

# **Berg Elementary School**

## **Parent & Student Handbook**



***Moving and Grooving to Success!***  
***2011-2012***

## **BERG ELEMENTARY SCHOOL**

1900 N 5<sup>th</sup> AVE E

Newton, Iowa 50208

Telephone: 641-792-7742

Fax Number: 641-792-7779

Web Page: [www.newton.k12.ia.us](http://www.newton.k12.ia.us)

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

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

We look forward to working with you!

Berg Elementary Staff



*“Our purpose is to reach each student’s full potential through engaging, differentiated instruction in a safe, positive environment.”*

### **District Mission Statement:**

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

## The Cardinal Code



Be Safe  
Be Respectful  
Be Responsible  
Be Caring

### BERG ELEMENTARY FACULTY

#### TRANSITIONAL KINDERGARTEN

**Pam Rausch**

#### KINDERGARTEN

**Holly Anderson**

**Amy Antle**

**Nikki Barr**

**Barb Burnett**

**Roberta Kerber**

**Colleen Sheriff**

#### FIRST GRADE

**Mary Bartels**

**Lori Hildebrand**

**Lois Holmes**

**Tami Smith**

**Tricia Thomason**

#### SECOND GRADE

**Jen Elbert**

**Jenna Hucka**

**Leanne Linn**

**Amy Prime**

**Karen Shump**

#### THIRD GRADE

**Jane Cibula**

**Colleen Eidahl**

**Teresa Johnson**

**Krysten Osby**

**Rachel Tomas**

#### TITLE ONE READING

**Krista Baumgartner**

**Lora Caves**

**Brenda Newell**

**JoAnne Price**

#### SPECIAL EDUCATION

**Miranda Bratland**

**Kylie McAnally**

**Tara Roberts**

**Sara Schober**

**Jenny Springer**

**Cindi Stickel**

**GUIDANCE COUNSELOR**  
**Carole Hall**

**LMC**  
**June Clue**  
**LMC PARA PRO**  
**Jocile Versteegh**

**P.E.**  
**Eric VanderVelden**

**PARA PROS**  
**Julie Anderson**  
**Laura Braun**  
**Malaney Burton**  
**Tammy Chance**  
**Lisa Christy**  
**Danna Fruetel**  
**Kathryn Hopman**  
**Jenny Jensen**  
**Kay Law**

**CUSTODIANS**  
**Kris Simmons – head custodian**  
**Dave Collins**  
**Rich Henschel**

**FOOD SERVICE:**  
**Kellie Hartgers – manager**  
**Jackie Foreman**  
**Stephanie Hartgers**  
**Teresa Meyer**

**NURSE**

**SECRETARY**

**PRINCIPAL**

**NTAG**  
**Sara Van Manen**

**MUSIC**  
**Will Edgars**  
**Jenny Harris**  
**Michelle Banwell**

**ART**  
**Margaret Caldwell**  
**Chris Noel**

**Kathy McDermott**  
**Dorothy McFarling**  
**Pam Moore**  
**Mary Shaw**  
**Jenine Simon**  
**Craig Tool**  
**Kathy Troen**  
**Erin Yeager**

**Kim Hoskins**  
**Sam Parsons**  
**Wayne Roland**

**Sherry Putz**  
**Sharon VanBaale**  
**Jackie Walker**

**Stacy Jackson**

**Lesa Blatchford**  
**Karyl Engle – para**

**Jolene Comer**



## **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 videos, books, production services, etc.

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

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

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

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

## **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 shall be notified of the incident. Confiscation of the weapon or dangerous objects shall be reported to the law enforcement officials and students will be subject to disciplinary action including suspension or expulsion. Board Policy 502.11.

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

**ATTENDANCE:**

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

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

State law requires that students be in school. Parents and students are encouraged to ensure an absence from school is a necessary absence. Please call the office (792-7742) 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. Students of compulsory attendance age who are required to be schooled, but who fail to attend school or be schooled regularly, will be considered truant. The building principal or designee shall investigate the cause for a student's truancy. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process (ACP). Violations of the Attendance Cooperation Process will be turned over to the Jasper County Attorney for mediation.

**TK-3<sup>rd</sup> Grade School Hours:**

**Regular Day**

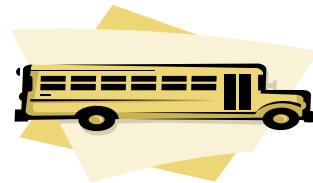
7:45 Breakfast/Doors open  
8:00 School begins  
8:10 Tardy bell  
3:03 Bus students dismiss  
3:05 Classes dismiss

**60 Minute Early Dismissal**

7:45 Breakfast/Doors open  
8:00 School begins  
8:10 Tardy bell  
2:03 Bus students dismiss  
2:05 Classes dismiss

**BIRTHDAYS**

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



**BUS – TRANSPORTATION**

Safe, comfortable, efficient, and timely transportation is the purpose and goal of the school buses and bus drivers. Each rider has the responsibility to contribute to safe passage by being courteous to

others, obedient to adult supervisors and drivers, and respectful of property. Students will be made aware of desired behavior, as well as consequences that will occur if they do not behave. Parents are encouraged to cooperate with drivers and the transportation director in ensuring that their children behave appropriately.

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

## **CARE OF SCHOOL PROPERTY**

Staff, students, parents, and community take great pride in our school and its appearance. We expect students to take care of school property including their desks, chairs, books, lockers, and school equipment. 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**

Students are discouraged from having cell phones in school. If a student does bring a cell phone, it must stay in his/her backpack in her/her locker (the school is not responsible for missing phones). The phone must be shut off at all times during the school day. Absolutely NO text messages or cell phone calls will be allowed during school hours. If a student uses his/her phone during the day, the cell phone 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 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.

## **CONFERENCES**

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

**October 25<sup>th</sup> and 27<sup>th</sup> –2 hr. Early Dismissal**  
**NO SCHOOL – Oct 28<sup>th</sup>**



**March 13<sup>th</sup> and 15<sup>th</sup> - 2 hr. Early Dismissal**  
**NO SCHOOL – March 16<sup>th</sup>**

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

**COMMUNICABLE DISEASES**

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

**COMPLAINTS AND GRIEVANCES**

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

**CONTACTING YOUR CHILD AT SCHOOL**

If you 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.

**DANGEROUS WEAPONS/DRUGS**

Knives, matches, lighters, alcohol, guns, tobacco, fireworks, illegal drugs, etc. are not to be brought to school. Students found to possess a dangerous weapon or a look-alike on school property will be subject to disciplinary action which may include expulsion up to one year. Parents/guardians and the police will be notified. Board Policy 502.10, 502.6.

## 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. Berg Elementary also has comprehensive plans to cover other emergencies.

## FIELD TRIPS

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



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

## FOOD SERVICE



We utilize a computerized food service cashier system. Each student has a food service account in which they deposit their money and purchase food service items. When students make lunch or breakfast purchases, the computerized system will automatically debit their account and display a "running" balance of funds. Please send money in an envelope with the child's name, teacher's name, and amount to be deposited. This is to be given to the homeroom teacher. Sack lunches may be brought by students. **Students may not bring pop to lunch.** Menus will be sent home each month with your child. You can also find the menu on our building website.

To log on and use the School Dining System, go to [www.newton.k12.ia.us](http://www.newton.k12.ia.us) and enter your user ID and Password. If you need your user ID and password, contact Cristy Crosen @ 641-792-5797 ext. 2001. This is a quick and efficient way of keeping your child's lunch account up to date.

### Breakfast Program

Full Price: 1 day -\$1.25; 5 days-\$6.25

Milk-\$0.40

We offer a breakfast program (from 7:45-8:05) for students on a daily basis. If you qualify for Free and Reduced lunch, you also qualify for Free and Reduced breakfast.

### Hot Lunch Program

Full Price: 1 day-\$2.10; 5 days-\$10.50

Milk-\$0.40

Students have lunch between **10:55 and 12:30** each day. Parents and visitors wishing to eat a hot lunch with their child must contact the office prior to 8:30 a.m. so that a lunch can be ordered for them. Visitors will purchase a lunch ticket in the lunchroom as they go through the line with their child. We encourage you to eat a hot or cold lunch with your child.

## **HARASSMENT**

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

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

## **HOLIDAY CELEBRATIONS**

Room parties are scheduled for October 31<sup>st</sup>, 2011 and February 14<sup>th</sup>, 2012.

## **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered by a person competent to do so. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Parents will be asked to complete an emergency form providing necessary information to be used in the case of an illness or injury. A nurse is available daily to assist with health concerns.

When your child becomes ill at school, the school will contact you at the number on the student emergency card. If a parent cannot be reached, other individuals listed on your emergency card will be contacted. For the child's safety, students will be released only to adults whose names appear on

the emergency card. It is very important that you notify school when there are different phone numbers for emergencies.

## **INSTRUCTIONAL MATERIALS**

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

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

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



## **INSTRUCTIONAL MATERIALS FEES**

Instructional material fees for the school year are due and payable at registration. Fees for kindergarten through sixth grade are \$60.00 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. Board Policy 604.5.

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

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



## **MEDICATION**

Any medication taken at school must be left and administered in the nurse's office. Medication must be sent in the prescription bottle as it came from the pharmacy with the student's name, name of

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

## **MULTICULTURAL GENDER FAIR EDUCATION OPPORTUNITY**

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

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

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

## **NEWSLETTERS AND COMMUNICATIONS**

A Berg newsletter will be sent home each month with the students (one per family). The newsletter is also available on our website. Please check your child's backpack daily as teachers may send home classroom newsletters, notes, etc. as the need arises.

## **NO CHILD LEFT BEHIND LEGISLATION**

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

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

## **NON-DISCRIMINATION POLICY**

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

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

## **OPEN ENROLLMENT**

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

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

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

Categories of abuse are the following:

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

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

## **PROGRESS REPORTS AND CONFERENCES**

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

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



The Parent Teacher Association has been 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 and parents are encouraged to get involved. Meetings for 2011-12 are on the second Tuesday of each month at 6:30 p.m. in the LMC.

### **RELEASE OF PHOTOGRAPHS**

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

### **SCHOOL CYCLE DAYS**

School activities are scheduled by cycle days. Each school day is given a cycle day #1-6. Rather than schedule special classes such as P.E., music, art, etc. on Monday, Wednesday, Friday or Tuesday, Thursday; they are scheduled on cycle days to allow each special class to have the same amount of class time with each class.

Cycle days are never skipped and only counted when school is held. For example: school was not held on December 5, cycle day 2 due to inclement weather and school resumed on December 6. December 6 then becomes cycle day 2, December 7 cycle day 3, etc. If school is not held due to inclement weather, etc. a makeup day will be held.

### **SCHOOL DAY AND WEDNESDAY EARLY DISMISSAL**

School starts at 8:00 a.m. Children may enter the building at 7:45 a.m. Breakfast will be served from 7:45-8:05. If your child does not ride a school bus, please arrange to have your child leave home so he/she arrives at school no earlier than 7:45 a.m. Students will be permitted to wait in the building at this time. There will be no supervision of the playground area before school. **Students are to line up in the designated areas when they arrive at school. TK and Kindergarten students will wait in the main entry foyer, 1<sup>st</sup> graders will wait in the foyer outside the 1<sup>st</sup> grade classrooms, and 2<sup>nd</sup> and 3<sup>rd</sup> grade students will wait in the cafeteria.**

Parents, please do not walk your child to his/her classroom. This is a busy time of the day for us and it this 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.

**For security reasons, 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 after school.**

## SCHOOL SPIRIT DAY

School spirit days will be every Friday. Students are encouraged to wear their Berg Elementary or Newton Cardinal shirts or colors.

## 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.

## SCHOOL VISITATIONS



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

## SCHOOL VOLUNTEERS

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

## 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.



## STAFF COMMUNICATIONS

The staff of Berg Elementary School is eager to welcome you to our 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 Berg Elementary School.

Throughout the year, a continual effort will be made to maintain communication between home and school. If you ever have any questions, comments, or concerns; please contact us immediately at 792-7742. Good communications between home and school will provide a better education for our children.

## **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, a note from your child's doctor is required.

## **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. No spaghetti straps are allowed for any age of female student. 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 20 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 serious violation of school board policy, or for the purpose of safety, health, and welfare of students and/or staff. Students are not allowed to have locks on their lockers.

## **STUDENT DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of 18 or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

Name, Grade Level, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, and Awards Received

## **STUDENT DUE PROCESS RIGHTS**

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be

quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office. Board Policy 502.9, 502.9R.

## **STUDENT RECORDS**

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

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

**All school guests including volunteers and parents are to come directly to the office upon arrival and check in, where you will be given a guest pass. Please wear this pass during your visit.**

If you are picking up your child other than at the regular dismissal time for an appointment, etc., please send a signed and dated note to school stating what time your child is to be dismissed if you know of the appointment prior to the beginning of the school day. This note should be given to the classroom teacher. When you come to pick up your child, you must check in at the office. Your child will be sent to the office to check out and leave with you. This will minimize the disruption to the student's classroom. No student will be allowed to leave until you come to the office to check 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 included illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration. Students leaving the building must sign in and out at the office. **In the interest of our students' safety, parent/guardians are to report directly to the office when picking their child up rather than going to the child's classroom.**

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

We discourage students from riding these items to school due to the number of students attending Berg Elementary and the traffic pattern near school. There should be no riding of bicycles on the playground or school sidewalks during school hours. Bicycles are to be placed in the bike rack on the south side 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.

## 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. It is not possible to call every parent in the event of unexpected early dismissals. Parents and students should discuss contingency plans for such events. Please listen to the radio and refrain from calling the school.



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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance

Sexual harassment of a student by an employee 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 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.

Sexual harassment shall also include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The programming will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

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 in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the Central Administrative Office, 807 S 6<sup>th</sup> Avenue W.

Date of Adoption: August 13, 2007

Revised: August 11, 2008

Reviewed: August 24, 2009

## Berg Elementary Expectations

	School-wide	Restroom	Hallways	Playground	Lunchroom
Be Safe	<ul style="list-style-type: none"> <li>*Follow safety rules in all areas</li> <li>*Keep personal items to self</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems to an adult</li> <li>*Use stalls and toilet appropriately</li> <li>*No items in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a straight line on the right</li> <li>*Look where you are going</li> <li>*Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment appropriately</li> <li>*Stay within designated areas</li> <li>*Be alert</li> </ul>	<ul style="list-style-type: none"> <li>* Hands, feet, objects to self</li> <li>*Be alert</li> <li>*Follow one way signs</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Treat others as you want to be treated</li> <li>*Listen and obey all adults immediately</li> <li>*Be polite/use manners</li> <li>*Accept differences</li> </ul>	<ul style="list-style-type: none"> <li>*Eyes, hands and feet to self</li> <li>*Use equipment appropriately</li> <li>*Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>*Hands by your side and off the wall</li> <li>*Voices off</li> <li>*Pace &amp; space</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions from adults immediately</li> <li>*Use appropriate language</li> <li>*Share and take turns on equipment</li> <li>*Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>* Raise hand for help and seconds</li> <li>*Say Please and Thank you!!!</li> <li>*Use restaurant manners</li> <li>*Indoor voices</li> <li>*Wait to be dismissed</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*Do your best</li> <li>*Work hard</li> <li>*Keep Trying</li> </ul>	<ul style="list-style-type: none"> <li>*Flush</li> <li>*Wash your hands with soap and water</li> <li>*Toilet paper in stool</li> <li>*Trash in can</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways clean</li> <li>*No loitering</li> </ul>	<ul style="list-style-type: none"> <li>*Walk promptly to your line</li> <li>*Take care of self</li> <li>*Be honest</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your personal space clean</li> <li>*Garbage in cans</li> <li>*Silverware and milk in appropriate buckets</li> </ul>
Be Caring	<ul style="list-style-type: none"> <li>*Show concern for others</li> <li>*Resolve conflicts in a peaceful manner</li> </ul>	<ul style="list-style-type: none"> <li>*Whisper if necessary</li> <li>*Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>*Walk around groups</li> <li>*Greet others with a smile</li> <li>*Be polite</li> </ul>	<ul style="list-style-type: none"> <li>*Help others in need</li> <li>*Invite others to join in</li> <li>*Use kind words and actions toward everyone</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently in line and while at tables</li> <li>*Use appropriate conversation</li> <li>*Be helpful</li> </ul>

# Berg Elementary Expectations

	Before/After School	Library/ Computer Lab	Lining up	Assemblies/ Special Guests	Bus
Be Safe	<ul style="list-style-type: none"> <li>*Arrive after 7:50am in designated areas</li> <li>*Leave school grounds immediately upon dismissal or wait in designated area</li> <li>*Walk bicycles on school property</li> </ul>	<ul style="list-style-type: none"> <li>*Keep all 4 legs of chair on floor</li> </ul>	<ul style="list-style-type: none"> <li>*Eyes forward</li> <li>*Wait with line basics</li> <li>*Walk to designated spot when recess bell rings</li> </ul>	<ul style="list-style-type: none"> <li>*Sit with legs crossed, hands in your lap, bottom on floor</li> <li>*Stay in your own space</li> <li>*Enter the assembly quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Sit back in your seat, with your hands in your lap</li> <li>*Remain seated at all times</li> <li>*Wait in designated area</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>*Listen and obey adults immediately</li> <li>*Remove hats upon entering</li> <li>*Speak in a low or soft voice</li> </ul>	<ul style="list-style-type: none"> <li>*Leave computer station as you found it</li> <li>*Speak in a low or soft voice</li> </ul>	<ul style="list-style-type: none"> <li>* Allow personal space (one arms length when walking)</li> <li>*Listen carefully</li> <li>*Follow directions</li> <li>*Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently</li> <li>*Use appropriate applause</li> <li>*Eyes and ears on speaker</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adults directions</li> <li>*Use <u>very</u> quiet voice</li> <li>*Respect personal space and property of others</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*Sit in assigned area upon arrival</li> <li>*Enter/leave in an orderly/quiet manner</li> <li>*Wear a helmet when riding your bike to and from school</li> </ul>	<ul style="list-style-type: none"> <li>* Check out and return books promptly</li> <li>*Keep track of library property</li> <li>*If something happens to library property, let the librarian know</li> </ul>	<ul style="list-style-type: none"> <li>* Straight line</li> <li>*Voices off</li> </ul>	<ul style="list-style-type: none"> <li>*Voices off</li> <li>*Raise hand to ask or answer questions when appropriate</li> <li>*Line up quietly</li> </ul>	<ul style="list-style-type: none"> <li>*All personal items remain in backpack</li> <li>*Choose to use appropriate language</li> </ul>
Be Caring	<ul style="list-style-type: none"> <li>*Be polite while waiting in line</li> <li>*Keep your backpack to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Treat property with care</li> </ul>	<ul style="list-style-type: none"> <li>*Take the next place in line</li> </ul>	<ul style="list-style-type: none"> <li>*Be courteous and polite</li> <li>*Show interest</li> <li>*Be alert for students sitting on the floor</li> <li>*Be a role model for others</li> </ul>	<ul style="list-style-type: none"> <li>*Allow others to sit with you</li> <li>*Say “Hello” and “Thank You” to the bus driver</li> </ul>