER</b>	
3, 10, 17	1.5 hour early dismissal for students
21	1.5 hour early dismissal
24-31	No School – Winter Break
<b>JANUARY</b>	
1-2	No School – New Year's Holiday
7, 21	1.5 hour early dismissal for students
11	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
14	No School - Teacher Professional Development, Collaboration & Work Day
15	Start 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
28	No School - Teacher Professional Development, Collaboration & Work Day
<b>FEBRUARY</b>	
4,11	1.5 hour early dismissal for students
12	5 <sup>th</sup> – 8 <sup>th</sup> Grade Parent Teacher Conferences (evening) 3:30-7:30
18	No School – President's Day (possible snow make up day)
25	No School - Teacher Professional Development, Collaboration & Work Day
<b>MARCH</b>	
4, 11, 25	1.5 hour early dismissal for students
14	End 3 <sup>rd</sup> Quarter
15-22	No School – Spring Break
25	Start 4 <sup>th</sup> Quarter
<b>APRIL</b>	
1, 8, 15, 22	1.5 hour early dismissal for students
18	5 <sup>th</sup> – 8 <sup>th</sup> Grade Parent Teacher Conferences (evening) 3:30 – 7:30
19	No School
29	No School – Teacher Professional Development, Collaboration & Work Day
<b>MAY</b>	

6, 13, 20	1.5 hour early dismissal for students
26	Newton Senior high School Graduation
27	No School – Memorial Day
30	1.5 hour early dismissal – Last Day of School – End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
31	Teacher Professional Development, Collaboration & Work Day

# **THE SCHOOL DAY**

**Main Office Hours: 7:30 a.m. – 4:00 p.m.**

**5-6 phone: 641-792-7742**

**7-8 phone: 641-792-7741**

Level	Doors Open	Breakfast	Tardy Bell	Country Bus/Walkers/Riders Dismissal	City Bus Dismissal
5 <sup>th</sup> – 8 <sup>th</sup>	7:30	7:30	7:55	3:05	3:12

## **ARRIVAL:**

5<sup>th</sup> Grade Students:

Freese – Miller – Burger: sit at the tables in cafeteria

Carter– Fries – Jansen - Spicer: sit as a class in rows in the front lobby

Klosterboer – Law: sit as a class in rows in the West Foyer

6<sup>th</sup> Grade Students:

Report to the Gym, find the class line, and sit down

7<sup>th</sup> -8<sup>th</sup> Grade Students:

Report to the cafeteria unless they have a pass to see a teacher. Students are not to be in the hallways before 7:50 a.m. without a pass.

Parents, please DO NOT walk your child to his/her classroom. This is a busy time of the day for us and it makes it difficult to supervise who is in the building. If you need to go to your child's classroom, you must first sign in at the office.

## **DISMISSAL:**

Bus students will immediately go to and get on their assigned bus. Students who are picked up should go immediately to those vehicles. Parents must wait outside the school building to pick up their child(ren). After school, students must leave school grounds and check in with guardian. No playground supervision is provided after school.

## **EMERGENCY CLOSINGS**

In the event that school is dismissed early due to weather or emergency conditions, the announcement of early dismissal or late starts will be made over radio stations KCOB (1280 am, 95.9 FM), WHO (1040 am), and KGRN (1410) and television stations 5, 8, and 13 as early as possible.

Parents can go to the NCSD website to create a **News & Information Account** to receive information from any district building. This is found under the 'Parents Menu – Sign up for News & Information' Link.

## **2018-2019 Drop-Off/Pick-Up School Year Transportation**

The Newton Community School District, through the support of the Newton Community, is undertaking a major construction project at Berg Middle School. During the construction of the new middle school, the present facility will be the home of the 5<sup>th</sup> – 8<sup>th</sup> grade students while the new facility is being constructed to the north and east. The construction is scheduled to be complete by winter break of 2018.



During construction, we want to provide every safety aspect possible. This will include a change in the pick-up and drop-off procedures for our school buses and our parents. The middle school will be the first stop for district bus transportation in the morning and all buses will begin afternoon pick-up at Berg Middle School.

During the construction process, the entrance off 19<sup>th</sup> Street will become the parent drop-off and pick-up for 5<sup>th</sup> and 6<sup>th</sup> grade; and the front drive, off 5<sup>th</sup> Avenue, will be used for the district's buses. The 7<sup>th</sup> and 8<sup>th</sup> grade drop off will remain on the east end of the building as it has been the last couple years. This is designed to provide less bus congestion in the rear of the school where construction vehicles may be entering the construction site. In addition, all buses can assemble in the front drive at the end of the school day. This assembly of buses is not possible in the space available behind the middle school.

The early morning drop-off and afternoon pick-up will restrict automotive traffic in the front of the school. All 5<sup>th</sup> and 6<sup>th</sup> grade parent car traffic will be diverted to the rear of the school. Parents will use the large "U" drive-through area north and west of the school. From this drop-off zone, 5<sup>th</sup> and 6<sup>th</sup> grade students will enter the middle school through the doors north of the cafeteria. 7<sup>th</sup> and 8<sup>th</sup> grade students will continue to be dropped off at the east end of the building, walk along the side walk and enter the front doors.

During the morning time of **7:15 – 8:00 AM** and the afternoon time of **2:30 – 3:30 PM**, **non-school vehicles will be prohibited from using the 5<sup>th</sup> Avenue turnaround in the front of the school.** Parent vehicle traffic may use the front entrance from 8:00 AM – 2:30 PM so they have access to the front offices.

We apologize for the inconvenience but believe this will provide the greatest safety for our students.

## BMS 5<sup>th</sup> - 8<sup>th</sup> Grade Bus and Parent Drop-Off / Pick-Up and Parking Locations

August 23 – December 21, 2018

### Location #1 (PARENT DROP OFF and PICK UP):

- 5<sup>th</sup> - 6<sup>th</sup> grade student's AM and PM parent drop off / pick up

### Location #2 (PARENT DROP OFF and PICK UP):

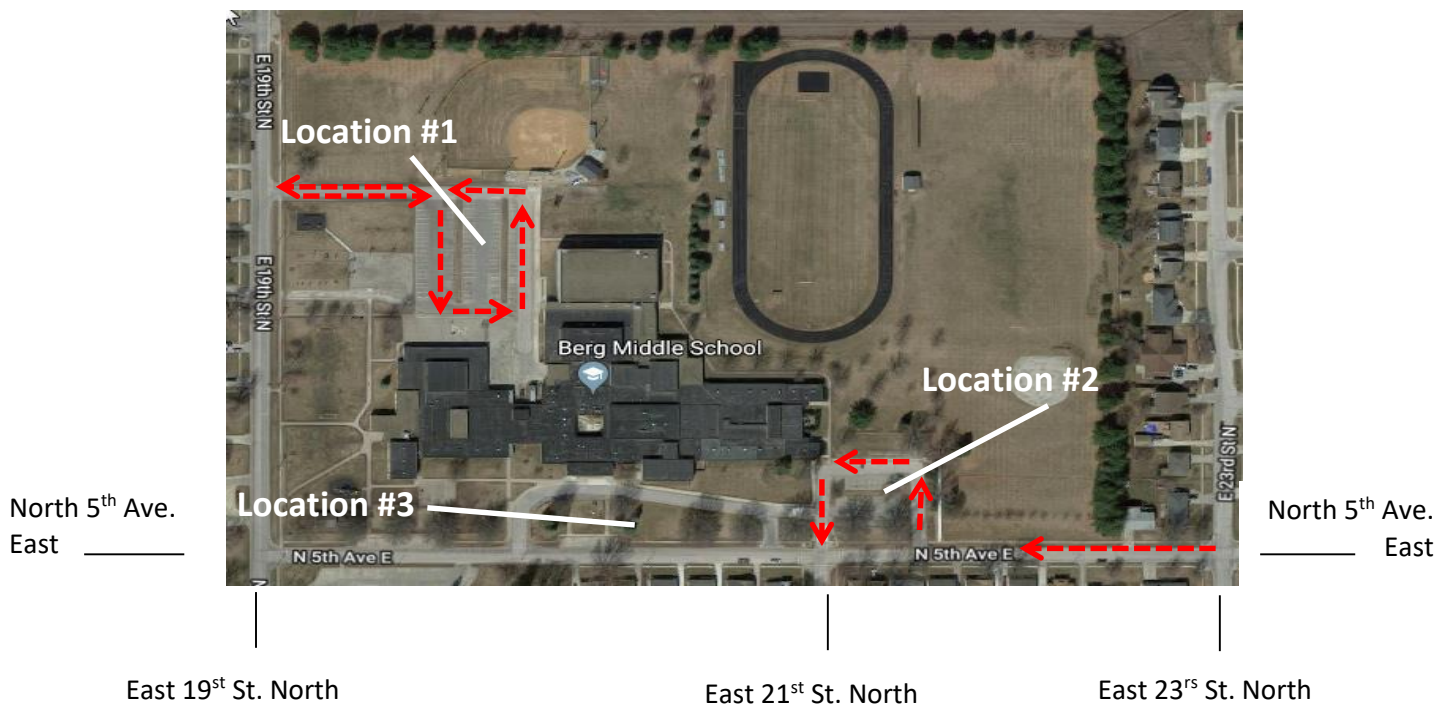
- 7<sup>th</sup> - 8<sup>th</sup> grade student's AM and PM parent drop off / pick up

### AM and PM Traffic Route Rules (See Red Arrows -----> on Map Below):

In order to prevent traffic congestion due to cross traffic and bus routes during AM and PM drop off/pick up times, all vehicles should enter location #2 by way of driving westbound on North 5th Avenue East and turning right to enter this drop off/pick up location. There will be no right turn exiting this drop off/pick up location before or after school. All vehicles should exit location #2 by driving southbound on East 21<sup>st</sup> Street North or by turning left onto and driving eastbound on North 5th Avenue East.

### Location #3 (BUS DROP OFF and PICK UP):

- 5<sup>th</sup> - 8<sup>th</sup> grade AM and PM bus drop off / pick up



## **BMS 5<sup>th</sup> - 8<sup>th</sup> Grade Bus and Parent Drop-Off / Pick-Up and Parking Locations**

**January 3 – May 30, 2019**

### **Location #1 (BUS DROP OFF and PICK UP):**

- 5<sup>th</sup> - 8<sup>th</sup> grade AM and PM bus drop off / pick up

### **Location #2 (PARENT DROP OFF and PICK UP):**

- 5<sup>th</sup> - 8<sup>th</sup> grade AM and PM parent drop off / pick up

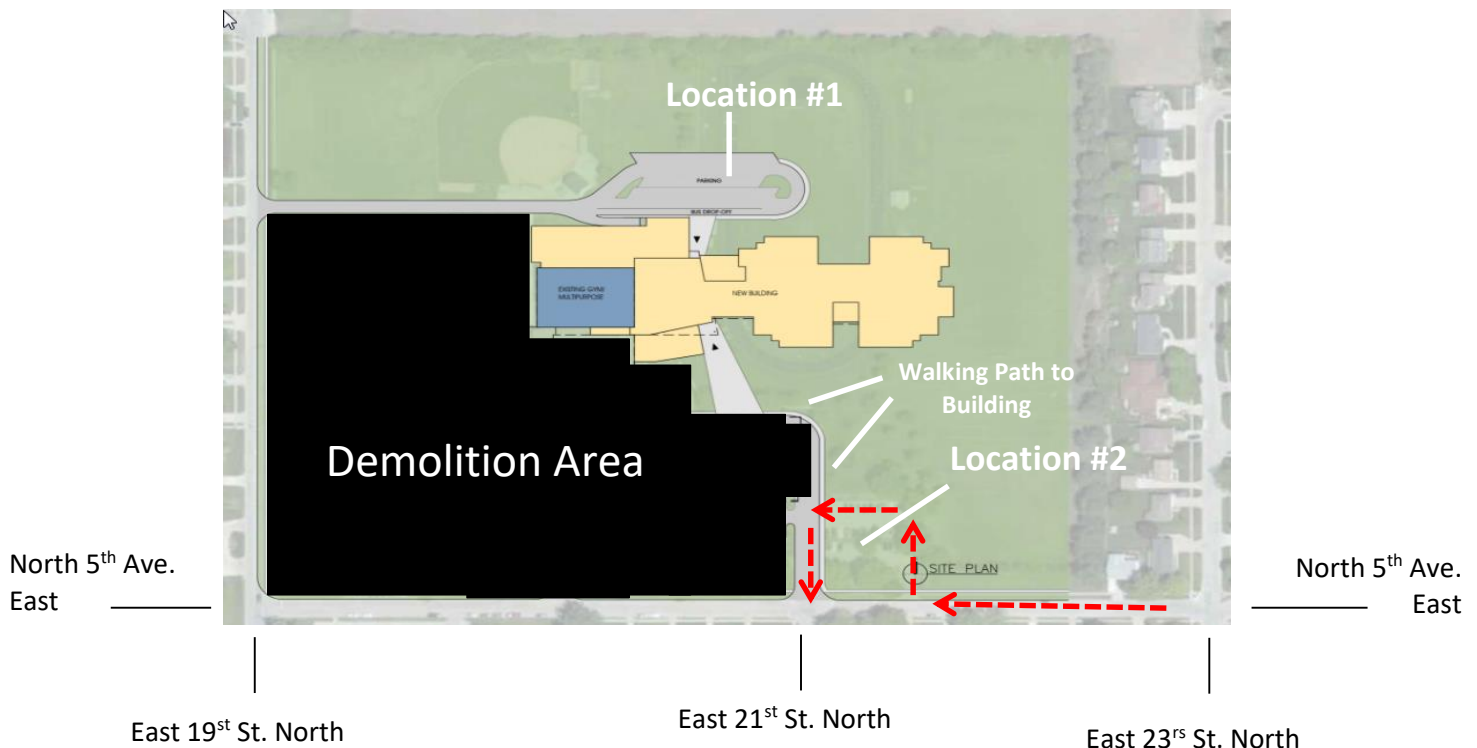
#### **AM and PM Traffic Route Rules (See Red Arrows -----> on Map Below):**

In order to prevent traffic congestion due to cross traffic and bus routes during AM and PM drop off/pick up times, all vehicles should enter this drop off/pick up location by way of driving westbound on North 5th Avenue East and turning right to enter this drop off/pick up location. There will be no right turn exiting this drop off/pick up location before or after school. All vehicles should exit this location by driving southbound on East 21<sup>st</sup> Street North or by turning left onto and driving eastbound on North 5th Avenue East.

### **Parking Locations:**

**During School Hours:** North 5th Ave. East will be used for visitor parking

**After School Events:** Location #1, Location #2, and North 5<sup>th</sup> Ave. East



## **CYCLE DAYS**

Berg Middle School operates on an Odd/Even day repeating schedule. Rather than schedule special/elective classes such as P.E., music, etc. on a calendar week day, they are scheduled on cycle days to allow each special/elective class to have the same amount of class time. Cycle days are never skipped and only counted when school is held. The cycle day is always shared during announcements.

## **ATTENDANCE**

Research has consistently shown that students who attend school regularly and on time experience more academic success. Please make every effort to ensure your child's prompt and regular attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school personnel. Students are expected to attend school regularly and to be on time in order to benefit from the instructional program; to develop workplace readiness skills of punctuality, respect, self-discipline, and responsibility; and to keep disruption of the learning environment to a minimum.

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

The Newton Community School District has the right to determine excused and unexcused absences. Any student who misses school without a reasonable excuse may be considered truant. Students of compulsory attendance age who are required to be schooled, but who fail to attend school or be schooled regularly, will be considered truant. Examples of excused absences are listed in the following paragraphs. Should attendance concerns become serious, parents will be notified for mediation. Students whose attendance becomes a concern may be asked to provide a note from a physician. Students are required to make up time missed from school for unexcused absences through detentions, In School Suspension (ISS), or Saturday School. The proper authorities may be contacted to enforce the truancy laws. An example of an unexcused absence would be missing school because a student stayed up too late the night before.

## **ILLNESS AND INJURY**

Although we strive for regular attendance, students should stay home when they are ill. This includes vomiting, having a fever, diarrhea, pinkeye, head lice or a communicable disease. Remember, students must be free of fever, vomiting or diarrhea for 24 hours before returning to school. Parents/guardians are asked to call the school by 9:00 a.m. on each day of the illness with the reason for the absence. An answering machine is available before and after hours. If an absence is due to a communicable disease, please call and tell the secretary or health professional what illness the child has contracted. If a call cannot be made the day of the absence, a note from a parent/guardian must be sent to school the day the student returns to classes. **Any student who misses three or more consecutive days of school for illness should bring a note from a physician.**

A health professional is available daily at school to assist with health concerns. Students are never to leave the building because of illness unless they have visited the nurse/health care paraprofessional. In the absence of the nurse/health care paraprofessional, students who are ill are to report to the main office. If a student becomes ill or is injured at school, the normal procedure is for the nurse to telephone the parents and have the child picked up at school. Emergency or minor first aid will be administered if a person

competent to do so is available. In any event, ill or injured students will be turned over the care of the student's parents/guardians or qualified medical personnel as quickly as possible. For the child's safety, students will be released only to adults whose names appear on the emergency card. Critical health emergencies such as severe injuries will be subject to the judgment of the school staff. If the student needs to be transported immediately, whether by school vehicle or by ambulance, parents will be notified immediately and told where to meet their child. Parents must complete the school emergency card. This information is vital in time of emergency. It is very important that the school is notified if the phone numbers and contacts for emergencies change. Parents who work or who are away from home must have a contingency plan for sick or injured children.

### **PLANNED ABSENCES**

Some absences, when students and parents/guardians are involved in an activity together, may be excused provided the school is contacted in advance. A note signed by a parent/guardian or telephone call from a parent/guardian to the school office the day before, or on the morning of the absence, will be sufficient. Students should stop in the office for a pass to class when they return to school. If advance notice is not given, the absence may be declared unexcused. Absences for non-middle school activities, such as Drake Relays or homecoming activities at the high school are not encouraged. Parents who feel their student must attend these types of events need to inform the office in advance and pick up their student at school the day of the event.

### **MAKE-UP WORK**

**It is the students' responsibility to get make up work if they are absent from school.** If a student is absent just one day, it is best to contact a friend or the teacher for assignments. A student who has been absent for two consecutive days may request school work to do at home. 5<sup>th</sup> and 6<sup>th</sup> grade parents should email the Connect teacher. 7<sup>th</sup> and 8<sup>th</sup> grade parents may call the School Counselor Office before 9:30 A.M. to request make-up work. This work may be picked up after three o'clock that day.

### **LATE TO SCHOOL**

Students are to report to the main office to get a tardy pass to class. On the THIRD tardy in a semester, detention time may be assigned. Any additional tardies will result in more detention time or Saturday School.

### **LEAVING DURING THE SCHOOL DAY**

A student must have permission from the main office to leave school during the day. Permission may be given only if the parent/guardian has communicated with school outlining the reason for leaving, and the principal considers the situation to be a good and sufficient one such as family emergencies, medical appointments, and funerals. Students should check out at the main office before leaving and check back in if they return during the school day. Students leaving school during the day may leave only with their parent/guardian/designee.

### **BUS TRANSPORTATION**

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

If a student must have different after school arrangements than normal, parent/guardians should discuss

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

## **LUNCH**

The lunch break should be a pleasant relaxing time for students, and all the students are expected to contribute to a positive cafeteria environment with proper behavior and quiet conversation. High school students may not eat lunch at BMS unless accompanied by a parent. The district food service is available and students who bring lunch from home may buy milk if they wish. Free and reduced priced lunches are available for those families who qualify. Applications are available at registration or in the main office. (See also the FOOD SERVICE section of this handbook).

## **RECESS**

All 5<sup>th</sup> grade students are expected to go outside for recess. Students will go outside as long as the temperature and/or the wind chill is 10 degrees or higher. Please do not request that your child stay in for recess. If there is a special health concern, a note from a doctor is required. A second layer of clothing and boots are required to be off the blacktop area during snowy days.

## **PHYSICAL EDUCATION**

All students are required to attend physical education classes. Only a written statement from a doctor will excuse a student for more than one class. Padlocks are provided for 7<sup>th</sup> and 8<sup>th</sup> grade students. Dressing for P.E. is a requirement for class for 7<sup>th</sup> and 8<sup>th</sup> grade students. Students who refuse to dress or consistently forget their P.E. clothes are subject to disciplinary action.

## **CONTACTING YOUR CHILD AT SCHOOL**

Students will not be called from class to answer the telephone except in the case of emergency. If there is a change in procedure for the end of the day, please contact the main office. If there is any doubt about the authenticity of a phone call or changes for students, the parent/guardian may be contacted to verify the change of plans. **To prevent disruption of classes, the office will deliver a message to your student.** Please call with these instructions by 2:15 p.m. All after school plans for students should be made in advance and discussed with the child before the start of the school day. **Please do not call students on their cell phones during the school day except to leave a voice message or a text message.**

## **SCHOOL TELEPHONE USE**

The student telephone is located in the main office. It may be used for local calls before and after school or during lunch. Necessary long distance calls may be made in the office for a small fee. Student use of the telephone during class time is on an emergency/teacher discretion basis only. A student must have teacher permission and a compelling reason to use the telephone during the day. There is a one minute time limit on all calls in the office.

## **DELIVERIES**

Items that students have forgotten and need for the school day should be left at the front office. Students are responsible for picking up the items during lunch or passing time.

## **FLOWERS and BALLOONS**

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

## **BIRTHDAYS**

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

## **VISITORS**

The Newton Community School District encourages parents and other citizens to visit the schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, NCSD has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

### **General Requirements for Visitors to Schools:**

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises.
3. **All visitors shall be required to produce appropriate state issued identification and will be subject to background check procedures.**
4. All visitors shall be required to wear an appropriate form of identification at all times when on school premises as provided by the front office.
5. All visitors shall be supervised when in the presence of students.
6. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.

**Possible exceptions to Visitor Requirements:** Parents or NCSD citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in most circumstances. However, NCSD schools reserve the right to screen all those who are at said events if deemed necessary by school officials.

## **COMMUNICATION**

Throughout the year, a continual effort will be made to maintain communication between home and school. If parents/guardians ever have any questions, comments, or concerns; please contact us immediately. Email is an excellent way to contact your child's teacher. Generally, teachers' email addresses follow this format: lastnamefirstintial@newton.k12.ia.us e.g. smitht@newton.k12.ia.us. By working together, the parent/guardian and teachers can help the student make maximum progress in school.

### **INFINITE CAMPUS PARENT PORTAL**

The Newton Community School District has developed an Infinite Campus Parent Portal as a means to further promote educational excellence and to enhance communication with parents. **The Portal allows parents to view their own child's school records, including grades, at any time**, as well as allows the school to post announcements. The Portal is available to parents or guardians of students enrolled in the Newton Community School District. To **activate the Parent Portal**, parents/guardians will need to read and sign the Acceptable Use Procedure/User Guidelines materials. These are available in the main office. After a copy of the Acceptable Use Procedure/User Guidelines is received, a Campus Portal Activation Key (a set of numbers that will allow access to the Parent Portal) will be issued. This key will be needed to setup the username and password for the Parent Portal. For security reasons, parents/guardians must come in person to the Front Office to receive the activation key. One key will give access to all of a family's children's information: attendance, grades, and missing assignments. This is an excellent and quick way to continue our goal of constant communication with parents regarding our students' education.

### **CONFERENCES**

Parent teacher conferences are held in the fall and spring of each year. They represent our school's attempt to encourage communication regarding our students' academic progress. Parents/guardians are encouraged to contact the school any time there is a concern, or if they wish to have a conference other than the posted times. As a partner in your child's education, it is a great way for home and school to work together in helping your child be successful. Parents/guardians will be notified nearer to the conference dates with conference information.

#### **The 2018-19 conference dates:**

5<sup>th</sup> - 8<sup>th</sup> Grade: October 23<sup>rd</sup> & 25<sup>th</sup>

February 14<sup>th</sup> & April 25<sup>th</sup>

### **PROGRESS REPORTS AND REPORT CARDS**

#### **GRADING PRACTICES:**

At Berg Middle School, we believe grades should be an accurate reflection of what a student knows and is able to do. Berg Middle School uses Standards-Referenced Grading (SRG) Practices in its classrooms. What is Standards-Referenced Grading? In education, the term standards-referenced refers to instructional approaches that are aligned to learning standards — i.e., written descriptions of what students are expected to know and be able to do at a specific stage of their education. In other words, *standards-referenced* refers to the use of learning standards to guide what gets taught and assessed in schools.

A task force, comprised of teachers, instructional coaches and administrators researched SRG practices across the country and developed 6 guiding practices to be implemented school-wide to serve as a common framework. They are as follows:

1. A consistent 4 point scale will be used
2. Scale scores will be based upon a body of evidence



3. Behavior and Academic Scores will be separated.
4. Students will have multiple opportunities to show proficiency.
5. Scale scores will be converted into a grade at each semester
6. Accommodations and modifications will be provided for exceptional learners.

These six principles allow Berg Middle School to speak a common language with students, families, and staff and be very clear on what students need to know and be able to do within each content area. Letter grades, derived from the 4-point scale, will be based solely on achievement of course/grade level standards. Academic conduct, work completion and the ability to work with others will be reported separately using the Berg Middle School Employability Scale.

#### The 4-Point Scale:

Teachers will record progress toward learning goals in their grade books by collecting various pieces of evidence. The score for a *piece of evidence* will be based on a numerical scale from 0-4 and M.

- 4 - Exceeds the standard in cognitive complexity
- 3 - Meets the standard
- 2 - Developing Towards the Standard
- 1 - Beginning Towards the Standard
- 0 - No Evidence of Student Understanding in submitted work
- M - Student has not submitted evidence

#### Homework:

Homework is seen as vital at Berg Middle School. Homework is the behavior of practicing a skill/standard and is reflected on the Employability Scale for each content area. It is not reflected in the overall grade of any course. If we incorporate behavior and effort into the grade, we no longer consider grades accurate indicators of mastery of written standards. The grade should reflect what the student knows and is able to do (Wormeli, 2006).

#### Progress Reports:

Teachers will report out on priority standards 8 times a year. Scores are thought of as “in progress” until the end of the fourth quarter. If a priority standard has not yet been taught, an N/A will be reflected on the reporting out document. If a student has not yet shown enough evidence at the time of the scheduled reporting out date, he/she will receive an IE, which is reflecting Insufficient Evidence has been collected in order to give a grade. This means the teacher has given the student opportunities to show his/her proficiency, however the student has not completed or taken advantage of those opportunities given. If the student continues with an IE at the end of semester one or semester two, the student will be awarded an F at those times.

#### Letter Grades:

Letter Grades will be given at the end of each semester. The first semester letter grade is thought of as an “in progress” grade. The second semester letter grade is the final grade for the course. Letter grades are given based upon the Logic Rules listed below:

#### BMS Logic Rules:

A(Honors) = Scale Scores of 3.5 or 4s (reflected as A+ on report card)

A = All Scale Scores 3s and at least one 4. No 0,1,2, 2.5s or IE

B = All 2.5s and 3s with the majority (50%+) of 3s No 0,1,1.5, 2s or IE

C = All 2 or 2.5s with the majority (50%+) of 2.5s No 0,1,1.5s or IE

D = All 2 or 2.5s with the majority (50%+) of 2s. No 0, 1, 1.5s or no IE

F = Any 0,1, 1.5 or IE on any scale

#### Honor Roll:

A GPA will be calculated for first and second semester. The first semester GPA will be thought of as an “in progress” GPA. The second semester GPA will include ALL scales in ALL content areas. All classes will be weighted the same, except Pass/Fail classes. Honor Roll will be available to students in grades 5-8. There is an A and B Honor Roll and are defined below:

A Honor Roll will depict students with a 3.667 and above GPA

B Honor Roll will depict students with 3.0 - 3.666 GPA

#### Schedule Changes:

Student schedules will be changes only when absolutely necessary. The deadline for requesting a schedule change is 2 weeks after each semester changes. No schedule changes will be made just to request a different teacher.

### **ELIGIBILITY REQUIREMENTS:**

As a representative of Berg Middle School in athletics and activities, students must make some very important decisions concerning behavior and the importance of academics. If a student becomes ineligible under the school board policy Academic Eligibility (503.6R) or the Good Conduct Rule (503.7, 503.7R), they are hurting not only themselves, but everyone on their team, or organization. As a participant in extracurricular activities and the public appearing events of co-curricular activities students are role models in the community. Their behavior and conduct must exemplify this. Extracurricular activities and public appearing events of co-curricular activities are a privilege, not a right. Therefore, as a representative of the school, students are expected to adhere to all school policies and training rules as they relate to academics, conduct, tobacco, alcohol, and drugs. Students are also expected to adhere to all state and city laws as a representative of BMS.

Read the associated board policies thoroughly. If you have any questions regarding the policy and the expectations contained therein, see a coach, sponsor, activity coordinator, or any administrator for clarification. Once you understand the contents and expectations for activity participation, complete the activity participation form.

You are ineligible to participate in any extracurricular activity or public appearing co-curricular activity if the participation form has not been turned in.

#### Board Policy 503.6R

#### Academic Eligibility for Interscholastic Competition and Other Extracurricular Activities

An extracurricular activity is a school sponsored activity for which no credit is received. A co-curricular activity is one which occurs beyond the school day but is an extension of a credited course. Students who participate in activities which have extracurricular public appearing events are affected by this policy. Students may be declared ineligible for all extracurricular public appearing events when the academic requirements of this policy are not met. Students will remain eligible to participate in co-curricular public appearing events.

#### Eligibility:

To be eligible for all extracurricular public appearing events, students in grades fifth (5) through eight (8) must be receiving a 4,3,2 on each section on the Employability Scale. Scale scores will be pulled every two weeks. If a student is receiving a 0 or 1 on any portion of the Employability Scale, they will be deemed ineligible. Also, if a student receives a suspension of any kind, they are deemed ineligible throughout the days of suspension.

### Periods of Ineligibility

There will be an ineligibility period for students in grades five (5) through eight (8) who receive a 0 or 1 on any portion of the Employability Scale on the dates of eligibility data pulls. The Employability Scale includes the following subscales: Academic Conduct, Work Completion, Working with Adults and Collaborating with Peers. Data pulls will happen every two weeks. The student who receives a 0 or 1 on any area of the scale will be ineligible until the next eligibility pull. During the period of ineligibility, students may not participate in interscholastic contests, conferences and field trips outside of the school day, or any extracurricular public appearing events. These events also include being a spectator at other athletic events or activities, dances or other special events being held by Newton Community Schools where a student's conduct is a reflection of other students and staff in our community.

Also, if a student receives a suspension of any kind, they are deemed ineligible throughout the days of suspension.

### **NEWSLETTERS**

A school newsletter will be sent home electronically and posted on the Berg Facebook page every other month. A hard copy may be sent home with students upon request. Please check with your child regularly as teachers may send home classroom newsletters, notes, etc. as the need arises.

### **WEBSITE**

The NCSD website is [www.newtoncsd.org](http://www.newtoncsd.org). District wide information as well as individual school building information can be found there.

### **FACEBOOK**

BMS has a Facebook page where announcements and information are posted regularly. Teachers may set up private classroom Facebook pages as well to update parents regarding classroom events. Student photos may be posted on private classroom Facebook pages, but student names should not be used. No student photos should be posted on personal Facebook pages.

### **STUDENT CONTACT INFORMATION**

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

# **STUDENT CONDUCT**

## **STUDENT APPEARANCE AND DRESS**

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy and safe environment. A student's clothing often sets the stage for his/her actions, as well as that of other children in the school. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. A student who wears an inappropriate article of clothing is given a "replacement" from a supply of clothing in the office or is allowed to call home to have a replacement brought to school. Please do not send your child to school with clothing that is suggestive or attention getting. Examples of clothing which are not appropriate for school and not allowed include:

- hats, caps, and visors
- pajama pants, short shorts, clothing with excessive holes (unless leggings are worn underneath)
- strapless or backless tops and bare midriff designs, clothing which reveals excessive underwear (briefs or bras clothing making reference to alcohol, tobacco, or other illegal substances)
- clothing that displays advertising, messages or symbols that are offensive to others because of the message or its placement
- heavy chains worn as decoration or attached to belt loops/billfolds
- any clothing that depicts violence, has messages using double meaning, or any clothing sexist in nature

Student clothing should also be appropriate for the weather. All buildings are air-conditioned. Hats, gloves and boots are necessary in cold weather for 5<sup>th</sup> grade students due to recess time outside.

Occasionally there are special 'dress up' days at school that may suspend parts of the dress code. Students will be notified of these special days.

## **SCHOOL DISCIPLINE POLICIES**

The Newton Community School Board affirms its intent to support the school discipline policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

### **Positive Behavior Instructional Supports (PBIS)**

Our building follows **Positive Behavior Instructional Supports (PBIS)**. PBIS is a systemic approach for achieving social and academic goals while preventing problem behaviors at school. The purpose of the PBIS Program is to establish and maintain a safe and effective school environment that maximizes the academic achievement and social-emotional-behavioral competence of ALL students. The major component of PBIS is a common approach to discipline with positively stated school-wide expectations for all students and staff. Individual teachers may have additional expectations for their classrooms which students need to follow as well.

Our expectations are taught to students the first days of school and will be shared with parents at that time. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect, responsible and safe for themselves and others. This conduct is expected while on school premises, school buses and while attending or engaging in school activities on or off school property.

Students, who exhibit inappropriate behavior in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program and the orderly and efficient operation of the school or the educational atmosphere. Appropriate disciplinary measures will be taken.

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

## **TYPES OF DISCIPLINE**

### **Detention**

Detention assigned by the office will be served during lunch where the student will eat lunch away from their peers. Teachers may assign either before or after school detention. A student will notify his/her parent/guardian to arrange transportation. If the student fails to serve the detention further disciplinary action will be taken.

### **In school suspension (ISS)**

An In-School Suspension may be assigned for those students exhibiting serious misconduct warranting removal and temporary isolation from the rest of the student body. Placement for each incident may range from one period to the duration of the day, to a series of days. Credit will be given for work completed while attending ISS. When a student is assigned In-School Suspension for misbehavior, the student will be required to call a parent/guardian. ISS will be held at the Central Administration Office building and supervised by the Learning Opportunity Center staff.

### **Out of school suspension (OSS)**

In cases of serious or repeated misconduct, it may be necessary to restrict school attendance. During Out-of-School Suspensions, the student remains at home under the supervision of parents/guardians. Work may be picked up by a parent/guardian. Credit may be given for work completed during this period. Students WILL NOT be allowed on school grounds for any reason. Students WILL NOT attend school related activities until reinstated to classes. A conference with parents/guardians may be required before the student will be allowed to return.

### **Saturday School**

7<sup>th</sup> and 8<sup>th</sup> grade students may be assigned Saturday School for academic or behavior reasons. Saturday School may be assigned for students who earn an excessive amount of detentions or as a disciplinary consequence for a serious disciplinary infraction. Students who also have excessive absences could be assigned Saturday School with the goal of making up missed hours and work. Saturday School may be assigned for students who have incomplete assignments.

## **LEARNING OPPORTUNITY CENTER (LOC)**

Students with continued discipline referrals or a serious major infraction, as described in this handbook, another option may be utilized. NCSD administration may place students at the LOC, for a period of 5 days up to 1 full year. Further descriptions of the LOC and its policies will be explained to those who attend. Placement at the LOC carries the same parameters as students suspended and/or expelled: no participation or attendance at extracurricular events; no attendance or presence on ANY district grounds, except the LOC; work completion is expected and accepted for full credit when completed in a timely manner.

## **FIGHTING**

Fighting in school, on school grounds, or at school activities will NOT be tolerated. Students who fight are subject to consequences which include ISS, OSS, LOC, or expulsion.

## **ALCOHOL, TOBACCO AND DRUGS**

The School Board prohibits the possession and/or use of tobacco, alcohol, and other controlled substances, drug paraphernalia, and 'look alike' substances that appear to be tobacco, alcohol or controlled substances, by students while attending or engaging in school activities, even while away from school grounds. Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance shall be reported to the local law authorities. (Board Policy 502.6)

## **DAILY BUS AND ACTIVITY BUS BEHAVIOR EXPECTATIONS**

Students riding on school buses will be required to observe the rules of conduct as set forth by the bus driver. **Repeated violations of these rules may necessitate the denial of transportation privileges. Any fighting or other serious misconduct may result in a suspension of bus privileges for the year and/or other penalties.**

## **INTERNET USE**

The Internet is viewed as an outstanding and necessary educational tool for use by students and staff alike. Parents/guardians will be required to sign a permission form to allow their student to access the internet. Students will sign a form acknowledging they have read and understand the **Internet Acceptable Use Policy** and regulations, and the consequences for violation of this policy or regulations. *Board Policy 604.5.* Consequences will be as follows for students violating the **Internet Acceptable Use Policy** and regulations:

1st Violation: Consequences may range from a warning to a loss of user privileges.

2nd Violation: Consequences may range from a loss of user privileges to an out-of-school suspension with parental notification.

For all users of the NCSD internet, the Newton Community School District reserves the right to log Internet usage, monitor file server space usage, and or remove user accounts on the network to prevent unauthorized activity.

**Serious violations of the Internet Acceptable Use Policy and regulations may result in the suspension or expulsion of the student from school and legal action.**

## **PERSONAL PROPERTY AT SCHOOL**

**BMS is not required to seek or investigate retrieval of lost or stolen personal items that are brought to school.** To avoid damage, loss, theft, or disruption of learning, please do not allow your child to bring personal items that are not needed at school. Students assume all responsibility for their own money and valuables. They should keep these locked in their lockers or on their possession at all times. They should never leave wallets, purses, or other items of value lying around. If they wish, they may leave valuables in the main office for safe keeping during the day.

### **WHEELED DEVICES: BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

We are very concerned about the safety of students walking and riding to and from school. We encourage students to follow all traffic laws and to wear helmets if they ride bikes to school. Bikes should be walked once they are on school property and immediately parked. We encourage all students to secure their bicycles with a chain/cable and padlock. We are not responsible for lost, stolen, or damaged bikes. At dismissal, students should also walk their bikes while still on school property due to the amount of pedestrians in the area. Skateboards and roller blades are to be placed in the student's locker or classroom area. Skateboards, roller blades, etc. are **NOT** to be ridden in the **school building or on the school grounds**. Any student violating this **will be** prohibited from bringing them to school in the future. These guidelines are established for everyone's safety.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Student use of cell phones and other electronic devices in the building during school hours is limited.

**5<sup>th</sup> and 6<sup>th</sup> Graders:** All electronic devices must be turned off/silenced AND kept out of sight as students enter/exit the building.

**7<sup>th</sup> and 8<sup>th</sup> Graders:** All electronic devices must be turned off/silenced AND kept out of sight as they enter each classroom. Their use is limited to the cafeteria and in the hallways. This is subject to change if problems arise.

- **1<sup>st</sup> Offense:** Student may pick up cell phone in the main office at the end of the day.
- **2<sup>nd</sup> Offense:** Parent/Guardian can pick up the cell phone between 3:00 – 4:00 PM. Student is responsible for communicating with the parent/guardian and making arrangements to pick up the cell phone.
- **3<sup>rd</sup> Offense:** Parent/Guardian can pick up cell phone between 3:00-4:00 PM and the student will serve a consequence.
- **4<sup>th</sup> Offense:** The student will turn his/her electronic devices to the administration upon arrival to school for a length of time determined by the administration and student.

Academic use of phones will be approved by the teacher only.

Improper use of camera, video, or audio will lead to disciplinary actions.

### **LOST AND FOUND**

Lost and found items are placed in a designated location in classrooms, locker rooms, and front office. Students should check these locations for missing items. Students should turn in found items to the main office. Students needing assistance locating lost items should ask a teacher or stop in the main office.

## **CARE OF SCHOOL PROPERTY**

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

### **CHROMEBOOKS**

Students will be taught proper use of the Chromebooks. A separate agreement regarding student use of Chromebooks will be signed at registration and can be found on the district website.

If the Chromebook must be replaced/repaired due to negligent loss or damage, the following charges will apply:

FAIR MARKET VALUE \*

<b>Age of Chromebook</b>	<b>Value</b>
1 year or less	100%
2 years or less	85%
3 years or less	60%
4 years or less	35%

- **\* Fair Market Value is currently \$250**

<b>Repair or Replacement</b>	<b>Loss, Damage or Neglect Cost</b>
Broken/Cracked Screen	\$90.00
Keyboard Replacement	\$50.00

### **5-6 STUDENT DESKS AND LOCKERS**

All desks and lockers are the property of the Newton Community School District. The administration or designee has the right to examine desk or locker contents in the event of an emergency, believed serious violation of school board policy, or for the purpose of safety, health, and welfare of students and/or staff. We do not permit students to have a lock on their lockers. Board Policy 502

### **7-8 LOCKERS**

1. Lockers will be assigned at registration.
2. Generally, two students are assigned to each locker. Locker partners are the only students who should know the combination. Students are responsible for the confidentiality of the combination.
3. It is the students' responsibility to keep their lockers neat and clean.
4. Posters are okay if inoffensive. Check with a teacher or principal if there are questions. Administrators have the final authority.
5. Students must stay in the locker assigned to them. They should **never trade lockers or move into another locker unless they have specific permission from their Cardinal Time teacher(s)**. The cardinal time teacher will then notify the school counselor's office.
6. **There should be no open beverage containers/food and no glass containers of any kind in the lockers. Glass containers are prohibited items for use in the building. Plastic or metallic containers are allowed for water consumption/storage.**



## **TEXTBOOKS**

Textbooks and other materials issued to students are to be maintained and stored to avoid loss of or damage to such items. Workbooks and other supplies are paid for by the students. Fines will be charged for abuse, misuse, or lost books or supplies.

Fines: Lost book – 100% total replacement cost

Structural Abuse – 50% of replacement cost

Severely Marked – 25% of replacement cost

Marked – Discretionary

Please note that the 5<sup>th</sup>/6<sup>th</sup> EDM TEMPLATES are \$5.00 to replace if damaged.

## **OTHER GENERAL INFORMATION**

### **PTSA**

The Parent Teacher Student Association (5-8) have been very supportive of the school and our programs. PTSA offers an excellent opportunity to show support for our children. Monthly meetings are held at Berg Middle School in the LMC. You may attend meetings without joining, and you can join without having to be on a committee.

### **ACTIVITY TICKETS**

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

### **ATHLETICS AND ACTIVITIES**

7<sup>th</sup> – 8<sup>th</sup> grade students will receive a separate Activities Handbook with information explaining the athletic and activity programs. Review of the Activities Handbook will take place during the first weeks of school in social studies classes. Students and parents should review the handbook together, sign and return the handbook prior to participating in any school activity is allowed.

### **FIELD TRIPS**

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

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

### **GUEST TEACHERS (SUBSTITUTE TEACHERS)**

Occasionally, a teacher will be absent and students will have a “guest teacher.” BMS students are expected to extend the following courtesies to a guest teacher:

1. Arrive to class prepared to work.
2. Behave better than they might even with the regular teacher. Remember, each student

- represents Berg, the teacher, their family, and the community of Newton.
3. Be helpful and assist the guest teacher with learning the regular routines of the class.

### **CLASSROOM VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY**

The NCSB Board of Education has procedures for classroom volunteers, speakers, and chaperones. Please read our classroom volunteers, speakers, and chaperones procedures below:

- In order to ensure the safety of all students and faculty members NCSB will be requiring classroom volunteers, speakers and chaperones to complete a background check before they are permitted to volunteer, speak or chaperone students. Without completing the background check, volunteers, speakers and chaperones will not be permitted to work or speak with students.
- Volunteers, speakers and chaperones who wish to volunteer their time must first contact the classroom teacher to determine if there is a time, need, and educationally relevant content to the visit.
- Once the teacher agrees, visitors, speakers or chaperones can pick up a Criminal History Record Check Request Form, by contacting the school. You can also download a copy at <http://www.newtoncsd.org>
- The form must be completed and turned in to the school.
- After the form is turned in, the teacher and principal must complete the school portion. If approved by the principal it will be submitted to Human Resources. Once the application is submitted to the DCI, it may take up to 2 weeks for the check to be completed.
- Once the background check is complete the school will notify you whether or not you have been approved to volunteer, speak or chaperone in the classroom.
- Even if the classroom teacher requests a volunteer, speaker or chaperone, a background check must still be completed.

Thank you for complying with these procedures designed to keep all of our students safe. We appreciate your cooperation. If you have any questions, please contact the office.

### **STANDARDIZED TESTS**

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

### **REGISTRATION AND FEE WAIVERS**

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

### **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE SCHEDULE CHANGES**

Changes are sometimes permitted on schedules but **the change must occur no later than two weeks from the start of a semester.** In order for a schedule change to occur:

1. Students must have the written consent of their parents/guardians.
2. The change must be approved by the teacher, counselor, and principal.
3. The change must result in a reasonable program, and course requirements must be maintained.
4. This change must be possible in terms of the student's existing schedule and not overload a class.

## **STUDENT RECORDS**

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

Permanent records remain in perpetuity. Cumulative records include the information in the permanent record along with any information pertinent to the student's educational placement, progress and behavior. Cumulative records are destroyed three years after a student graduates. While student record information is closely guarded and rarely released without permission of a student's parent/guardian, student records may be disclosed in limited circumstances without parent/guardian written permission. See Board Policy 505.1-505.4.

## **OPEN ENROLLMENT**

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

## **WITHDRAWAL FROM SCHOOL**

If a student is moving, please allow one day for checking out of school. Parents/guardians will need to visit school and sign a release form which will allow us to send the student's records to the new school. A withdrawal sheet should be picked up at the School Counselor office and completed by the teachers. We do appreciate knowing as much in advance of the move as possible to facilitate a smooth transition to the new school.

## **ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS**

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

## **FOOD SERVICE**

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

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

We utilize a computerized food service cashier system. Each student has a food service account in which they deposit their money and purchase food service items. When students make lunch or breakfast purchases, the computerized system will automatically debit their account and display a "running" balance

of funds. Students can make deposits as needed. **Deposits are to be made in the lunchroom NOT in the office.**

These are the instructions for logging on and using the School Dining System:

Log onto [www.newtoncsd.org](http://www.newtoncsd.org) and enter your user ID and Password. If you need user ID and password, contact **Cristy Croson @ 641-792-5797 ext. 2001.** This is a quick and efficient way of keeping your child's lunch account up to date.

Menus are available on the district website or at the school. A breakfast program (with 15 minutes to eat) for our students is offered on a daily basis. If you qualify for free or reduced lunch you also qualify for free or reduced breakfast. We feel this is a service we can provide your child to assure he/she is not hungry during the morning due to not eating breakfast before coming to school.

<b>2017-18 Lunch Prices</b>	
5 <sup>th</sup> -8 <sup>th</sup> Lunch	\$2.80
Reduced lunch	\$0.40
Milk – per carton	\$0.40
Adult lunch	\$3.65
<b>2017-18 Breakfast Prices</b>	
Student breakfast (K-12)	\$1.30
Reduced breakfast	\$0.30
Adult breakfast	\$1.55

Parent/guardians may eat breakfast, hot or sack lunch occasionally with their child. **We discourage parents from bringing lunch to school from area fast food restaurants, etc.** We encourage you to eat a hot or cold lunch with your child or take your child out to lunch with you.

## **HEALTH SERVICES**

Services of the school nurse/health care paraprofessional are available to all students. Services include administering first aid and counseling with students concerning personal health problems. Parents are welcome to contact the nurse's office when they have questions or concerns about their child.

### **MEDICATION POLICY**

**Medications given at school require written authorization from the parent/guardian. The school does not furnish any medication. Board Policy 504.4.**

#### **Prescription Medications:**

1. Must be in a bottle labeled from the pharmacy, with the student's name.
2. State the length of time the medication is to be given.
3. The dosage to be given must be stated.
4. State the time of day the medication is to be given.
5. All medications will be recorded at the time given.

**Non-Prescription Medications:**

1. Must be in a labeled container.
2. State the reason for which it is to be given.
3. State why the medication is to be given at school.
4. State when the medication is to be given.
5. All medications will be recorded at the time given.
6. Cough drops may be kept with the student.

A written medication form will be kept on each student receiving medications. Each dose of medication administered will be documented. Forms are available in the nurse's office at school. The school nurse can answer any questions regarding medications given at school. Written permission by the parent or guardian will give the school personnel authority to dispense the medications sent.

**COMMUNICABLE DISEASES**

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

**HEAD LICE POLICY**

Head Lice continues to be a problem for Iowa school-aged children. At the Newton Community School District we follow the procedures set by the Iowa Department of Public Health. The following recommendations are taken directly from this link:

<https://www.educateiowa.gov/sites/files/ed/documents/Lice%2C%20Control%20for%20Schools.pdf>

The Iowa Department of Public Health (IDPH) recommends the following prevention and control measures for managing head lice in Iowa Schools:

1. Discontinue routine school-based screenings: Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. Discontinue the "no nit" policy. "No-nit" policies that require a child to be free of nits before they can return to school are not recommended. Children should not be excluded from school. Head lice can be a nuisance, but have not been shown to spread disease.
3. School nurses or health care associates may check students with symptoms of head lice. Children may remain in class for the remainder of the day if head lice is detected. Parents will be contacted

by phone or written notice and provided with educational materials and treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day. Treatment/combing is the responsibility of the parent and will not be done by school staff.

4. Do not use environmental sprays or chemical cleaners on or in classrooms, lockers, furniture, gym/rest mats or other school equipment such as audio/video headsets to eliminate/eradicate head lice. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
5. Head lice do not live “off” the body, nor do they jump or fly. The head louse must maintain a constant warm temperature and only travels to a new body by direct contact. At home, only ordinary cleaning, vacuuming, washing in hot water, and drying in high heat are needed along with vigorous hair combing and treatments.
6. Teach and support parents/staff in appropriate techniques for lice treatment. The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo which contains either permethrin or a pyrethrum.
7. A handout from the IDPH can be found at:  
[http://www.idph.state.ia.us/hcci/common/pdf/headlice\\_brochure.pdf](http://www.idph.state.ia.us/hcci/common/pdf/headlice_brochure.pdf)
8. What if treatment with over-the-counter shampoos and use of a nit comb fail? Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.
9. Further information can be found at these websites: <http://www.cdc.gov/lice/head/>  
[http://www.idph.state.ia.us/idph\\_universalhelp/main.aspx?system=IdphEpiManual&Context=Lice\\_Factsheet\\_Genpublic](http://www.idph.state.ia.us/idph_universalhelp/main.aspx?system=IdphEpiManual&Context=Lice_Factsheet_Genpublic)

## **HEALTH AND IMMUNIZATION CERTIFICATES**

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

## **HEALTH SCREENING**

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

## **INSURANCE**

The Newton school district is not responsible for carrying personal health insurance for its students. Insurance packages are offered to students during registration each year. If you are interested, materials will be available when students register or in the office during the year.

## **SUPPORT SERVICES**

### **SCHOOL COUNSELOR**

This is a service to help students with questions, concerns, or problems. Any problems, whether school related or personal, may be discussed with the school counselor. Counselors also help with planning

educational and career possibilities for the future. Counselors do not tell people what to do. They listen to problems and explore with students the possible solutions or courses of action. Usually there is more than one solution to a problem and only the student can really decide on the action to take. Students are able to make better decisions when they have a good understanding of themselves, and there are a number of ways that counselors can help students gain self-understanding. Students may ask to go to the school counselor's office whenever they need assistance or information. Unless it is an emergency, however, it is better for students to come outside of class time or at lunch. If the counselor is busy when students come to the office, they should leave a message with the secretary and the counselor will contact them as soon as possible.

The counselors periodically form small groups to discuss such topics as divorce, grief, and drug and alcohol abuse. Parents are always welcome to discuss concerns, problems, or plans with a counselor. Call 792-7741 or 792-7742 for an appointment.

### **AEA 11 SUPPORT SERVICES**

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

## **INSTRUCTIONAL MATERIALS**

### **REVIEW OF INSTRUCTIONAL MATERIALS**

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed. If a parent/guardian objects to the use of assigned material by his/her child, that child may be given an alternate assignment which meets the course requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or to the building principal. Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.

### **HUMAN GROWTH AND DEVELOPMENT**

The Newton Community School District has identified Human Growth and Development curriculum units that are infused throughout the curriculum. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child/children from the class during the discussion of these topics. Inquiries regarding the curriculum may be addressed to Director of Curriculum and Instruction (641-792-5809) or the building principal.

# **SAFETY**

## **DOORS**

For security reasons, school doors will remain locked. Please come to the main doors and press the buzzer for entrance. All visitors must check in at the office.

## **HARRASSMENT AND BULLYING – NCSD BOARD POLICY 104**

The Newton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and harassment will not be tolerated in the school or school district.

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

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

## **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.



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

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

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

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

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

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

#### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 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 Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

#### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee (hereinafter "Investigator") will be responsible for handling all student complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Directors of Educational Services or designee will be responsible for investigating all complaints by employees alleging

bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

#### Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

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

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

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

#### Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 1302 1<sup>st</sup> Ave. West, Newton, Iowa 50208.

#### **STUDENT RESPONSE TO HARASSMENT AND BULLYING**

Harassment, bullying, and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. At any time, a student and/or parent/guardian has the authority to turn over incidents of harassment to law enforcement officials. Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance confronting the harasser, the student

should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, the student should tell a teacher, counselor, or principal and write down exactly what happened including:
  - a. What, when and where it happened
  - b. Who was involved
  - c. Exactly what was said or what the harasser did
  - d. Witnesses to the harassment
  - e. How the student felt
  - f. How the harasser responded

Harassment on the basis of race, size, color, religion, national origin, sex disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
- submission to or rejection of such conduct by a student is used as the basis for a decision affecting the student.
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

#### **ANONYMOUS TIP LINE**

Anyone can contact school officials using the Anonymous Tip Line Access.

Access the Tip Line by going to the *Newton CSD website (www.newtoncsd.org) – Parents Menu – Anonymous Tip Line Link.*

The Newton Community School District has implemented a list of anonymous contact points for students, staff and parents to report any information that may pose a safety threat.

Any student, staff or parent may contact school officials via phone, text or email.

**Phone Number: 641-323-1150**

**Email address: [tipline@newtoncsd.org](mailto:tipline@newtoncsd.org)**

#### **WEAPONS – SCHOOL BOARD POLICY 502.10**

School district facilities are not appropriate places for weapons, dangerous objects, or look-a-likes. Weapons, dangerous objects, or look-a-likes 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.

The Board of Directors believes weapons, 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.

Parents/guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property or on property within the jurisdiction of the school district or of students who are within the control of the school district shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or school sponsored events or knowingly possessing firearms at school or school sponsored events shall be expelled for not less than one year. Students bringing to school

or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any device which is designed to expel a projectile the frame or receiver of any such device, a muffler or silencer for such a device (including air guns), or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials, whether on-duty or off duty, in uniform or plain clothes, shall be exempt from this policy, this includes City of Newton and Jasper County Sheriff reserve law enforcement officials. The principal may allow authorized persons to display weapons, dangerous objects, or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **EMERGENCY DRILLS**

A number of practice fire and tornado drills are held each semester. These are important, and students must take them seriously. Directions for evacuating the building are posted in the classrooms and other strategic locations. Students are responsible for knowing the evacuation routes for each of the rooms they are in during the day.

The following signals should be recognized:

Fire signal: a continuous sound from the electric horns located throughout the building

Tornado signal: a verbal command given over the intercom system

Lockdown signal: an announcement over the intercom

In the event that the electricity has been disrupted in the building, the administrators will move through the building using electronic megaphones.

### **STUDENT DIRECTORY/PHOTOGRAPH INFORMATION**

The administration may release the following types of directory information/photographs to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstance: name, address, telephone listing, date of birth, participation in officially recognized teams and activities. Photographs or likenesses may be released without written consent. Parents not wanting their child's directory information/photograph to be given out and/or published must notify the principal in writing no later than September 15th of the school year.

### **CHILD CUSTODY**

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

### **PROCEDURES FOR REPORTING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

The Newton Community School District (NCS D) will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and by doing so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. The NCS D has appointed the Director of Special Programs, Tina Ross, 1302 1<sup>st</sup> Ave West, Newton, IA 641-792-5809, as level-one investigator and Superintendent Bob Callaghan (same address and telephone number) as alternate.

## **NCSD POLICIES AND NOTIFICATIONS**

The most current SCHOOL BOARD POLICIES can be found on the district website.

### **DUE PROCESS**

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretation may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office. (Board Policy 502.9)

### **NONDISCRIMINATION**

Policy Code No. 602.1

Each student of this school district will have equal educational opportunities regardless of race, color, creed, gender, national origin, marital status, religion, age, gender identity, sexual orientation, socioeconomic status or disability.

Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

Further clarification of this policy can be found on the School Board tab, District Policies on the Newton Community School District website. The link to the policy is:

[http://www.newtoncsd.org/Downloads/602\\_120.pdf](http://www.newtoncsd.org/Downloads/602_120.pdf)

### **SEARCH AND SEIZURE (Board Policy 502.7)**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. Random searches of student lockers, desks, and storage units are allowed under Iowa law.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student 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 buses; 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker or a vehicle to which a trained dog alerts may be searched by school officials.

Through cooperation with local Law Enforcement Agencies, the NSCD will utilize K9 Officers from surrounding agencies to randomly perform searches of schools for drugs, weapons, and other illegal items. The intention is to deter students, staff, and visitors from bringing these items to our schools, thus creating a safer environment for everyone.

1. The NCSD will periodically enlist local Law Enforcement agencies to perform random Canine searches for drugs and weapons.
2. The searches will be unannounced to students and staff prior to the event, and only the Superintendent, School Administrator (SA), and School Resource Officer (SRO) will know the date and time of the intended search.
3. The school being searched will be placed on a soft lockdown (students must remain in their classroom, though classes will continue as usual). The lockdown, and purpose for the lockdown, will be announced to prevent any unnecessary stress for students and staff.
4. The search will be conducted both inside the school, as well as the parking lot.
5. During the search, an SA or designated staff member will accompany each Canine Officer.
6. If a dog alerts to the presence of drugs or weapons in a locker, the Canine Officer will notify the SA or designated staff member, and the SA or staff member will conduct a thorough search of the locker in question, as well as one (1) locker to each side of the locker in question.
7. If drugs, weapons, or any other illegal items are found in a locker, the student who is assigned to the locker will be escorted from class by the SA or Law Enforcement Official to be searched and interviewed by the SA and Law Enforcement.
8. The SA or Law Enforcement Official will attempt to make contact with the student's parents prior to the interview.
9. If drugs, contraband, weapons, or any other illegal items are found, the SA or Superintendent will determine the level of punishment according to the student handbook, and will consult the SRO if criminal charges will be filed.
10. All evidentiary items will be documented, photographed, and handled by the SRO or Law Enforcement Official, and transported/disposed of by Law Enforcement.

#### **VIDEO SURVEILLANCE CAMERAS**

Video surveillance cameras may be used on school district grounds and inside and outside of school district buildings and busses to assist in the security and safety of students, staff, and property. All actions or conversations are subject to being recorded.

#### **COMPLAINT PROCEDURE**

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

## **GRIEVANCE PROCEDURES**

Policy Title: Nondiscrimination Policy Code No. 102.R1

It is the policy of the Newton 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 Laura Selover, Associate Director of Human Resources, 1302 1<sup>st</sup> Ave West, Newton, Iowa 50208, (641) 792- 5809, seloverl@newton.k12.ia.us . 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.

Further guidance on the grievance procedure can be found within the Newton Community School District Board Policy 102.R1. A link to the website policy follows: [http://www.newtoncsd.org/Downloads/102\\_R1.pdf](http://www.newtoncsd.org/Downloads/102_R1.pdf)

## **SCHOOL AUTHORITY**

All school employees (administrators, teachers, secretaries, cooks bus drivers, custodians, paraprofessionals, etc...) are expected to enforce the rules and regulations of the district, buses, and school buildings. Inappropriate behaviors of students in all classrooms, corridors, buildings and grounds, buses and at all school functions will be corrected and/or reported to the administrative office.

## **LEGAL AUTHORITY**

When students or adults break the law while at BMS, those actions may be referred to the police for possible filing of charges. In the past, incidents involving underage smoking, disturbing the peace, fighting, assaults, vandalism, and serious harassment have been referred to legal authorities.

## **CHEMICAL INFORMATION**

Pursuant to the requirements of the Community Right to Know Law and Worker's Right to Know Law, a reference manual on the chemical used in the Newton Community School District is available for review in each respective facility. A complete set is available for review in the district administration building.

## **ASBESTOS INFORMATION**

As required in the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for our school building is available for you to read in the front office. Berg Middle School is free of friable asbestos.

## **SCHOOL/COMMUNITY RELATIONS (Board Policy 1005.5)**

Policy Title: Money-Raising Activities in the Schools

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that demand the time of students, teachers, and administrators shall be permitted, except as hereinafter provided, unless such campaigns are in accord with the general policies of the Board of Directors.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building or on school grounds, for any purpose whatsoever, except by approval from the superintendent of schools or designee as being in accord with the general policies of the Board of Directors.

Community person(s), agent(s), or organization(s), when functioning to promote the educational welfare of students, within guidelines of Board of Education policy, and with approval from the superintendent or designee, may provide educational materials for student or district use provided that advertising which could be present be limited to the name of the product, material name, company name, logo or label of sponsoring organizations.

Nonprofit organizations such as Parent Teacher Association, Parent Advisory Committee, Newton Booster Club, and the Newton Band Parents Association, when functioning to promote the welfare and educational development of students, are afforded the following policy exceptions and privileges:

1. Distribution of pamphlets to students urging parents/guardians or relatives to purchase services or products sold for school activities may be made provided approval has been granted by the superintendent or designee.
2. Announcements concerning money-raising activities and/or promotions may be made to students provided approval has been granted by the superintendent or designee. School-sponsored Newton High School activity groups shall be permitted to engage in money-raising activities provided approval has been granted by the superintendent or designee in accordance with the general policies of the Board of Directors.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.



# **INDEX**

5-6 STUDENT DESKS AND LOCKERS, 24  
5-8 FACULTY, 5  
7-8 LOCKERS, 24  
7<sup>TH</sup> AND 8<sup>TH</sup> GRADE SCHEDULE CHANGES, 26  
ACTIVITY TICKETS, 25  
AEA 11 SUPPORT SERVICES, 31  
ALCOHOL, TOBACCO AND DRUGS, 22  
ANIMALS ON THE PLAYGROUND/SCHOOL  
    GROUNDS, 27  
ANONYMOUS TIP LINE, 35  
ARRIVAL, 8  
ASBESTOS INFORMATION, 39  
ATHLETICS AND ACTIVITIES, 25  
ATTENDANCE, 12  
BICYCLES, SKATEBOARDS, ROLLER BLADES,  
    SCOOTERS, 23  
BIRTHDAYS, 15  
BMS IMPORTANT DATES, 6  
BUS – TRANSPORTATION, 13  
CARE OF SCHOOL PROPERTY, 24  
CELL PHONES AND OTHER ELECTRONIC  
    DEVICES, 23  
CHEMICAL INFORMATION, 39  
CHILD CUSTODY, 36  
CHROMEBOOKS, 24  
CLASSROOM VOLUNTEERS, SPEAKERS, AND  
    CHAPERONES POLICY, 26  
COMMUNICABLE DISEASES, 29  
COMMUNICATION, 16  
COMPLAINT PROCEDURE, 38  
CONFERENCES, 16  
CONTACTING YOUR CHILD SCHOOL, 14  
CYCLE DAYS, 12  
DAILY BUS AND ACTIVITY BUS BEHAVIOR, 22  
DELIVERIES, 14  
DOORS, 32  
DROP OFF/PICK UP PROCEDURES, 8  
DUE PROCESS, 37  
ELIGIBILITY REQUIREMENTS, 18  
EMERGENCY CLOSINGS, 8  
EMERGENCY DRILLS, 36  
FACEBOOK, 19  
FIELD TRIPS, 25

FIGHTING, 22  
FLOWERS and BALLOONS, 14  
FOOD SERVICE, 27  
GRIEVANCE PROCEDURES, 39  
GUEST TEACHERS (SUBSTITUTE TEACHERS, 25  
HARRASSMENT AND BULLYING, 32  
HEAD LICE POLICY, 29  
HEALTH AND IMMUNIZATION CERTIFICATES,  
    30  
HEALTH SCREENING, 30  
HEALTH SERVICES, 28  
HONOR ROLL, 18  
HUMAN GROWTH AND DEVELOPMENT, 31  
ILLNESS AND INJURY, 12  
INFINITE CAMPUS PARENT PORTAL, 16  
INSTRUCTIONAL MATERIALS, 31  
INSURANCE, 30  
INTERNET USE, 22  
LATE TO SCHOOL, 13  
LEARNING OPPORTUNITY CENTER (LOC), 21  
LEAVING DURING THE SCHOOL DAY, 13  
LEGAL AUTHORITY, 39  
LOST AND FOUND, 23  
LUNCH, 14  
MAKE-UP WORK, 13  
MEDICATION POLICY, 28  
MISSION, VISION, GOALS, 4  
NCSD POLICIES AND NOTIFICATIONS, 37  
NEWSLETTERS, 19  
NEWTON COMMUNITY SCHOOL DISTRICT  
    MISSION STATEMENT, 4  
NEWTON COMMUNITY SCHOOLS, 4  
NEWTON COMMUNITY SCHOOLS BOARD OF  
    EDUCATION, 4  
NONDISCRIMINATION, 37  
OPEN ENROLLMENT, 27  
OTHER GENERAL INFORMATION, 25  
PERSONAL PROPERTY AT SCHOOL, 23  
PHYSICAL EDUCATION, 14  
PLANNED ABSENCES, 13  
Positive Behavior Instructional Supports (PBIS),  
    20

**PROCEDURES FOR REPORTING**

**ALLEGATIONS OF ABUSE OF STUDENTS BY  
SCHOOL EMPLOYEES, 36**  
**PROGRESS REPORTS AND REPORT CARDS, 16**  
**PTSA, 25**  
**RECESS, 14**  
**REGISTRATION AND FEE WAIVERS, 26**  
**REVIEW OF INSTRUCTIONAL MATERIALS,  
31**  
**SAFETY, 32**  
**SCHOOL AUTHORITY, 39**  
**SCHOOL COUNSELOR, 30**  
**SCHOOL DISCIPLINE POLICIES,  
20**  
**SCHOOL TELEPHONE USE, 14**  
**SCHOOL/COMMUNITY RELATIONS (Board  
Policy 1005.5), 39**  
**SEARCH AND SEIZURE, 37**  
**STANDARDIZED TESTS, 26**  
**STUDENT APPEARANCE AND DRESS, 20**

**STUDENT CONDUCT, 20**  
**STUDENT CONTACT INFORMATION, 19**  
**STUDENT DIRECTORY/PHOTOGRAPH  
INFORMATION, 36**  
**STUDENT RECORDS, 27**  
**STUDENT RESPONSE TO HARASSMENT AND  
BULLYING, 34**  
**SUPPORT SERVICES, 30**  
**TEXTBOOKS, 25**  
**Trained Dogs, 37**  
**TYPES OF DISCIPLINE, 21**  
**VIDEO SURVEILLANCE CAMERAS, 38**  
**VISITORS, 15**  
**WEAPONS, 35**  
**WEBSITE, 19**  
**WELCOME LETTER, 3**  
**WITHDRAWAL FROM SCHOOL, 27**

































