

# **Berg Middle School**

## **Student Family Handbook**

### **2022-2023**



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

## Table of Contents

<b>WELCOME</b> .....	<b>6</b>
<b>District Information</b> .....	<b>7</b>
<b>SCHOOL CALENDAR</b> .....	<b>8</b>
<b>2022-2023 Berg MS Staff</b> .....	<b>9</b>
<b>Bus and Parent Drop-Off / Pick-Up and Parking Locations</b> .....	<b>11</b>
<b>Daily Schedules</b> .....	<b>12</b>
<b>SCHOOL DAY</b> .....	<b>13</b>
<b>ARRIVAL:</b> .....	<b>13</b>
<b>DISMISSAL:</b> .....	<b>13</b>
<b>EMERGENCY CLOSINGS</b> .....	<b>13</b>
<b>CYCLE DAYS</b> .....	<b>13</b>
<b>ATTENDANCE</b> .....	<b>13</b>
<b>ILLNESS AND INJURY</b> .....	<b>14</b>
<b>PLANNED ABSENCES</b> .....	<b>14</b>
<b>MAKE-UP WORK</b> .....	<b>14</b>
<b>LATE TO SCHOOL</b> .....	<b>15</b>
<b>LEAVING DURING THE SCHOOL DAY</b> .....	<b>15</b>
<b>BUS TRANSPORTATION</b> .....	<b>15</b>
<b>LUNCH</b> .....	<b>15</b>
<b>PHYSICAL EDUCATION</b> .....	<b>15</b>
<b>CONTACTING YOUR CHILD AT SCHOOL</b> .....	<b>15</b>
<b>SCHOOL TELEPHONE USE</b> .....	<b>16</b>
<b>DELIVERIES</b> .....	<b>16</b>
<b>BIRTHDAYS</b> .....	<b>16</b>
<b>VISITORS</b> .....	<b>16</b>
<b>COMMUNICATION</b> .....	<b>17</b>
<b>INFINITE CAMPUS PARENT PORTAL</b> .....	<b>17</b>
<b>WEBSITE</b> .....	<b>17</b>
<b>FACEBOOK</b> .....	<b>17</b>
<b>STUDENT CONTACT INFORMATION</b> .....	<b>17</b>
<b>CONFERENCES</b> .....	<b>18</b>

<b>ACADEMICS, GRADING, AND ASSESSMENT.....</b>	<b>18</b>
<b>ELIGIBILITY REQUIREMENTS: .....</b>	<b>19</b>
ELIGIBILITY.....	20
<b>STUDENT CONDUCT .....</b>	<b>21</b>
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS .....	21
WELL MANAGED SCHOOLS .....	21
STUDENT APPEARANCE AND DRESS .....	21
DEFENITIONS .....	22
In School Suspension (ISS).....	22
Out of School Suspension (OSS) .....	22
Saturday School .....	22
ALCOHOL, TOBACCO AND DRUGS .....	22
DAILY BUS AND ACTIVITY BUS BEHAVIOR EXPECTATIONS .....	22
INTERNET USE.....	23
<b>PERSONAL PROPERTY AT SCHOOL .....</b>	<b>23</b>
BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS.....	23
CELL PHONES AND OTHER ELECTRONIC DEVICES .....	23
LOST AND FOUND .....	24
<b>CARE OF SCHOOL PROPERTY .....</b>	<b>24</b>
CHROMEBOOKS .....	24
STUDENT DESKS AND LOCKERS .....	24
TEXTBOOKS .....	24
<b>OTHER GENERAL INFORMATION .....</b>	<b>25</b>
PTSA .....	25
ACTIVITY TICKETS.....	25
FIELD TRIPS.....	25
CLASSROOM VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY .....	25
STANDARDIZED TESTS.....	26
REGISTRATION AND FEE WAIVERS .....	26
STUDENT RECORDS.....	26
OPEN ENROLLMENT.....	26
WITHDRAWAL FROM SCHOOL .....	26
ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS .....	26
<b>HEALTH SERVICES.....</b>	<b>27</b>

MEDICATION .....	27
Non-Prescription Medications: .....	27
COMMUNICABLE DISEASES.....	27
HEALTH AND IMMUNIZATION CERTIFICATES .....	28
HEALTH SCREENING .....	28
INSURANCE.....	28
<b>SUPPORT SERVICES .....</b>	<b>28</b>
SCHOOL COUNSELOR .....	28
TIER 2 SUPPORT .....	28
AEA 11 SUPPORT SERVICES .....	28
<b>INSTRUCTIONAL MATERIALS .....</b>	<b>29</b>
REVIEW OF INSTRUCTIONAL MATERIALS .....	29
HUMAN GROWTH AND DEVELOPMENT .....	29
<b>SAFETY.....</b>	<b>29</b>
DOORS.....	29
HARASSMENT AND BULLYING (Board Policy 104).....	29
STUDENT RESPONSE TO HARASSMENT AND BULLYING .....	31
ANONYMOUS TIP LINE.....	31
Phone Number: 641-323-1150 .....	31
WEAPONS – (Board Policy 502.06) .....	32
EMERGENCY DRILLS .....	32
STUDENT DIRECTORY/PHOTOGRAPH INFORMATION.....	32
CHILD CUSTODY .....	33
PROCEDURES FOR REPORTING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES.....	33
<b>ADDITIONAL POLICIES AND NOTIFICATIONS .....</b>	<b>33</b>
The most current SCHOOL BOARD POLICIES can be found on the district website. ....	33
DISTRIBUTION OF MATERIALS.....	33
DUE PROCESS .....	34
CONTINUOUS NOTICE OF NONDISCRIMINATION (Board Policy 102.E2).....	34
EQUAL EDUCATIONAL OPPORTUNITY - GRIEVANCE PROCEDURES (Board Policy 102.R1) .....	34
COMPLAINT PROCEDURE .....	34
SCHOOL AUTHORITY .....	34
LEGAL AUTHORITY .....	34
VIDEO SURVEILLANCE CAMERAS.....	35

**SEARCH AND SEIZURE (Board Policy 502.7) ..... 35**  
**Trained Dogs..... 35**  
**CHEMICAL INFORMATION..... 36**  
**ASBESTOS INFORMATION ..... 36**  
**PUBLIC PARTICIPATION IN BOARD MEETINGS (BOARD POLICY 213)..... 36**

# **WELCOME**

Dear Students and Parents/Guardians,

Welcome to Berg Middle School and the 2022-2023 school year. Whether you are returning, or joining us for the first time, we are so excited to have you with us. With the start of each new year we have the choice to make this the best year yet in our educational journey. That includes students, staff, families, and the community. There may be some bumps, detours, and unexpected delays, but we will make it through together, while we learn a lot and have some fun along the way.

Just like our students, we have many wonderful returning staff members to go along with those who are at Berg for the first time, myself included. This creates the opportunity for us to learn from each other and make our school a little better each day, by combining new ideas with tradition and excellence. If we all respect each other, keep an open mind, and do right each day it is going to be an amazing year.

This handbook contains information about our school and the district that will help us have a successful year. Please make yourself comfortable with the contents and use it as a reference throughout the year. While it is not an exhaustive collection of all the processes and procedures we will use at Berg, it does provide a foundation for how we will operate. When in doubt, ask.

Our goal is for every one of you have the best educational experience you can this year. It won't always be easy, in fact the best times in life rarely are, but we are here to support each other every step of the way. We also plan to learn as much from you as you do from us, so get ready to engage, grow, and succeed. It's a great day to be a Cardinal!

Here we go,

Bret Miller, Principal



# SCHOOL CALENDAR

## NEWTON COMMUNITY SCHOOL DISTRICT

2022-2023 School Calendar – [BOARD APPROVED: 05.17.2021]

July 2022						
	M	Tu	W	Th	F	
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

August 2022						
	M	Tu	W	Th	F	
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	4
	29	30	31			7

September 2022						
	M	Tu	W	Th	F	
				1	2	9
	5	6	7	8	9	13
	12	13	14	15	16	18
	19	20	21	22	23	23
	26	27	28	29	30	27

October 2022						
	M	Tu	W	Th	F	
	3	4	5	6	7	32
	10	11	12	13	14	37
	17	18	19	20	21	42
	24	25	26	27	28	4
	31					5

November 2022						
	M	Tu	W	Th	F	
		1	2	3	4	9
	7	8	9	10	11	14
	14	15	16	17	18	19
	21	22	23	24	25	22
	28	29	30			24

December 2022						
	M	Tu	W	Th	F	
				1	2	26
	5	6	7	8	9	31
	12	13	14	15	16	36
	19	20	21	22	23	40
	26	27	28	29	30	

January 2023						
	M	Tu	W	Th	F	
	2	3	4	5	6	44
	9	10	11	12	13	4
	16	17	18	19	20	9
	23	24	25	26	27	14
	30	31				16

February 2023						
	M	Tu	W	Th	F	
			1	2	3	19
	6	7	8	9	10	24
	13	14	15	16	17	29
	20	21	22	23	24	33
	27	28				34

March 2023						
	M	Tu	W	Th	F	
			1	2	3	37
	6	7	8	9	10	42
	13	14	15	16	17	
	20	21	22	23	24	5
	27	28	29	30	31	10

April 2023						
	M	Tu	W	Th	F	
	3	4	5	6	7	14
	10	11	12	13	14	19
	17	18	19	20	21	24
	24	25	26	27	28	28

May 2023						
	M	Tu	W	Th	F	
	1	2	3	4	5	33
	8	9	10	11	12	38
	15	16	17	18	19	43
	22	23	24	25	26	47
	29	30	31			

June 2023						
	M	Tu	W	Th	F	
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

- New Teacher Academy – Aug 9 – 11**  
NO SCHOOL - Students
- School Year Begins for Students - Aug 23**  
1.5 Hour Early Dismissal (ALL CAMPUSES)
- School Year Ends for Students - May 25**  
1.5 Hour Early Dismissal (ALL CAMPUSES)

- Parent-Teacher Conferences\***  
1.5 Hour Early Dismissal (ALL CAMPUSES)
- Parent-Teacher Conferences (BMS)**  
5<sup>th</sup> – 8<sup>th</sup> Grades
- Parent-Teacher Conferences (NHS)**  
9<sup>th</sup> – 12<sup>th</sup> Grades

- NO SCHOOL – Students**  
Teacher Professional Development
- NO SCHOOL – Students**  
Teacher Work Day
- NO SCHOOL – Students & Staff**  
ALL CAMPUSES
- 1.5 Hour Early Dismissal for Students**  
ALL CAMPUSES

Aug 9, 10, 11 - New Teacher Academy	Oct 25 - START 2 <sup>ND</sup> QUARTER	Jan 10 - START 3 <sup>RD</sup> QUARTER/2 <sup>ND</sup> SEMESTER	Mar 20 - START 4 <sup>TH</sup> QUARTER
Aug 17-Teacher Work Day & Aug 18-19, 22 PD Days	Nov 17 - Parent-Teacher Conferences (NHS)	Feb 7 - Parent-Teacher Conferences (BMS) (5-8)	Apr 7 - Good Friday Holiday (NO SCHOOL)
Aug 23 - FIRST DAY OF SCHOOL 1.5 Hour Early Dismissal (ALL CAMPUSES)	Nov 23 - 1.5 Hour Early Dismissal	Feb 9 - Parent-Teacher Conferences (NHS)	Apr 20 - Parent-Teacher Conferences (BMS) (5-8)
Aug 23 - START 1 <sup>ST</sup> QUARTER/1 <sup>ST</sup> SEMESTER	Nov 24 & 25 - Thanksgiving Holiday (NO SCHOOL)	Feb 20 - President's Day Holiday (NO SCHOOL)* *Possible Snow Make Up Day	Apr 24 - Teacher PD (NO SCHOOL - Students)
Sep 5 - Labor Day Holiday (NO SCHOOL)	Nov 28 - Teacher PD (NO SCHOOL - Students)	Feb 27 - Teacher PD (NO SCHOOL - Students)	Apr 27 - Parent-Teacher Conferences (NHS)
Sep 6 - PRESCHOOL START DATE	Dec 22 - 1.5 Hour Early Dismissal	Mar 7 & 9 - *Parent-Teacher Conferences (PK-4) 1.5 Hour Early Dismissal (ALL CAMPUSES)	May 21 - Newton High School Graduation
Sep 22 - Parent-Teacher Conferences (NHS)	Dec 23 - Jan 2 - Winter Break (NO SCHOOL)	Mar 9 - END 3 <sup>RD</sup> QUARTER (42 DAYS)	May 25 - LAST DAY OF SCHOOL 1.5 Hour Early Dismissal (ALL CAMPUSES)
Sep 26 - Teacher PD (NO SCHOOL - Students)	Dec 25 - Christmas Day Holiday (NO SCHOOL)	Mar 10 - NO SCHOOL - Students & Staff	May 25 - END 2 <sup>ND</sup> SEMESTER (89 DAYS)
Oct 18 & 20 - *Parent-Teacher Conferences (PK-8) 1.5 Hour Early Dismissal (ALL CAMPUSES)	Dec 31 - New Year's Eve Holiday (NO SCHOOL)	Mar 13 - 17 - Spring Break (NO SCHOOL)	May 26 - Teacher Work Day (NO SCHOOL-Students)
Oct 20 - END 1 <sup>ST</sup> QUARTER (42 DAYS)	Jan 2 - New Year's Day Holiday Observed (NO SCHOOL)		May 29 - Memorial Day Holiday (NO SCHOOL)
Oct 21 - NO SCHOOL - Students & Staff	Jan 6 - END 2 <sup>ND</sup> QUARTER (44 DAYS)		
Oct 24 - Teacher PD (NO SCHOOL - Students)	Jan 6 - END 1 <sup>ST</sup> SEMESTER (86 DAYS)		
	Jan 9 - Teacher Work Day (NO SCHOOL - Students)		

PAID HOLIDAYS		
Labor Day – September 5, 2022	Thanksgiving Day – November 24, 2022	Thanksgiving Friday – November 25, 2022
Christmas Day – December 25, 2022	New Year's Eve – December 31, 2022	New Year's Day – January 1, 2023
President's Day – February 20, 2023	Good Friday – April 7, 2023	Memorial Day – May 29, 2023

\*Additional days missed for weather will be made up Feb 20, 2023. (Missed day would have to happen one week prior to Feb 20). Additional days missed for weather will be added to the end of the school year (June 2023).

## **2022-2023 Berg MS Staff**

### **MAIN OFFICE**

#### **Administration**

Bret Miller – Principal  
Steph Langstraat – Assistant Principal/AD  
Jen Soderblom – Assistant Principal

#### **Counselors**

Kelly Henderson (A-M)  
Jen Wright (N-Z)

#### **Secretaries**

Carla Bates  
Sarah Hummel  
Jodi Portner  
Mackenzie Salyers

#### **Nurse**

Jen Flake

#### **School Resource Officer**

Kyle Lovan

### **TEACHING STAFF**

#### **5<sup>th</sup> Grade Purple Team**

Wade Burger – Math  
Kirsten LeBlanc – ELA  
Sarah Schlager – Math  
Jean Ann Starcevic – ELA  
Summer Teed – Science  
Kylie Werden – Special Education

#### **5<sup>th</sup> Grade Green Team**

Jake Bennet – Social Studies  
Jena Berkey – Math  
Karla Brazelton – ELA/Math  
Jason Carter – Science  
Jolee Jansen – ELA

### **TEACHING STAFF (cont.)**

#### **6<sup>th</sup> Grade Orange Team**

Carrie Garrett – Special Education  
Tami Foubert – ELA  
Megan Frehse – Math  
Matt Oleson – Science  
Leah Sengbusch – ELA  
Aaron Stoltz – Social Studies

#### **6<sup>th</sup> Grade Teal Team**

Cali Fogelsong – Special Education  
Marlene Huggins – ELA  
Brooke VanManen – Science  
Jeremy Yenger – Social Studies  
Skylar Young – Math

#### **7<sup>th</sup> Grade Purple Team**

Julie Baylor – Special Education  
Kathy Briggs – ELA  
Don Fitzgerald – Social Studies  
Cooper Heath - Science  
Nichole Lampe – Math

#### **7<sup>th</sup> Grade Green Team**

Brady Calow – Social Studies  
Mackenzie Classen – ELA  
Denise Fick – Science  
Jeff Junker – Math  
Darcy Van Dam – Special Education

#### **8<sup>th</sup> Grade Orange Team**

Collin Barnes – Social Studies  
Mike Kremer – Science  
Melissa Miller – Special Education  
Noah Stephas – Math  
Brittany Vail – ELA

**8<sup>th</sup> Grade Teal Team**

Jenna Bakeris – ELA

Andy Kuker – Science

Gary Larsson – Social Studies

Lexi Morrow – Special Education

Mallory Shipley – Math

**Departmental and Special Program Teachers**

Michelle Banwell – Instrumental Music

Seth Banwell – Instrumental Music

Amy Blasius – Special Education

Emily Chhouy – 7/8 Family Consumer Science

Dan Cibula – 5/6 Computer Science

Will Edgar – Vocal Music

Tom Godfredsen – Physical Education

Pam Gramlich – Special Education

Sydney Honsbruch – 5/6 Art

Jarrett Horn – Ag Science

Karen Hurt – At-Risk

Mary Beth Lawson – Special Education

Steve Melone – Special Education

Matthew Reinfeldt – Physical Education

Lauren Roush – 7/8 Art

Tyler Stewart – 7/8 CFLA/Civics

Joss Teed – 7/8 Health

Amanda Thomas – Instrumental Music

Darin Tisdale – 7/8 Computer Science

Jake Wood – Physical Education

**Instructional Support Specialists**

Courtney Douglas – Instructional Coach

Samantha Griffith – Success Coach

Jonah Keeton – iJAG Education Specialist

Ellen Lahart – ELL

Krista Trelouw – Success Coach

Sara VanManen - TAG

Jen Wiebel – Instructional Coach

# Bus and Parent Drop-Off / Pick-Up and Parking Locations

## Location #1 (North Side of Building)

- AM and PM bus drop off / pick up
- Staff parking
- This area is for staff and school vehicles only during the school day

## Location #2 (South side of Building)

- AM and PM parent drop off / pick up
- Staff and Visitor Parking

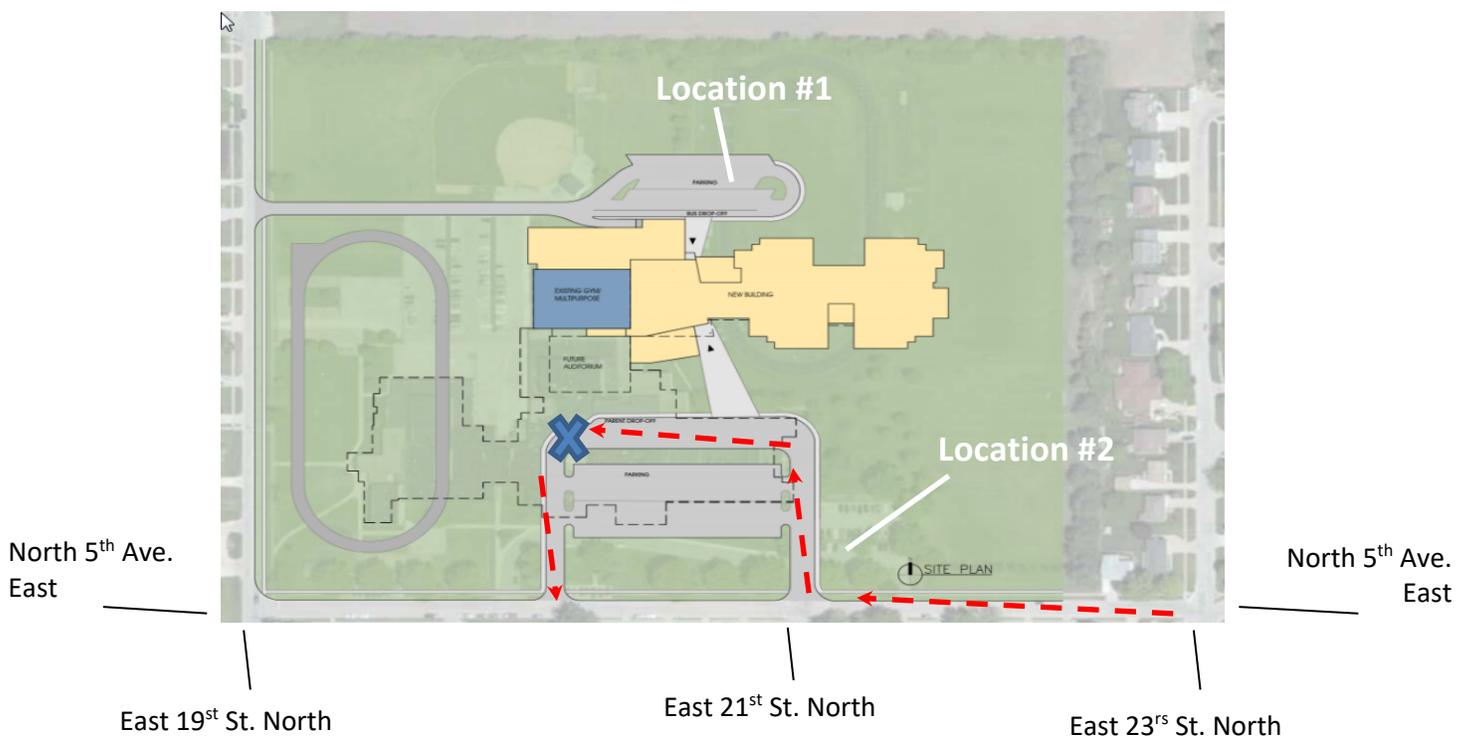
### AM and PM Traffic Route Rules (See Red Arrows → on Map Below):

In order to prevent traffic congestion due to cross traffic and bus routes during AM and PM drop off/pick up times, all vehicles should enter this drop off/pick up location by way of driving westbound on North 5th Avenue East and turning right to enter this drop off/pick up location. PLEASE continue to pull around the drive and drop students off at the X as seen on the map below and follow the adult directions that are given. **Please pull up as far as possible to allow for 25 cars to unload passengers.** This will help avoid congestion.

### Parking Locations:

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

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



## Daily Schedules

### Monday and Early Release Schedule

1 <sup>st</sup> Period	7:55-8:31
2 <sup>nd</sup> Period	8:34-9:10
3 <sup>rd</sup> Period	9:13-9:49
4 <sup>th</sup> Period	9:52-10:29
<u>1<sup>st</sup> Lunch</u>	<u>2<sup>nd</sup> Lunch</u>
5 <sup>th</sup> 10:32-10:39	5 <sup>th</sup> 10:32-11:09
Lunch 10:40-11:10	Lunch 11:12-11:42
5 <sup>th</sup> 11:12-11:42	6 <sup>th</sup> 11:45-12:22
6 <sup>th</sup> 11:45-12:22	7 <sup>th</sup> 12:25-1:02
7 <sup>th</sup> 12:25-1:02	
<u>3<sup>rd</sup> Lunch</u>	<u>4<sup>th</sup> Lunch</u>
5 <sup>th</sup> 10:32-11:09	5 <sup>th</sup> 10:32-11:09
6 <sup>th</sup> 11:12-11:49	6 <sup>th</sup> 11:12-11:49
Lunch 11:52-12:22	7 <sup>th</sup> 11:51-12:32
7 <sup>th</sup> 12:25-1:02	Lunch 12:32-1:02
Seminar	1:05-1:36

### Tuesday-Friday Regular Schedule

1 <sup>st</sup> Period	7:55-8:45
2 <sup>nd</sup> Period	8:48-9:38
Seminar	9:41-10:06
3 <sup>rd</sup> Period	10:09-10:59
<u>1<sup>st</sup> Lunch</u>	<u>2<sup>nd</sup> Lunch</u>
Lunch 10:59-11:29	4 <sup>th</sup> 11:02-11:29
4 <sup>th</sup> 11:31-12:24	Lunch 11:29-11:59
5 <sup>th</sup> 12:27-1:18	4 <sup>th</sup> 12:01-12:24
	5 <sup>th</sup> 12:27-1:18
<u>3<sup>rd</sup> Lunch</u>	<u>4<sup>th</sup> Lunch</u>
4 <sup>th</sup> 11:02-11:56	4 <sup>th</sup> 11:02-11:56
Lunch 11:59-12:29	5 <sup>th</sup> 11:56-12:27
5 <sup>th</sup> 12:30-1:18	Lunch 12:29-12:59
	5 <sup>th</sup> 1:00-1:18
6 <sup>th</sup> Period	1:21-2:11
7 <sup>th</sup> Period	2:14-3:07

### 2-hour Late Start and Assessment Schedule

Assessments	7:55-9:52
1 <sup>st</sup> Period	9:55-10:29
Seminar	10:32-10:53
<u>1<sup>st</sup> Lunch</u>	<u>2<sup>nd</sup> Lunch</u>
Lunch 10:56-11:29	2 <sup>nd</sup> 10:56-11:29
2 <sup>nd</sup> 11:32-12:05	Lunch 11:32-12:05
3 <sup>rd</sup> 12:08-12:41	3 <sup>rd</sup> 12:08-12:41
4 <sup>th</sup> 12:44-1:17	4 <sup>th</sup> 12:44-1:17
<u>3<sup>rd</sup> Lunch</u>	<u>4<sup>th</sup> Lunch</u>
2 <sup>nd</sup> 10:56-11:29	2 <sup>nd</sup> 10:56-11:29
3 <sup>rd</sup> 11:32-12:05	3 <sup>rd</sup> 11:32-12:05
Lunch 12:08-12:41	4 <sup>th</sup> 12:08-12:41
4 <sup>th</sup> 12:44-1:17	Lunch 12:44-1:17
5 <sup>th</sup> Period	1:20-1:53
6 <sup>th</sup> Period	1:56-2:29
7 <sup>th</sup> Period	2:32-3:05

## **SCHOOL DAY**

### **ARRIVAL:**

Doors open at 7:30am for students to enter the building. Students should eat breakfast in the cafeteria or go to an approved location until released to class. Students should behave in an appropriate manner for their location and are expected to always meet all building expectations while on campus.

### **DISMISSAL:**

Bus students should go immediately to their assigned bus on the north side of the building. Students who are being picked up should go immediately to the south side of the building to meet their ride. Parents must wait outside the school building to pick up their child(ren). Students who walk should leave the building through the appropriate door for the direction they are walking. All students should leave in an orderly and appropriate manner, continuing to follow all school expectations while on campus. After school, students must leave school grounds unless staying for an approved after school activity.

### **EMERGENCY CLOSINGS**

In the event school is dismissed early due to weather or emergency conditions, the announcement of early dismissal or late starts will be made over radio stations KCOB (1280 am, 95.9 FM), WHO (1040 am), and KGRN (1410) and television stations 5, 8, and 13 as early as possible. Parents can go to the NCSD website to create a **News & Information Account** to receive information from any district building. This is found under the 'Parents Menu – Sign up for News & Information' Link.

### **CYCLE DAYS**

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

### **ATTENDANCE**

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

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

The Newton Community School District has the right to determine excused and unexcused absences. Any student who misses school without a reasonable excuse may be considered truant. Students of compulsory attendance age who are required to be schooled, but who fail to attend school or be schooled regularly, will be considered truant. Examples of excused absences are listed in the following paragraphs. Should attendance concerns become serious, parents will be notified for mediation. Students whose attendance becomes a concern may be asked to provide a note from a physician.

Students are required to make up time missed from school for unexcused absences through detentions, In School Suspension (ISS), or Saturday School. The proper authorities may be contacted to enforce the truancy laws. An example of an unexcused absence would be missing school because a student stayed up too late the night before.

### **ILLNESS AND INJURY**

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

A health professional is available daily at school to assist with health concerns. Students are never to leave the building because of illness unless they have visited the nurse/health care paraprofessional. In the absence of the nurse/health care paraprofessional, students who are ill are to report to the main office. If a student becomes ill or is injured at school, the normal procedure is for the nurse to telephone the parents and have the child picked up at school. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents/guardians or qualified medical personnel as quickly as possible. For the child's safety, students will be released only to adults whose names appear in Infinite Campus. Critical health emergencies such as severe injuries will be subject to the judgment of the school staff. If the student needs to be transported immediately, whether by school vehicle or by ambulance, parents will be notified immediately and told where to meet their child. Parents must complete the school emergency contact information in Infinite Campus. This information is vital in times of emergency. It is very important that the school is notified if the phone numbers and contacts for emergencies change. Parents who work or who are away from home must have a contingency plan for sick or injured children.

### **PLANNED ABSENCES**

Some absences, when students and parents/guardians are involved in an activity together, may be excused provided the school is contacted in advance. A note signed by a parent/guardian or telephone call from a parent/guardian to the school office the day before, or on the morning of the absence, will be sufficient.

Students should stop in the office for a pass to class when they return to school. If advance notice is not given, the absence may be declared unexcused. Absences for non-middle school activities, such as Drake Relays or homecoming activities at the high school are not encouraged. Parents who feel their student must attend these types of events need to inform the office in advance and pick up their student at school the day of the event.

### **MAKE-UP WORK**

**It is the students' responsibility to get make-up work if they are absent from school.** If a student is absent just one day, it is best to check Infinite Campus or Schoology, or contact the teacher for assignments. A student who has been absent for two consecutive days may request school work to do at home. Parents may call the School Counselor's Office before 9:30 AM to request make-up work. This work may be picked up after 3:00 that day.

## **LATE TO SCHOOL**

Students are to report to the main office to get a tardy pass to class. On the 5th tardy in a quarter, detention time may be assigned. Any additional tardies will result in more detention time, Saturday School, or other disciplinary action.

## **LEAVING DURING THE SCHOOL DAY**

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

## **BUS TRANSPORTATION**

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

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

## **LUNCH**

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

## **PHYSICAL EDUCATION**

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

## **CONTACTING YOUR CHILD AT SCHOOL**

Students will not be called from class to answer the telephone except in the case of an emergency. If there is a change in procedure for the end of the day, please contact the main office. If there is any doubt about the authenticity of a phone call or changes for students, the parent/guardian may be contacted to verify the change of plans. **To prevent disruption of classes, the office will deliver a message to your student.** Please call with these instructions by 2:00 p.m. All after school plans for students should be made in advance and discussed with the child before the start of the school day. **Please do not call students on their cell phones during the school day except to leave a voice message or a text message.**

## **SCHOOL TELEPHONE USE**

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

## **DELIVERIES**

Items that students have forgotten and need for the school day should be left at the main office. Students are responsible for picking up the items during lunch or passing time. Flowers, balloons, etc. delivered to students while at school are strongly discouraged. These items, if delivered at school, will be held in the office until dismissal time.

## **BIRTHDAYS**

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

## **VISITORS**

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

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

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

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

## **COMMUNICATION**

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

### **INFINITE CAMPUS PARENT PORTAL**

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

### **WEBSITE**

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

### **FACEBOOK**

BMS has a Facebook page where announcements and information are posted regularly. Teachers may set up private classroom Facebook pages as well to update parents regarding classroom events. Student photos may be posted on private classroom Facebook pages, unless actively requested to not to by the parent/guardian through the registration process. However, student names should not be used. No student photos should be posted on personal Facebook pages.

### **STUDENT CONTACT INFORMATION**

**Student** registration information, completed during registration or re-enrollment, should be updated as needed. This information is designed for your student's protection. We must have a way to contact you or someone you have designated in case of an emergency. **Let us know immediately of any changes in information** such as job location, childcare provider, phone numbers, or addresses. Be sure to include all names of individuals authorized to pick your child up from school.

## **CONFERENCES**

Parent teacher conferences are held in the fall and spring of each year. They represent just one of our school's opportunities to ensure communication regarding each student's academic progress.

Parents/guardians are encouraged to contact the school any time there is a concern, or if they wish to have a conference other than the scheduled times. As a partner in your child's education, it is a great way for home and school to work together in helping your child be successful. Parents/guardians will be notified nearer to the conference dates with conference information.

## **ACADEMICS, GRADING, AND ASSESSMENT**

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

At the beginning of the transition from traditional grading practices to Standards-Referenced Grading, a guiding coalition, composed of teachers, instructional coaches and administrators researched SRG practices across the country and developed 5 guiding practices to be implemented school-wide to serve as a common framework. They are as follows:

1. A consistent 4 point scale will be used
2. Scale scores will be based upon a body of evidence
3. Behavior and Academic Scores will be separated.
4. Students will have multiple opportunities to show proficiency.
5. Accommodations and modifications will be provided for exceptional learners.

These five principles allow Berg Middle School to speak a common language with students, families, and staff and be very clear on what students need to know and be able to do within each content area. Academic conduct, work completion and the ability to work with others will be reported separately using the Berg Middle School Employability Scales.

### Reporting

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

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

### Homework:

Homework is seen as vital at Berg Middle School. Homework is the behavior of practicing a skill/standard and is reflected on the Employability Scale for each content area. It is not reflected in the academic, or scale score, for any course. If we incorporate behavior and effort into the academic scores, we no longer

consider those scores accurate indicators of mastery of written standards. The academic/scale scores should reflect what the student knows and is able to do (Wormeli, 2006). Purposeful homework is given at all grade levels and needs to be completed in a timely fashion to assist in the development of the grade level standards..

#### Progress Reports:

Teachers will report out on priority standards 4 times a year. Scores are thought of as “in progress” until the end of the fourth quarter. If a priority standard has not yet been taught, an N/A will be reflected on the reporting out document. If a student has not yet shown enough evidence at the time of the scheduled reporting out date, he/she will receive an IE, which is reflecting Insufficient Evidence has been collected in order to give an accurate score. This means the teacher has given the student opportunities to show his/her proficiency, however the student has not completed or taken advantage of those opportunities given. If the student continues with an IE at the end of semester one or semester two, the student will be required to continue working toward mastery outside for the regular schedule, possibly including summer school.

### **ELIGIBILITY REQUIREMENTS:**

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

We encourage you to read the associated board policies thoroughly. If you have any questions regarding the policy and the expectations contained therein, see the coach, sponsor, activity coordinator, or any administrator for clarification. Once you understand the contents and expectations for activity participation, complete the activity participation form. You are ineligible to participate in any extracurricular activity or public appearing co-curricular activity if the participation form has not been turned in.

#### Board Policy 503.6&R

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

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

## **ELIGIBILITY**

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

Berg Middle School will also participate in BEST (Berg Employability Scale Times) Celebrations every quarter. These celebrations recognize our students who are receiving proficient scores in all areas of Employability (Academic Conduct, Work Completion, Working with Adults, Working with Peers); at Berg Middle School, proficiency is defined as a 3 or 4. Students who are not scoring proficient at the time of BEST Celebrations will be assigned an intervention linked to the non-proficient score on the Employability Scale.

### Periods of Ineligibility

There will be an ineligibility period for students in grades five (5) through eight (8) who receive a 0 or 1 on any portion of the Employability Scale on the dates of eligibility data pulls. The Employability Scale includes the following subscales: Academic Conduct, Work Completion, Working with Adults and Collaborating with Peers. Data pulls will happen every four weeks. The student who receives a 0 or 1 on any area of the scales will be initially ineligible for a period of one week, students can increase their scores during this week, which will deem them eligible at that time. If their scores do not increase, they will continue to be ineligible for the following two weeks. During the period of ineligibility, students may not participate in interscholastic contests, conferences and field trips outside of the school day, or any extracurricular public appearing events. These events also include being a spectator at other athletic events or activities, dances or other special events being held by Newton Community Schools where a student's conduct is a reflection of other students and staff in our community.

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

## **STUDENT CONDUCT**

Students, staff, and visitors are expected to conduct themselves in a manner that supports a safe, welcoming, and collaborative culture. We have processes and procedures to encourage behavior which supports a positive learning environment and address behavior that does not. Students who exhibit inappropriate behavior shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program and the orderly and efficient operation of the school or the educational environment. Appropriate disciplinary measures will be taken.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

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

### **WELL MANAGED SCHOOLS**

Berg Middle School uses the Well Managed Schools framework for identifying, reinforcing, and teaching appropriate behaviors. It supports a common language for expectations and confronting inappropriate behavior. Expectations are taught to students the first days of school and will be shared with parents at that time. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes showing respect, being responsible and being safe for themselves and others. This conduct is expected while on school premises, school buses and while attending or engaging in school activities on or off school property.

### **STUDENT APPEARANCE AND DRESS**

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

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

Student clothing should also be appropriate for the weather. All buildings are air-conditioned.

Occasionally there are special 'dress up' days at school that may suspend parts of the dress code. Clothing should still be appropriate for school and not a disruption to the learning environment. Students will be notified of these special days.

## **DEFENITIONS**

### Detention

Detention refers to time outside the school day, or during lunch, when a student is required to report to a specific location for a predetermined amount of time. Detentions may be assigned by any teachers or administrators. A student will notify his/her parent/guardian to arrange transportation. If the student fails to serve the detention further disciplinary action will be taken.

### In School Suspension (ISS)

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

### Out of School Suspension (OSS)

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

### Saturday School

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

## **ALCOHOL, TOBACCO AND DRUGS**

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

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

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

## **INTERNET USE**

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

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

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

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

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

## **PERSONAL PROPERTY AT SCHOOL**

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

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

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

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

Student use of cell phones and other electronic devices in the building during school hours is limited. All electronic devices must be turned off/silenced AND kept out of sight as students enter/exit the building and attend classes. **Violations of the cell phone/electronic device policy will be addressed in the same manner as other instances of not following expectations. Additionally, a student may be asked to turn in his/her phone to the teacher or main office for an identified period of time. Repeated or serious violations may require the phone be picked up by a parent/guardian.**

## **LOST AND FOUND**

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

## **CARE OF SCHOOL PROPERTY**

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

## **CHROMEBOOKS**

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

If the Chromebook must be replaced/repaired due to negligent loss or damage, students may be charged.

## **STUDENT DESKS AND LOCKERS**

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

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

## **TEXTBOOKS**

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

- Lost book – 100% total replacement cost
- Structural Abuse – 50% of replacement cost
- Severely Marked – 25% of replacement cost  
Marked – Discretionary

## **OTHER GENERAL INFORMATION**

### **PTSA**

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

### **ACTIVITY TICKETS**

Activity tickets for admission to Berg Middle School and Newton High School activities are \$45.00 (purchase is voluntary). The ticket is good for admission to middle school and high school extra-curricular activities held in Newton, excluding tournament play and some special events. Tickets may also be purchased later if desired.

### **FIELD TRIPS**

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

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

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

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

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

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

## **STANDARDIZED TESTS**

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

## **REGISTRATION AND FEE WAIVERS**

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

## **STUDENT RECORDS**

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

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

## **OPEN ENROLLMENT**

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

## **WITHDRAWAL FROM SCHOOL**

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

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

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

## **HEALTH SERVICES**

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

### **MEDICATION**

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

#### **Prescription Medications:**

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

#### **Non-Prescription Medications:**

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

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

### **COMMUNICABLE DISEASES**

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

[https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood\\_illness.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood_illness.pdf?utm_medium=email&utm_source=govdelivery)

## **HEALTH AND IMMUNIZATION CERTIFICATES**

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

## **HEALTH SCREENING**

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

## **INSURANCE**

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

## **SUPPORT SERVICES**

### **SCHOOL COUNSELOR**

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

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

### **TIER 2 SUPPORT**

Tier 2 is a team that meets weekly to look at student data surrounding behaviors that impede the academic success of the student. The team analyzes the data and determines what intervention will help support the student. The team then monitors that support to see if the support is working or if modifications need to be made to the support plan.

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

## **INSTRUCTIONAL MATERIALS**

### **REVIEW OF INSTRUCTIONAL MATERIALS**

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

### **HUMAN GROWTH AND DEVELOPMENT**

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

## **SAFETY**

### **DOORS**

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

### **HARASSMENT AND BULLYING (Board Policy 104)**

The Newton Community School District 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/or harassment behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees and volunteers is against federal, state and local policy, and are not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **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" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual 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 individual'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 or career performance. 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 individual" 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.

## **Publication of Policy**

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

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

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

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

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance confronting the harasser, the student should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, the student should tell a teacher, counselor, or principal and write down exactly what happened including:
  - a. What, when and where it happened
  - b. Who was involved
  - c. Exactly what was said or what the harasser did
  - d. Witnesses to the harassment
  - e. How the student felt
  - f. How the harasser responded

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

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

## **ANONYMOUS TIP LINE**

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

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

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

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

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

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

## **WEAPONS – (Board Policy 502.06)**

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-a-likes 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.

## **EMERGENCY DRILLS**

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

The following signals should be recognized:

- Fire signal: Voice operator will signal all peoples to exit the building
- Tornado signal: a verbal command given over the intercom system
- Lockdown signal: an announcement over the intercom

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

## **STUDENT DIRECTORY/PHOTOGRAPH INFORMATION**

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

## **CHILD CUSTODY**

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

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

The Newton Community School District (NCS D) will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and by doing so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. The NCS D has appointed Laura Selover, Director of Human Resources, 1302 1<sup>st</sup> Ave West, Newton, IA (641)-792-5809, as level-one investigator and Bret Miller, Middle School Principal (641)-792-7741 as the alternate.

## **ADDITIONAL POLICIES AND NOTIFICATIONS**

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

## **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.

## **DUE PROCESS**

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

## **CONTINUOUS NOTICE OF NONDISCRIMINATION (Board Policy 102.E2)**

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, Director of Human Resources, 1302 1st Avenue West, Newton, Iowa 50208, (641) 792-5809, [seloverl@newton.k12.ia.us](mailto:seloverl@newton.k12.ia.us).

## **EQUAL EDUCATIONAL OPPORTUNITY - GRIEVANCE PROCEDURES (Board Policy 102.R1)**

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Laura Selover, Associate Director of Human Resources, 1302 1<sup>st</sup> Ave West, Newton, Iowa 50208, (641) 792- 5809, [seloverl@newton.k12.ia.us](mailto:seloverl@newton.k12.ia.us).

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

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

## **COMPLAINT PROCEDURE**

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

## **SCHOOL AUTHORITY**

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

## **LEGAL AUTHORITY**

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

## **VIDEO SURVEILLANCE CAMERAS**

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

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

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

## **Trained Dogs**

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

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

1. The NCS D will periodically enlist local Law Enforcement agencies to perform random Canine searches for drugs and weapons.
2. The searches will be unannounced to students and staff prior to the event, and only the Superintendent, School Administrator (SA), and School Resource Officer (SRO) will know the date and time of the intended search.
3. The school being searched will be placed on a soft lockdown (students must remain in their classroom, though classes will continue as usual). The lockdown, and purpose for the lockdown, will be announced to prevent any unnecessary stress for students and staff.
4. The search will be conducted both inside the school, as well as the parking lot.
5. During the search, an SA or designated staff member will accompany each Canine Officer.
6. If a dog alerts to the presence of drugs or weapons in a locker, the Canine Officer will notify the SA or designated staff member, and the SA or staff member will conduct a thorough search of the locker in question, as well as one (1) locker to each side of the locker in question.
7. If drugs, weapons, or any other illegal items are found in a locker, the student who is assigned to the locker will be escorted from class by the SA or Law Enforcement Official to be searched and

interviewed by the SA and Law Enforcement.

8. The SA or Law Enforcement Official will attempt to make contact with the student's parents prior to the interview.
9. If drugs, contraband, weapons, or any other illegal items are found, the SA or Superintendent will determine the level of punishment according to the student handbook, and will consult the SRO if criminal charges will be filed.
10. All evidentiary items will be documented, photographed, and handled by the SRO or Law Enforcement Official, and transported/disposed of by Law Enforcement.

#### **CHEMICAL INFORMATION**

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

#### **ASBESTOS INFORMATION**

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

#### **PUBLIC PARTICIPATION IN BOARD MEETINGS (BOARD POLICY 213)**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for public comment.

Citizens wishing to address the board on a certain agenda item may notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may do so at this time. The board will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally speakers will be limited to 3 (three) minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input. The board will not discuss or take any action on any matter during public comment.

A public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.