



**NCSD Elementary Schools**

**Parent & Student  
Handbook**

**2021/22**

**NCS D Elementary Schools:**

Aurora Heights

Emerson Hough

Thomas Jefferson

Woodrow Wilson

Web Page: [www.newtoncsd.org](http://www.newtoncsd.org)

**District Mission Statement:**

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

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

We look forward to working with you!



## **NCSD K-4 Faculty Commitment**

At NCSD K-4 Elementary Schools, we are committed to the science of teaching and demand excellence of the students, faculty members, and of themselves. We are committed to enhancing EVERY student's sense of personal self-worth and dignity. NCSD K-4 teachers believe 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. We take learning seriously and expect those present in the classroom to do the same by working on the task at hand. NCSD K-4 teachers will encourage ALL students, and recognize their efforts toward academic achievement. No student in any area will be isolated because of personal bias. NCSD K-4 will strive for excellence in all areas.

### **THE PARENTS' COMMITMENT TO EXCELLENCE:**

As parents of a NCSD K-4 Elementary School student, we want our child to have the best possible education. We realize that our support for the school system is essential in achieving excellence.

- We will make sure our child arrives on time at school (7:55 a.m.) and stays until 3:15 p.m.
- We will check in with the school office upon entering the school.
- We will do whatever it takes for our child to learn.
- We will check every night to see if our child has homework.
- We will provide a quiet structured time for homework completion each night.
- We will carefully read, sign and return all requested school correspondence.
- We will notify the school prior to the start of school if our child will be absent.
- We will pick up our child's make-up work per teacher policy.
- We expect our child to follow the NCSD K-4 expectations to protect the safety, interests, and rights of all individuals at the school.
- We are responsible for guiding the behavior and actions of our child.
- We will work as partners to provide a successful educational experience for our child.
- We will make ourselves available to our children, the school, and address any concerns.



## Table of Contents

[AEA 11 SUPPORT SERVICES](#)  
[ALCOHOL, TOBACCO, AND DRUGS](#)  
[ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS](#)  
[ANTI-BULLYING/HARASSMENT](#)  
[ARTICLES PROHIBITED AT SCHOOL](#)  
[ATTENDANCE](#)  
[BIRTHDAYS](#)  
[BOARD POLICIES](#)  
[BUS – TRANSPORTATION](#)  
[CARE OF SCHOOL PROPERTY](#)  
[CELL PHONES/SMART DEVICES](#)  
[CHILD CUSTODY](#)  
[COMMUNICABLE DISEASES](#)  
[COMPLAINTS AND GRIEVANCES](#)  
[CONFERENCES/PROGRESS REPORTS](#)  
[CONTACTING YOUR CHILD AT SCHOOL](#)  
[DISTRIBUTION OF MATERIALS](#)  
[DROPPING OFF/PICKING UP YOUR CHILD](#)  
[EMERGENCY DRILLS](#)  
[EQUAL EDUCATIONAL OPPORTUNITY](#)  
[FIELD TRIPS](#)  
[FOOD SERVICE](#)  
[HEAD LICE GUIDELINES](#)  
[HEALTH AND IMMUNIZATION CERTIFICATES](#)  
[HEALTH SCREENING](#)  
[HOME/SCHOOL COMMUNICATIONS](#)  
[ILLNESS AND INJURY](#)  
[INSTRUCTIONAL MATERIALS](#)  
[INSTRUCTIONAL MATERIALS FEES](#)  
[INTERNET USE POLICY](#)  
[MEDICATION](#)  
[MONEY-RAISING ACTIVITIES IN THE SCHOOLS](#)  
[OPEN ENROLLMENT](#)  
[POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS \(PBIS\):](#)  
[PROCEDURES FOR REPORTING ALLEGATION OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES](#)  
[PTA – A Vital Partnership for Student Success](#)  
[RELEASE OF PHOTOGRAPHS](#)  
[SCHOOL CYCLE DAYS](#)  
[SCHOOL SPIRIT DAYS](#)  
[SCHOOL TELEPHONE USE](#)  
[SECURITY CAMERAS](#)  
[SHOES, SOCKS AND BOOTS](#)  
[SMOKING/DRINKING/DRUGS](#)  
[SNACKS/TREATS BROUGHT INTO THE CLASSROOM](#)  
[STAYING IN AT RECESS](#)  
[STUDENT APPEARANCE AND DRESS](#)  
[STUDENT DESK AND LOCKERS](#)  
[STUDENT DIRECTORY INFORMATION](#)  
[STUDENT RECORDS](#)  
[STUDENT RELEASE AND ADULT VISITATION DURING SCHOOL HOURS](#)  
[TEACHER QUALIFICATIONS](#)  
[USE OF BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS](#)  
[VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY](#)  
[WEATHER-RELATED SCHOOL CANCELLATIONS](#)  
[WEAPONS](#)

## **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 pathologist, audiologist, and other personnel as needed. Teachers and/or parents/guardians may consult with the AEA for potential services for their children. Procedures exist to facilitate service delivery and parents/guardians should begin by inquiring with the classroom teacher for more information. The AEA also provides such services as videos, books, production services, etc.

## **ALCOHOL, TOBACCO, AND DRUGS**

All Newton Community Schools' facilities are smoke free. The use or possession of alcohol, tobacco in all forms, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. Violation of this policy by students will result in disciplinary action. Possession of alcohol and/or of a controlled substance may be reported to the local law authorities. Board Policy 502.7.

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

Animals on the playground/school grounds constitute a danger to young students. Pets need to be kept at home or in the vehicle during drop off/pick up. If you have a service/therapy animal, please contact the office so that special arrangements can be made. Service/therapy animals should be easily identifiable by their leash/harness/tags. Children often request to share a pet at school. This should be discouraged due to allergies and fears 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 animal allergies students in your child's classroom may have.

## **ANTI-BULLYING/HARASSMENT**

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, employees and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees and volunteers 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 individual in reasonable fear of harm to the student’s person or property. (2) Has a substantial detrimental effect on the individual’s physical or mental health. (3) Has the effect of substantially interfering with an individual’s academic performance. (4) Has the effect of substantially interfering with the individual’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 an individual’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 individual’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 individual; or
- The conduct has the purpose or effect of substantially interfering with the individual’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 180 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 Director of Human Resources 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. Board Policy 104

## **ARTICLES PROHIBITED AT SCHOOL**

Items that are hazardous to the safety of others or interfere with the learning environment are prohibited. A zero tolerance policy on dangerous weapons (real or toy) is in effect, i.e.: gun, knife, etc. Parents/guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property or on property within the jurisdiction of the school district 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. Board Policy 502.6.

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

## **ATTENDANCE**

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

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

State law requires that students be in school. Parents and students are encouraged to ensure an absence from school is a necessary absence. Please call your school office by 8:30 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. An email is also acceptable to your school secretary. Students of compulsory attendance age who are required to be schooled, but who fail to attend school regularly, are consistently tardy, or leave school early, will be considered truant. The building principal or designee shall investigate the cause for a student's truancy. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process (ACP). Violations of the Attendance Cooperation Process will be turned over to the Jasper County Attorney for mediation.

### Regular Dismissal

7:55 a.m. - 1st Bell  
8:05 a.m. - Tardy Bell  
3:15 p.m. - Dismissal

### Early Dismissal

7:55 a.m. - 1st Bell  
8:05 a.m. - Tardy Bell  
1:45 p.m. - Dismissal



## **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. Please check with your child's teacher for any possible allergies in the classroom. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. We prefer that balloons, flowers, and other gifts be given at home and not sent to school. Any of these items delivered to school will be kept in the office and given to the student at the end of the day. **Invitations to parties out of school which do not include the entire class will not be distributed at school.**

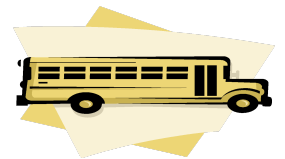
## **BOARD POLICIES**

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031005>

## **BUS – TRANSPORTATION**

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

If a student must have different after school arrangements than normal, parent/guardians should discuss these arrangements with their child before they go to school that morning. A signed note to the teacher is also required explaining the different after school plans. If a student wishes to ride a bus home with another student, **approval must be obtained from the transportation department (792-4493)**. A signed note from the parent of the child wishing to ride the bus is required. A bus pass may be granted from the office upon approval from the transportation department to be presented to the bus driver.



## **CARE OF SCHOOL PROPERTY**

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

## **CELL PHONES/SMART DEVICES**

Students are encouraged not to have cell phones/smart devices in school. If a student does bring a cell phone/device, it must stay in his/her backpack in his/her locker (the school is not responsible for missing devices). The phone/device must be **shut off at all times during the school day**. Absolutely NO text messages, personal emails, social media or cell phone calls will be allowed during school hours. If a student

uses his/her phone during the day, the cell phone/device will be confiscated and held for parents to pick up. Students may use the school phones when necessary. Messages will be delivered to the student.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that defines the rights of parents 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.

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody and parental rights. Court orders that have been issued shall be followed by the school district whether the parent/guardian or student agrees or disagrees with the order. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district with the court order allowing such action. Board Policy 507.7.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of transmission of the illness or transmission to other students or employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurses.

The health risk to immunosuppressed students is determined by their personal physicians. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's physician, a physician chosen by the school district or public health officials.

It shall be the responsibility of the superintendent/designee, in conjunction with the school nurses, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <https://idph.iowa.gov/CADE/reportable-diseases>. Board Policy 507.3

## **COMPLAINTS AND GRIEVANCES**

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student

may discuss this matter with the principal. If the matter cannot be resolved by the principal, the student and/or parents may discuss it with the superintendent. Contact the principal if you have further questions about this procedure.

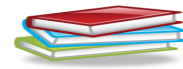
## CONFERENCES/PROGRESS REPORTS

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

October 19th and 21st– 1:45 Dismissal  
March 8th and 10th - 1:45 Dismissal

NO SCHOOL – Oct 22nd  
NO SCHOOL – March 11th

At these conferences teachers and parents share important information about students. Parents, teachers or other school staff may request additional conferences. Progress reports are sent home two times a year, January and May.



## CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, you may telephone or visit the school office. If you have a change in procedures for the end of the day, please contact the main office. If we have any doubt about the authenticity of a phone call or changes for students, we may contact the parent to verify the change of plans. To prevent disruption of the class, the office will deliver a message to your child. **All messages for the end of the day information must be called in by 2:30.**

## DISTRIBUTION OF MATERIALS

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any product or service not permitted to minors by law;
- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited.

Distribution on school premises of material in categories (e) and (f) to a substantial number of students

is prohibited.

For specific procedures, time, place, and manner of distribution, definitions, and disciplinary action, refer to Board Policy 903.5R1.

## **DROPPING OFF/PICKING UP YOUR CHILD**

1. 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.
2. 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 and have a current approved background check.
3. At the end of the day, 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.
4. Schedules for all elementary buildings:
  - Breakfast: 7:35AM
  - First Bell (Call to Class): 7:55AM
  - Late Bell (School Begins): 8:05 All students must check in to the office if late
  - Dismissal Bell: 1:45PM Early Dismissals  
3:15PM Regular Dismissal

### **Aurora Heights Procedures:**

#### **Arrival:**

- **Any student arriving by car should be dropped off curbside from the passenger door facing the school. Please DO NOT drop your child off across any street and expect them to run across the street to the school. If you park on the opposite side, you must escort your child across the street in person.**
- All students arriving for breakfast can enter the northwest door at 7:35.
- All other students can enter at their respective doors beginning at 7:40.
- Kindergarten and 1st grade students enter the southwest door.
- 2nd and 3rd grade enter the northwest door.
- 4th grade enter the southeast door by the playground.
- *If there is inclement weather (rain or temp. below 25), students will be invited inside right away.*

**Dismissal:** All students will be dismissed at 3:15 p.m. unless noted differently.

- Students should enter any vehicle from the school curbside through a passenger door.
- To keep students safe, DO NOT have your child run across the street to get in your vehicle. **If you park on the opposite side, you must escort them to your vehicle in person.**
- Teachers will escort their students to the appropriate exit at dismissal.
- Students who are meeting siblings should wait outside their assigned exit.
- Bus students will immediately go to and get on their assigned bus.
- Students who are picked up should go immediately to those vehicles.
- Walkers are to leave to go home.

## **Emerson Hough Procedures:**

### **Arrival:**

- Doors will open for drop off at 7:35. Please do not arrive earlier than 7:35; students will not be allowed to enter the building before this time and will not be supervised. Breakfast will start at 7:35 and students will either go to the cafeteria for breakfast, line up in designated areas outside, or go directly to classrooms during inclement weather. Children arriving after 8:05 will need to check in at the office.
- Please use the circle drive to drop off your child. Children should exit from the right (passenger) side of your car to ensure that they do not have to cross traffic. Students may only be dropped off along the far right lane. Once your child has exited your car, please pull into the left lane and proceed out the exit. Students may not exit the vehicle from the left lane.
- Students should be ready to exit your vehicle as soon as your car stops along the right lane. Please give your hugs/kisses before leaving home, as we have to keep traffic moving. Parents should not exit their car to open doors for students. If your child needs help opening his/her door, one of the supervising school staff can assist.
- If you need to get out of your vehicle, please park in the main parking lot in the front of the building. Cars may not park, unattended, on the right side of the circle drive.
  - The small parking area on the north side of the building is for busses only. The parking lot on the southeast side of the building is for staff only. Please do not park in these areas.
- Do not drop off children on the surrounding streets. This is extremely dangerous as traffic is blocked and oncoming drivers can not see children.
- Students may enter the building using the main doors, starting at 7:35. Those going to breakfast should go directly to the cafeteria. Those not eating breakfast should go directly to the gym. All students will be dismissed to their classrooms at 7:55.

### **Dismissal:**

- Please use the circle drive to pick up your child. Children should get into the right (passenger) side of your car to ensure that they do not have to cross traffic. Students may only be picked up along the far right lane. Once your child has entered your car, please pull into the left lane and proceed out the exit. Students may not enter the vehicle from the left lane.
- If you need to get out of your vehicle, please park in the main parking lot in the front of the building. Cars may not park, unattended, on the right side of the circle drive.
  - The small parking area on the north side of the building is for busses only. The parking lot on the southeast side of the building is for staff only. Please do not park in these areas.
- All students will be dismissed at 3:15. Teachers will escort their students to the appropriate exit. Students who are meeting siblings should wait outside their assigned exit. Students who are picked up should go immediately to those vehicles. Students who walk must leave school grounds upon dismissal.

## **Thomas Jefferson Procedures**

### **Arrival:**

- Doors will open for drop off at 7:35. Please do not arrive earlier than 7:35 as students will not be allowed to enter the building before 7:35. Breakfast will start at 7:35 and students will either go

to breakfast or to the main gym to wait for the day to start. Children arriving after 8:05 will need to go to the main entrance to check in at the office.

- Please use the front drive for dropping students off in the morning. An adult(s) will be monitoring students being dropped off. Please use the right lane to drop off students. **FOR SAFETY, DO NOT DROP OFF STUDENTS IN THE LEFT LANE.**
- The North Bus lane may not be used in the morning for drop offs.

### **Dismissal:**

#### **NO PARKING**

- First and foremost, we will enforce the “No Parking” traffic signs on Thomas Jefferson Drive from 1st Avenue to North 4th Avenue. Please do not leave your cars to pick up your children from the school unless you are parked in our south parking lot (this lot is generally full).

#### **CIRCLE DRIVE (TWO LANES, ONE WAY – south to north)**

- Please use the right lane of the circle drive for pick-up of children. The left lane is for flow-through traffic to move to an open spot in the right lane or to exit the circle drive.
- At the north end of the circle drive, the traffic must turn right to exit and proceed all the way north to North 4th Avenue. Turning left down Waterbury Road is discouraged and traffic laws will be in full enforcement.

Please help us by understanding the importance of the traffic flow designed to keep students safe and traffic flowing. If everyone will follow these procedures traffic will flow more smoothly, evenly, and quickly.



- **NO PARKING** (written in RED) at the top of the picture shows NO PARKING from 1<sup>st</sup> Ave. to N. 4<sup>th</sup> Ave. W. (refer to #1)
- The **CIRCLE DRIVE** has two lanes that run one-way (south to north). The right lane (closer to the TJ building) is for pick up. The left lane is for flow-through traffic (refer to #2)
- At the north end of the **CIRCLE DRIVE**, a **RIGHT TURN ONLY** (written in red) will be enforced. Traffic needs to continue north all the way to N. 4<sup>th</sup> Ave. W. (refer to #3)
- The **SOUTH PARKING LOT** may be used for pick-up. However, a **LEFT TURN ONLY** (written in red) will be enforced. Traffic needs to continue south to 1<sup>st</sup> Ave. (refer to #4)
- The **NORTH BUS CIRCLE DRIVE** will be closed to traffic.

## **Woodrow Wilson Procedures:**

### **Arrival:**

- Students arriving by car can be dropped off at the main entrance using the parking lot as a circle drive. Please turn right only on to 7<sup>th</sup> Street with exiting the parking lot. Students riding their bikes must put their bikes in the bike rack upon arrival.
- Students arriving for breakfast can enter the gym using the main entrance. Students will be dismissed to line up with their classes outside if they finish before 7:55. Otherwise they will be dismissed to their classrooms from the gym.
- Bus students will be dropped off on W. 9<sup>th</sup> St. and walk up to the building.
- Students will enter from the west door (blacktop) when the 7:55 bell rings.
- *If there is inclement weather (rain or temp. below 25), students will be invited inside*

### **Dismissal:**

- Teachers will escort their students to the appropriate exit.
- Students who are meeting siblings should wait outside their assigned exit.
- Bus students will immediately go to and wait under the shelter.
- Students who are picked up by parent should go immediately to those vehicles.

### **Parking Lot Safety:**

- Have students load cars from the sidewalk ONLY. Do not let students walk into the parking lot and load cars without adult escort. Students who are walking home should not cut across the parking lot.
- Students who walk home should leave the school grounds.

### **Traffic Flow at Dismissal:**

- For the safety of all students, parents may pull up and wait for students along the curb of the parking lot, load and allow other cars to pull up and load. Do not park in the drive (2 cars wide) as it will prevent cars from pulling out of parking spots. Do not park on both sides of the street to ensure traffic can flow both ways. Please turn right only on to 7<sup>th</sup> Street with exiting the parking lot. You cannot park on 6<sup>th</sup> Street facing south. If 9<sup>th</sup> Ave is backed up to 6<sup>th</sup> Street, you may need to enter 9<sup>th</sup> Ave from 5<sup>th</sup> street and park facing west.
- With everyone's patience, we can get all students loaded and on their way in a matter of a few minutes.

## **EMERGENCY DRILLS**

To make sure that all children learn how to leave the building safely when they hear the fire alarm, the school will conduct fire drills throughout the school year. In addition to fire drills, the school will also conduct tornado and intruder drills. NCS D K-4 also has comprehensive plans to cover other emergencies.

## **EQUAL EDUCATIONAL OPPORTUNITY**

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 1st Avenue West, Newton, Iowa, 50208, (641) 792-5809, seloverl@newton.k12.ia.us .

The Board encourages students to participate in school activities and programs for their physical and mental well-being. Equal opportunity, in compliance with the state and federal laws, shall apply to the programs and activities offered by the school district. The board requires all persons, agencies, vendors, contractors, volunteers and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. Board Policy 102

## FIELD TRIPS

Properly planned, well-conducted and carefully supervised field trips are a vital part of the curriculum. Student trips allow students to learn from firsthand experiences and observations. They help students view the whole world as their learning environment. Parents will be notified of planned field trips. Chaperones will be assigned on a first come, first serve basis. In order to chaperone a field trip, volunteers **MUST HAVE A COMPLETED CRIMINAL HISTORY BACKGROUND CHECK ON RECORD BEFORE BEING PERMITTED TO CHAPERONE.** Please review our district policy on page 28 of this handbook.

We do not allow siblings to attend the field trips so that adequate attention can be given to the students and their learning process.

It is the school's policy that students will not be permitted to leave school grounds for a field trip until a signed statement of permission from a parent is on file at school. A parent or guardian must electronically sign a permission slip at the beginning of each year during registration through Infinite Campus, giving permission for your child to attend all grade level field trips.

If a chaperone would like to take a student home from a field trip, the student's parent/guardian will need to first email or write a note to the child's teacher explaining this. The chaperone also must check out (face to face) with the child's teacher prior to leaving the field trip.

## FOOD SERVICE

All students receive a free breakfast and lunch. Home lunches may be brought by students. **Students may not bring pop or other caffeinated beverages to school.** Menus will be sent home each month with your child. You can also find a menu on our school web site [http://www.newtoncsd.org/district\\_Menus.aspx](http://www.newtoncsd.org/district_Menus.aspx)

Parents and visitors wishing to eat lunch with their child may purchase a lunch at the school. Please bring exact change. We encourage you to eat a hot or cold lunch with your child. **Parents wishing to eat lunch with their child(ren) must check in at the office prior to heading to the lunchroom. On your first visit, you will be asked for your driver's license for our building to make a copy and keep on file. This is a once a year procedure; please review our visitor/volunteer policies. For safety purposes, we ask that all parents return to the office after eating lunch and do not go out to recess.**

Adult Breakfast-\$1.75

Adult Lunch - \$3.85

Milk-\$0.40



## HEAD LICE GUIDELINES

Head Lice can be a nuisance for schools and families to deal with. Together, we can ensure that the disruption to school is minimal. We will use the following procedures in Newton Schools based on information from the Iowa Department of Health. Please don't hesitate to contact your school nurse, health para, or school administrator if you have further questions or concerns.

1. When a student is found with live lice in their hair the following procedure will be followed:
  - a. Parents will be asked to take the student home for treatment. This is to ensure that the spread of the Head Lice will not interfere with the learning environment for all students.
  - b. Recommended treatment will be based on the Iowa Department of Health's 14 Day Treatment Protocol.
  - c. If a parent/guardian cannot be found, students with head lice will be sent back to class.
  - d. Following treatment, the student may return to school. When possible, it will be *recommended* that the health para/nurse check the student's head. If for any reason live lice or nits remain, the nurse/health para may offer other suggestions.
  - e. For recurring infestation problems, the parent can consult with a district nurse/health para for other suggestions. Students will not be chemically treated at school due to the chemicals used and possible reactions that students may have.
  - f. Students with nits will be allowed to stay in school, but parents are requested to remove any visible nits or seek treatment as needed.
  
2. A 14 day treatment protocol from the Iowa Department of Public Health will be sent home with the student to explain the recommended treatment. To protect students' right to privacy, notifications will only be sent home with the other students in that classroom if a significant number of students in that class have had confirmed cases of head lice, alerting parents and recommending routine checking of their children. Only siblings and close associates of the student with lice will be checked by school personnel if we feel it is necessary.
  
3. Having all students in a classroom checked for head lice will seldom occur due to the disruption of instruction and to protect the students' right to privacy.

## HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. Board Policy 507.1

## **HEALTH SCREENING**

Students entering kindergarten and 3rd grade should have a vision screening by an eye doctor and students entering kindergarten should also have a dental screening. The school district completes a basic vision screening for any 3rd grader who does not have a screening done by an eye doctor and works with the AEA to complete a hearing screening for all students. Students are automatically screened unless the parent/guardian submits a note asking the student be excused from the screening. However, upon a teacher or parent's recommendation, students not scheduled for screening may also be screened.

## **HOME/SCHOOL COMMUNICATIONS**

The staff of NCSD K-4 Elementary School is eager to welcome you to our NCSD K-4 team. It is only through teamwork that we can maintain a commitment toward educational excellence. With your support and positive cooperation, we can successfully meet the needs of the children attending NCSD K-4 Elementary Schools.

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

## **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. At registration, parents will complete an emergency form providing necessary information to be used in the case of an illness or injury. A registered nurse or health paraprofessional are available daily to assist with health concerns. The district's registered nurse is on-call as needed for each building.

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

If your child vomits, has diarrhea, or temperature at or above 100 degrees, he/she must stay home from school. He/she should stay at home for 24 hours after the last time he/she has vomited, had diarrhea, or a fever.

## **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.

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

## **INSTRUCTIONAL MATERIALS FEES**

Instructional material fees for the school year are due and payable at registration. Fees for kindergarten through sixth grade are \$63.00 or completed FEE WAIVER (based on government income guidelines). Only one form is needed per family.

## **INTERNET USE POLICY**

The internet is viewed as an outstanding educational tool for use by students and staff alike. Students will only be allowed to use the internet with parental permission. Parents/guardians will be required to sign a permission form to allow their student to access the internet. Students will sign a form acknowledging they have read and understand this Internet Acceptable Use policy and regulations, and the consequences for violation of this policy or regulations. Refer to Board Policy 605.6 for more information.

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

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

## **MEDICATION**

Any medication taken at school must be brought into the health office by the parent or parent's designee, left in the health office, and given in the health office. Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

Nonprescription medicine (i.e., aspirin, cough drops, cough syrup, cold tablets, aspirin, etc.) should be sent in an appropriate container labeled with the student's name and the name of the medicine. A parent signed

medication permission sheet is also required for nonprescription medication. This medication permission sheet is available in the office. All medication will be kept in a locked place in the nurse's office for safety purposes. Refer to Board Policy 507.2.

## **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. Board Policy Code No. 1005.5

## **NON-DISCRIMINATION POLICY**

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, the equity coordinator, Laura Selover, Director of Human Resources, 1302 1st Avenue 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.

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

**Filing a Complaint:** A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

**Investigation:** Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

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

Within 60 working days after beginning the investigation, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal:** The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class, with return receipt.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures. Board Policy 102.R1.

## **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. Forms are due back to the Office of the Superintendent by March 1. Additional questions may be addressed to the superintendent.

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS):**

Our PBIS Tier 1 program helps to maintain a safe and effective school environment that maximizes the academic achievement and social-emotional-behavioral competence of ALL students. Students are taught our behavioral expectations and are acknowledged for following these expectations.

A big part of this approach is to ‘catch kids doing the right things’. For students, the acknowledgement system includes collecting Cardinal Cash tickets which will be used for classroom and/or building incentives. Awards for whole group positive behavior will also be given and will be collected by each classroom to earn a special group reward. Together we can partner with encouraging our Cardinal Code: Be Safe, Be Respectful, Be Responsible, and Be Caring. By keeping these four guiding principles in the forefront at home too, it will help us use common language with our children.

Our PBIS Tier 2 supports are for students who need more support than provided in Tier 1 (typically 5-10% of students). In Tier 2, questions that should be answered must be more specific to identify the strengths and needs of the individual student in order to determine how to implement Tier 2 (or Tier 3) interventions. Tier 2 supports are meant to be a temporary service for students not responding to Tier 1 supports. Below we’ll explore Tier 2 using the problem-solving method that our school’s Building Assistance Team uses at their student meetings.

**Define the Problem:** Universal screening is expected to identify about 10–15% of students for whom the core curriculum and universal interventions are not sufficient. The teacher and the decision-making team within the school may decide to offer more intensive interventions in Tier 2 based upon available student behavior data and assessment results.

**Analyze the Problem:** It is important that growth areas be identified with as much detail as possible: What is the exact nature of the problem? When does it occur? How often does it occur? How does the identified concern compare with a benchmark or standard for the specific area?

**Develop a Plan:** The decision-making team selects a research- or evidence-based intervention that will best meet the needs of the student. Student success is contingent upon a consistent match of effective, explicit instruction to the student’s needs. Tier 2 instruction consists of the core curriculum supplemented by a targeted intervention which, in most cases, is delivered to small groups (2–4 children). Tier 2 instruction should be provided by school personnel trained in the core curriculum or can be provided by a specialist, as appropriate. A variety of specific instructional programs or standard protocols are available for use during Tier 2.

**Implement the Plan:** Tier 2 instruction is in addition to Tier 1 instruction; it does not replace it. Students identified as needing Tier 2 intervention may receive an additional 20-30 minutes of support 2–5 days per week.

**Evaluate the Plan:** Progress is closely monitored, weekly. The implementation of the intervention can be for a period of 6–12 weeks as determined by the student’s response to the intervention program’s implementation with fidelity.

For some students, Tier 2 interventions may give them the boost they need to achieve proficiency. They may stop receiving Tier 2 instruction completely, or they may continue receiving the intervention if progress has been made, but not sufficient enough to independently apply skills learned. For about 5% of students, Tier 2 interventions will not be enough to help achieve proficiency.

For those students who are not successful in Tier 2, the decision-making team needs to consider a variety of factors:

- Has the correct intervention been used?
- Is the instructional match appropriate?
- Has the intervention been implemented with fidelity?
- Has the engaged learning time been maximized?
- Has consistent, correct feedback been provided?
- Has explicit instruction been offered consistently?

If these criteria have been met, the team will need to determine whether Tier 3 interventions would be appropriate. The problem-solving cycle begins again.

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

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The Newton Community School District has appointed the Director of Teaching and Learning and the Director of Human Resources as Level I Investigators. Bret Miller or Laura Selover will investigate allegations of abuse on the PreK – 6<sup>th</sup> grade level. They can be reached at 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 402.3

## **PTA – A Vital Partnership for Student Success**

The Parent Teacher Association has been a very supportive partner of the school. PTA offers an excellent opportunity to show support for our children. The PTA holds monthly meetings. Memberships are available for \$5.00 and parents are encouraged to get involved. Please contact your school if you would be interested in being involved with PTA.

## **RELEASE OF PHOTOGRAPHS**

In the Newton Community School District, photographs or a likeness may be released without written consent unless parent/guardian designates refusal to this on the electronic signature during registration through Infinite Campus each year. Photographs may be released to media outlets including Newton Daily News, NCSD website, School Newsletters, and building or classroom Facebook pages.

## **SCHOOL CYCLE DAYS**

All school days happen in 6-day cycles. When Monday is cycle day #1, then Friday is cycle day #5. The following Monday is cycle day #6 and that next Friday is cycle day #4. School activities like art, music, PE, guidance, and library/technology are scheduled on different cycle days. If school is cancelled because of weather, the cycle day is not counted. The cycle day continues when school is back in session.

## **SCHOOL SPIRIT DAYS**

Show your school spirit every Wednesday by wearing school elementary shirts. Fridays will be designated as Newton Cardinals Spirit Days, so wear red and/or black shirts.

## **SCHOOL TELEPHONE USE**

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

## **SECURITY CAMERAS**

Video surveillance cameras are used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.



## **SHOES, SOCKS AND BOOTS**

During snowy, wet or muddy weather, please have your child bring an old pair of shoes or a pair of boots to wear outside. For safety reasons it is extremely important that students wear tennis shoes while participating in physical education. Flip flops, Crocs and other open toed shoes are discouraged.

## **SMOKING/DRINKING/DRUGS**

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, alcohol, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and, Series 500 – Students NCSD Board Policies Page 2
- Notification to parents and students that compliance with the standards of conduct is mandatory.

Board Policy 502.7

## **SNACKS/TREATS BROUGHT INTO THE CLASSROOM**

All snacks/treats brought to school must be in their original, labeled container. This is to ensure safety for all students, especially those with food allergies. Please do not send homemade snacks/treats to school; we will be unable to give these out to students. If a student in your child’s classroom has a severe allergy to certain foods (such as peanuts or gluten), you will receive notification from the school and will be asked to not send any foods containing this product to school.

## **STAYING IN AT RECESS**

All students are expected to go outside for recess. Please do not request that your child stay in for recess. If there is a special health concern and there is a reason your child must remain indoors, you need to send a note stating the concern. If a health condition requires your child to stay in for recess beyond one or two days, we need to have a note from your doctor.

## **STUDENT APPEARANCE AND DRESS**

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy and safe environment. A student's clothing often sets the stage for his/her actions, as well as that of other children in the school. Parents are encouraged to guide their children on their choice of clothes. Please do not send your child to school with clothing that is suggestive or attention getting. Shoes with wheels are not to be worn or brought to school. Clothing making reference to alcohol, tobacco, or other inappropriate substances or wording will not be worn in school. Student dress should be appropriate for the weather. Students may be outside for 30 minutes. Hats, gloves and boots are necessary in cold weather. **Hats and caps are not to be worn in the building.**

## **STUDENT DESK AND LOCKERS**

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



## **STUDENT DIRECTORY INFORMATION**

Directory information is contained in the educational records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose “directory information” to

third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The district has designated the following as “directory information;” student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; most recent educational agency or institution attended; student ID number, user ID, or other personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child’s information in the directory or in the general information about the students. It is the responsibility of the superintendent to provide notice and determine the method of notice that will inform parents. Board Policy 506.2.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of each school year. If you have no objection to the use of student information, you do not need to take any action. Board Policy 506.2E1.

## **STUDENT RECORDS**

Student records are stored electronically. 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, records of assessment data, family background data, discipline data and external agency reports. Questions regarding student records should be directed to the principal’s office.

## **STUDENT RELEASE AND ADULT VISITATION DURING SCHOOL HOURS**

All school guests including volunteers and parents must use the main entrance and must come directly to the office and check in, where you will be given a guest pass. Please wear this pass during your visit and return it to the office before leaving.

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

Students will be allowed to leave school grounds during school hours only with prior authorization from their parent/guardian. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons

approved by the administration. Students leaving the building must sign in and out at the office. **In the interest of our students' security and safety, parents/guardians are REQUIRED to report directly to the office when picking their child up early rather than going to the child's classroom.**

## **TEACHER QUALIFICATIONS**

As parents/guardians in the Newton Community School District, you have the right to information regarding your child's teacher's qualifications, state license status, special endorsements for grade level/subject areas taught, and certification/degree. Parents/guardians may request this information from the office of human resources by calling 792-5809 or by sending a letter of request to NCSO Office of Human Resources, 1302 1st Ave W, Newton, Iowa 50208.

## **USE OF BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

We discourage students from riding these items to school due to the number of students attending elementary buildings and the traffic pattern near school. There should be no riding of bicycles on the playground or school sidewalks during school hours or during dismissal time. Bicycles are to be placed in the bike rack in the corner of the building. The school is not responsible for damaged or stolen bicycles. We strongly encourage students to wear helmets if they ride bikes to school. No skateboards, roller blades, skate shoes, or roller skates should be worn or brought to school. These guidelines are established for everyone's safety.

## **VISITOR POLICY**

The NCSO Board of Education has adopted procedures for visitors at all schools. Please read our visitor procedures below:

- In order to facilitate a controlled point of access, all doors at NCSO K-4 Elementary shall be closed and locked. The marked main door of each building will be the only access for visitors.
- Visitors shall request access by pushing the buzzer by the main door.
- Visitors shall report to the main office, sign in on the visitor's log, and show photo identification, e.g. drivers' license. Our secretary will then make a photocopy of the identification and issue the visitor a "visitor's badge." The visitor is required to display the badge in a prominent fashion on their person at all times while on campus.
- At the conclusion of the visitor's business, they shall return to the secretary's desk to sign out on the visitor's log and return their badge.
- Visitors who do not comply with these district requirements for identification shall be asked to leave school grounds.

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

- All volunteers are required to officially register and complete the necessary paperwork as a volunteer prior to becoming able to volunteer in any of the schools or school programs.
- 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.
- If you are interested in volunteering, you must complete a volunteer packet containing the following forms (application, statement of confidentiality, State of Iowa criminal history record check request

form, Iowa Courts Online, child abuse clearance, sex offender law compliance). You must also either turn in a copy of your valid driver's license or stop by the office and we'll copy it for you (you can have our office copy it on your first visit to volunteer, after your application has been approved).

- You can request a volunteer packet be sent home with your child or stop by our office to complete.
- Below are some examples of volunteer roles in our schools:
  - Chaperoning a field trip
  - Classroom volunteer during celebrations/parties
  - Instructional volunteer
    - Making classroom materials
    - Copying papers
    - Assisting with small group or 1:1 instruction
- A volunteer packet is not required to eat lunch with your child(ren).
- Individuals who do not meet the appropriate requirements established by the state law or the NCS D procedures, will not be permitted to volunteer.
- When the volunteer reports to school, he/she is expected to follow the visitor sign-in procedures.
- 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.

## **WEATHER-RELATED SCHOOL CANCELLATIONS**

Whenever it becomes necessary to cancel, delay, or early release on a day of school because of a weather emergency, this information will be broadcast over the following radio and television stations: KCOB (1280 am, WHO (1040 am), KGRN (1410 am), and other area stations. The Newton Community School District will also use the Campus Messenger alert system to inform parents through phone message, text, and/or email. In order to receive these alerts, you can update your Contact Messenger Contact Preferences in Infinite Campus by following these steps:

1. Login to your Infinite Campus Parent Portal account (<https://campus.newton.k12.ia.us/campus/portal/newton.jsp>).
2. Select 'Contact Preferences' tab under User Account.
3. Check the corresponding boxes for the type of contact you would prefer at each number or email address.
4. If there is a phone number or email that is no longer current, please delete it.
5. Be sure to save by clicking the button at the bottom of the page.

If you need assistance with this, please contact your school office. Parents and students should discuss contingency plans for such events.



## **WEAPONS**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will 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 knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has 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 weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The principal may allow authorized persons to display weapons, dangerous objects, or look-alikes for educational purposes. Such a display shall also be exempt from this policy. The superintendent, in conjunction with the principal, may develop an administrative process or procedures to implement this policy. Board Policy 502.6