

Parent Handbook 2018-2019



BGM Elementary School

***“Collaborative learning to achieve
success for ALL students!!”***

Welcome to the B.G.M. Elementary Family!

Our emphasis on children, a comprehensive curriculum, positive attitudes, and strong values makes the B.G.M. Elementary School a learning center committed to quality! Our staff works hard to create experiences that will make school a place for children to grow.

Together we can make a positive difference in your child's educational experience! We hope this handbook serves as a useful tool to inform you. Feel free to contact us if you have comments or questions. We look forward to an exciting and rewarding school year!

***At B.G.M. Elementary we focus on
"collaborative learning to achieve success for ALL students".***

Telephone Numbers

**BGM Elementary School..... 522-9268
Mrs. Sherwood, Elementary Principal
Mrs. Dietrich, Secretary**

BGM Jr/Sr High School 522-7058

Daily Elementary Schedule

8:00 - 8:20 - Breakfast Served - Students may arrive for school

8:15 - Students may go to classrooms

8:25 - Tardy Bell/Morning Announcements/School Begins

9:40-9:55 - PreK-Kindergarten Recess

10:00 - 10:15 - 1st-2nd Grade Recess

11:10 - 11:50 - 6th Grade Lunch & Recess

11:20 - 12:00 - 5th Grade Lunch & Recess

11:30 - 12:10 - 4th Grade Lunch & Recess

11:40 - 12:25 - Beginning Kindergarten-Kindergarten Lunch & Recess

11:55 - 12:40 - 1st Grade Lunch & Recess

12:05 - 12:45 - 2nd Grade Lunch & Recess

12:15 - 12:55 - 3rd Grade Lunch & Recess

3:05 - Afternoon Announcements

3:10 - Walkers/Parent Pick-up Dismissed

3:12 - Bus Students Dismissed

BGM Elementary Phone & Email Directory

<u>Name</u>	<u>Phone Ext.</u>	<u>Email</u>
Albers, Andy	114	aalbers@brooklyn.k12.ia.us
Ament, Teri	168	tament@brooklyn.k12.ia.us
Arends, Jan	161	jarends@brooklyn.k12.ia.us
Calkins, Katy	145	kcalkins@brooklyn.k12.ia.us
Cline, Jennifer		jcline@centralrivers.org
Day, Brenda	168	bday@brooklyn.k12.ia.us
Dietrich, Denise	100	ddietrich@brooklyn.k12.ia.us
Dodd, Trena	118	tdodd@brooklyn.k12.ia.us
Ehresmann, Lisa	125	lehresmann@brooklyn.k12.ia.us
Fiebelkorn, Stacie	111	sfiebelkorn@brooklyn.k12.ia.us
Ford, Sharon	137	sford@brooklyn.k12.ia.us
Fye, Carl	142	cfye@brooklyn.k12.ia.us
Gartman, Kelli	160	kgartman@brooklyn.k12.ia.us
Gritsch, Natalie	133	ngritsch@brooklyn.k12.ia.us
Gritsch, Regan	124	rgritsch@brooklyn.k12.ia.us
Hall, Michelle	120	mhall@brooklyn.k12.ia.us
Hawkins, Emma	168	ehawkins@brooklyn.k12.ia.us
Hinshaw, Deb	117	dhinshaw@brooklyn.k12.ia.us
Hohensee, Brad	212	bhohensee@brooklyn.k12.ia.us
Hohensee, Kim	132	khohensee@brooklyn.k12.ia.us
Hoskey, Carrie	228	choskey@brooklyn.k12.ia.us
Kalinay, Jill	126	jkalinay@brooklyn.k12.ia.us
Keller, Val	163	vkeller@brooklyn.k12.ia.us
Knight, Dean	113	dknight@brooklyn.k12.ia.us
Knight, Margo	141	mknight@brooklyn.k12.ia.us
Larsen, Tom	116	tlarsen@brooklyn.k12.ia.us
Lastovka, Don	159	dolastovka@brooklyn.k12.ia.us
McWilliams, Ryan	222	rmcwilliams@brooklyn.k12.ia.us

Pavey, Eric	139	epavey@brooklyn.k12.ia.us
Pendarvis, Kim	161	kpendarvis@brooklyn.k12.ia.us
Plants, Chelsey	128	cplants@brooklyn.k12.ia.us
Rea, Reggie	149	rrea@brooklyn.k12.ia.us
Robison, Karla	647-2161	krobison@hlv.k12.ia.us
Roudabush, Leigh	116	lroudabush@brooklyn.k12.ia.us
Seye, Martha	114	mseye@brooklyn.k12.ia.us
Sherwood, Mary	101	msherwood@brooklyn.k12.ia.us
Steffen, Michelle	140	msteffen@brooklyn.k12.ia.us
Stoakes, Dawn	116	dstoakes@brooklyn.k12.ia.us
Stuart, Corky	164	cstuart@brooklyn.k12.ia.us
Stucker, Nicole (Speech)	174	nstucker@centralriversaea.org
Tegeler, Jill	110	jtegeler@brooklyn.k12.ia.us
Thompson, Jamie	145	jthompson@brooklyn.k12.ia.us
VanErsvelde, Neal	215	nvanersvelde@brooklyn.k12.ia.us
Williams, Guadalupe	173	lwilliams@brooklyn.k12.ia.us
Williams, Traci	137	twilliams@brooklyn.k12.ia.us
Wilson, Shane	123	swilson@brooklyn.k12.ia.us
Conference Room	104	
Staff Work Room	109	
Kitchen	182	
Media Center	161	

Attendance and Absences

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

School Matters!



Attend Today, Achieve Tomorrow

When students are absent for fewer days, their grades and reading skills often improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. But when kids are absent for an average of just two days of school per month—even when the absences are excused—it can have a negative impact. These absences can affect kids as early as Kindergarten.

Call before 8:45 AM
(641)522-9268



If a child is to be absent for the day, you must contact the elementary school office the morning of the absence before 8:45 AM. For safety purposes, the school secretary will call the parents if the child is not called in to confirm with them that the child is absent and inquire why the student is not in school. **If we do not make contact with parent within 24 hours of absence, it will be an unexcused absence. After 3 unexcused absences, a parent meeting will be required.** If a child is absent for 3 or more

consecutive days for an illness, parents must provide the school with a doctor's excuse or medical documentation. When a student is absent 8 days or more per semester, a letter will be sent home. After 10 days absent per semester, a meeting will be arranged to discuss the absences so we can work together to make sure the student is making appropriate progress in school.

If an absence is anticipated, please contact the office in advance, so that the teachers can help the student plan for the absence. If a child is out of school for several days and is able to do his/her work at home, you may call the office and make a request for make-up work. Please give teachers at least ½ day notice to gather and organize the make-up work.

Accidents

In the event of a serious accident at school, parents are called, or if necessary, the emergency numbers listed in PowerSchool are called. In the event that neither parent can be contacted, school authorities will attempt to take the necessary steps in the best interest of the child.

Arrival at School

Teachers arrive at school early to make preparations for the school day. For that reason, **students are not to come to school before 8:00 a.m.** unless they have permission from the classroom teacher. We do not have supervision before 8:00. They may eat breakfast between 8:00-8:25.

Bicycles

Students may ride bicycles to school if parents approve. **For safety reasons, bicycles may not be ridden on school property and must walk their bike on school property.**

If your child rides a bicycle to school, please help him/her plan a route that avoids major traffic. It is suggested that locks be used on bicycles, as the school cannot assume responsibility for theft or damage.



Books and Supplies

Textbooks and materials are furnished by the school system on a rental basis. Students are expected to maintain the books and materials during their use. A student and his/her family will be responsible for payment for any lost or damaged books, technology or materials with the cost to be determined by the building principal depending on the value of the books and/or materials.

Supply lists will be furnished by the teachers before the beginning of the school year.



Breakfast, Lunch, and Milk Programs

School breakfast and lunch with well-balanced, nutritious meals are served every school day. This ensures your child an adequate, healthy diet, as well as a positive social learning experience. Snack milk is offered daily for students in grades PK-3. If a child chooses to bring their own lunch, parents are asked not to send pop or candy and send nutritious meals.

Breakfast/Lunch Procedures

Following and understanding state/federal guidelines for school breakfast and lunch can be tricky. If your child eats breakfast, please encourage him/her to take a full tray. If the student is on free/reduced, they will not be charged for items if they take the full breakfast. If a student only chooses 1-2 items, they will be charged a la carte (for each individual item) regardless if they are on free/reduced. Students are also allowed “extras” for breakfast and/or lunch and will also get an additional charge on their lunch account for these extras. If you do not want these extra charges on your lunch balance, please talk with your children about these guidelines. You may also request that they be blocked from receiving a la carte and extra items through our on-line program, Total K-12, which can be found on our school website. Please give us a call if you have additional questions... we do understand that it is confusing!!

Make payments on-line for school lunches.

- Find it on our school website: www.brooklyn.k12.ia.us
- Click on the RevTrak link
- Select “I am a new customer” to set up an account. (first time only)
- Login and click on “My account” to fill in your credit card info
- In left corner click on “Food Service Payment” and check you current balance by logging into Total K12
- Enter amount into the “Pay” section and add to shopping cart and proceed to check-out.

You can also send lunch deposits to school with your child. All deposits MUST have a completely filled out deposit slip attached with student name and custodial parent name. More deposit slips are available by calling the school or sending a note with your last deposit or found on our website. **Please cut apart a deposit slip and attach it to the payment. Cash should be put in an envelope and clearly marked with lunch deposit and student name. Students can turn the money and deposit slips to his/her teacher during morning attendance or drop it off in the elementary office. Please fill out the deposit slip correctly.**

Parents, If your student has a food allergy, please contact our Director of Foods, Amy Larson or Billie Calderwood. There is a form we need to have on file for your child. You may call the school or email them at slarson@brooklyn.k12.iaus or bcaldерwood@brooklyn.k12.ia.us Thank you!

How much to deposit? Meal and milk prices are as follows:

BREAKFAST

PK - 5 \$1.20
6-12 \$1.30
K - 12 \$.30 (Reduced)
Adult \$1.50

LUNCH

K - 5 \$2.25
6-12 \$2.35
K - 12 \$0.40 (Reduced)
Adult \$3.65

MILK

\$0.30 per day
PK – 3 Snack milk \$6.00/month

A deposit will be used for lunch and/or breakfast for the family account and can be made any time. You decide the amount to deposit. Students in preschool through third grade who choose to receive snack milk will have an additional \$6.00 per month charge out of the family lunch account. **Remember to allow extra money IF the student eats extra items.** **Reminder: Snack milk, ala carte items and extra items are not part of the Free or Reduced meal plan. Those items are charged to your student's meal account.**

Low balance is \$.00 or less. You will be given a notice through email at this point. If the account gets to a **negative \$6.00 or \$12.00 per family**, a student will not be allowed extras and a paper notification will be sent home. If the balance gets to negative \$30.00 or \$70 family you are not served a school meal. Please contact the school principal if you are having difficulty paying for lunches and need assistance. **Guests who come to eat lunch must purchase a ticket in the office on the day they eat. The ticket has to be used the day it is purchased.**

Cell Phones

Cell phones are not permitted in the classroom unless approved by the classroom teacher. They are to be left in lockers and should be turned off during school hours.

Change of Address

It is important that we have up to date information. **All changes of address, phone numbers, etc. should be reported to the school office as soon as possible.**

Bullying

BGM Elementary is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated. Bullying and/or harassing 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.



“Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property.
- Has a substantial detrimental effect on the student’s physical or mental health.
- Has the effect of substantially interfering with a student’s academic performance.
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Is it bullying, teasing, mean moments or conflicts? This is sometimes hard to distinguish with elementary-aged children. All can be devastating, inappropriate and should be addressed immediately. If a student needs help with any of these incidents, please contact the classroom teacher, counselor, and/or building principal.

IS IT BULLYING?	
<p style="text-align: center;">TEASING</p> <ul style="list-style-type: none"> • Everyone is having fun • No one is getting hurt • Everyone is participating equally 	<p style="text-align: center;">CONFLICT</p> <ul style="list-style-type: none"> • No one is having fun • There is a possible solution to the disagreement • Equal balance of power
<p style="text-align: center;">MEAN MOMENT(s)</p> <ul style="list-style-type: none"> • Someone is being hurt on purpose • Reaction to a strong feeling or emotion (feelings get hurt) • Isolated event(s), sometimes with “friends” 	<p style="text-align: center;">BULLYING</p> <ul style="list-style-type: none"> • Attacked physically, socially, and/or emotionally • Unequal balance of power • Happens more than once over a period of time • Someone is being hurt on purpose

If a student feels they have been bullied or harassed, please report it **immediately** to the building principal. We will work together to develop a plan of action to stop the act of bullying/harassment. Complaint forms can be filed and further investigation will occur. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion.

Communications

Parent communication is important to us and we are always trying to improve in this area. There are many ways we try to communicate with you.

- Periodically hard copy notices are sent home either by individual teachers or the elementary principal regarding special events, school programs, parties, etc. Sometimes, these get tucked into back pockets and aren't discovered until later. Try to impress on your children the importance of handing any notes to you from the school so something isn't missed.
- You may also keep up with what's new at BGM Elementary by liking us on our BGM Elementary Facebook page! You will find lots of pictures and the latest announcements.
- You can also visit our BGM Elementary website for an updated calendar, menus, and staff information! You can also read the monthly newsletters on the elementary web site. The web site is: www.brooklyn.k12.nj.us
- Monthly Newsletters will be sent home on the last school day of each month. We send it home with the youngest child in the family as well as emailing to families.
- Information and announcements are also shared through email so make sure Denise has your updated email address!
- Emergency announcements are shared through our Blackboard Communication system through email, phone calls and text messages. Please be sure all contact information is correct in PowerSchool to receive these notices.



Dress and Grooming

Students who wear clothing to school that would distract from instruction or is offensive are required to adjust the clothing to make it presentable or contact parents for a change of clothes. Inappropriate dress includes displays of drug, alcohol, tobacco, or profanity, abbreviated tops or short-type P.E. shorts. Students go outside in different types of weather conditions and should be prepared for such.

All students in grades K-6 must have a clean pair of gym shoes to be left in the student's locker at school for Physical Education.

Emergency School Closing or Dismissal

Should inclement weather or any other emergency situation occur which would result in the closing of school, announcements will be made on local stations. For a complete list refer to Appendix D, Official notices at the back of the handbook.

Parents, students, and other district patrons are asked to listen to any of the designated stations for announcements. We ask that you not call the school as staff are often very limited, or unavailable during adverse weather making it impossible for those staff members on duty to proceed with school closure activities while answering telephones.

BGM Community School also utilizes the Blackboard Communication system to send important information, schedule changes, and/or alerts to parents. These alerts and messages will be sent to the first two phone numbers listed on your child's contact information in PowerSchool, will send a text message, and/or send an email to an email address. The system will not be able to reach you if we do not have accurate information recorded in PowerSchool. You may change this information online through PowerSchool Parent website. Please contact the school if you need access to PowerSchool or do not receive the alerts.

Students will be sent home to regular dismissal locations during an emergency early dismissal unless contacted by the parent by phone. Call the elementary office as soon as possible if your child will not follow regular dismissal procedures.

Field Trips

A permission slip signed by the parents or guardian is required before a child may go on a field trip that is out of district. Parents will be informed by a note from the teacher if students are planning to leave the school grounds on foot. Students need to return to school with their class unless prior arrangements are made with the building principal.

Fire and Emergency Drills

All BGM Community Schools follow prescribed fire drill regulations and are regularly inspected by the local fire department and the State Fire Marshall's Office. Special drills are held for such possible disasters as tornadoes, bus evacuations, lockdown procedures, fire, etc.

Gum, Candy, Pop

Gum, candy, and pop are not allowed during the school day unless, on special occasions, permitted by the classroom teacher. Parents are asked not to send pop or candy with those who carry a cold lunch.

Homework

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents/guardians can help their child by arranging a quiet, comfortable place for the child to work, by setting aside time for homework and by checking to see that assignments are completed.

We know that there will be times when families go on extended vacations or have other reasons why their child would need to miss an extended number of school days. Teachers may make efforts to have some of the homework ready for you to take with you if you request it far enough in advance. There may be items that cannot be prepared in advance and cannot be sent along as homework. Parents should also understand that the homework sent might be an approximation of what needs to be done. The teachers cannot always accurately predict how far they are going to get in all curricular areas. It is also the parent's responsibility to make sure that the requested work is completed when the student returns to school.

Illness

Parents need to be aware of their child's health each day and to keep them home from school when ill. As a general rule, students with a fever should stay home. A student will be sent home with a temperature of 100 degrees or more. **Students should be fever-free without medication for 24 hours before returning to school.** In the event a child becomes ill at school or is suspected of having a communicable disease, the parents will be called, or the emergency number on the registration will be used so that the child may be taken home. Please make arrangements so this can be handled effectively for the sake of the child.



Students with Communicable Diseases (pink eye, strep, etc) will be excluded from school according to standing orders or physician's guidelines. Students whose parents do not want them to go outdoors for recess will be allowed to stay in for 2 (consecutive or non-consecutive) days per year with a note from his/her parent. A doctor's excuse is required for a student needing to stay indoors for more than two days.

Instrumental and Vocal Music

Children in grades 5 and 6 have the opportunity to participate in band and/or chorus.

Insurance

Low cost accident and dental policies will be offered as a service by the school. Complete details of this insurance, its coverage, and cost will be given to each student at registration time.

Invitations

Handing out party invitations at school can sometimes be a sticky situation. We encourage parents to call other parents to personally invite their child to the party. **Invitations are not to be handed out at school.** Names and addresses cannot be given out by the school because of confidentiality.

Library(Media Center)

The elementary library is used for reference, library instruction, and free reading. Students are encouraged to use the library as much as possible to encourage a love of reading. Please help your child take proper care of books they check out from the library by following these guidelines:

1. A student may check out another book when the book he/she has is returned. In the case of classes in which two books are allowed, the student may check out the number of books returned.
2. A student may not check out **any** book if they have an overdue book(s). The overdue book(s) must be returned, or the library reimbursed, before more books may be checked out.
3. If a book is neither found nor paid for, the student may check out a book from the book chest (books to be given away at the end of the year) 30 days after the due date of the lost book. Same rules above apply to books in library collection.
4. If the lost book is neither found nor paid for, the student may begin checking out books from the library collection one year after the book was originally due.



Lockers/Desks/Personal Possessions

Students are issued a hallway locker of their own. Lockers are to be used to store school supplies and outerwear. Because of the limited room for winter clothing in the lockers, they should be kept orderly. Personal items of value or money should not be kept in lockers. The school is not liable for loss of valuable items placed in the lockers. School lockers and desks are considered the property of the school. School personnel may search lockers, desks and personal possessions in order to provide a safe and healthy educational environment.

Lost and Found

Most of the lost and found items are turned into the Elementary Office. A lost and found table is located near the Elementary Office. Please ask your child to check it frequently. Call the office with any questions.

Medications

If a child needs to take prescription medication at school, the law requires the school be provided with a consent form signed by the physician prescribing the medication. Copies of this form are available in the school office or on the school website. The form should be signed at the doctor's office before sending the medication to school. Non-prescription medication can be given in the school office with a signed and dated non-prescription medication form that are available in the school office or on the school website. **All medications must be in original containers.**

Parent Calls

If you wish to call a teacher, please do so before or after school. The secretary will forward you to the teacher's voicemail if the teacher is not available. Feel free to call the principal at any time during the day.

Parent-Teacher Conferences

Two scheduled parent-teacher conferences are held during the year, in the fall and again in the spring. Parents are encouraged to come, as communication is critical to the success of each child. The elementary staff does not schedule times for parents to attend since we do not know what times are best for you. Sign-up is available in the atrium outside the library during open house until the end of September.

Parties

A student may bring birthday or half-birthday treats for his/her class. Please contact the homeroom teacher for an opportune time. Halloween, Christmas, and Valentine classroom parties will be one hour in length, and held when convenient for the classroom teacher. Halloween costumes should not include weapons of any kind (including look-alikes).

Personal Property at School

Students are discouraged from bringing extra money, toys, and other objects from home unless the teacher has given them permission. The school cannot assume responsibility for the loss or damage of things brought from home or for ANY personal property at school.

Pets

Students may share their non-dangerous pets with classmates during school time, if parents obtain prior approval from their child's homeroom teacher. Parents must bring the animal(s) to school and take them home right after the sharing time.

Student Use of the Telephone

Permission to use the phone will be given by teachers if special circumstances exist. Please make arrangements for appointments, babysitters, etc. at home prior to the school day.

Supervision of Students

Students are under the supervision of the BGM School District staff during the regular school day and during school-sponsored events after the regular school day. The school is not responsible for students on school grounds during any other times.

Recess

Students have recess on the playground, or in case of inclement weather, in the classrooms, commons or gym. Parents are responsible to ensure that students dress appropriately for weather conditions, as they will continue to play outside for recess during the winter. In making the decision to have recess outside, we look at actual temperature and the wind chill factor. Our general guideline is that if the actual temperature is 10 degrees or above, or if the wind chill is 10 degrees or above, we play outside. However, if it is borderline, we use other factors such as wind gusts, sunshine, cloudiness, dampness, etc. to assist in making the call.



Please send your child(ren) dressed appropriately for the weather. If a student does not have snow pants or boots, they are not allowed to play in the snow. However they will still be sent outside and restricted to hard surface areas. Guidelines for recess (including wind chills) are shown below:

Wind Chill Temperature/Weather Conditions	Clothing Guidelines/Suggestions
Below 55° F	Jacket
Soggy, wet conditions (i.e. spring thaw, wet snow)	Boots
Below 40° F but no snow	Coat, Hat, Gloves/Mittens
Below 40° F with snow	Coat, Hat, Gloves/Mittens, Boots & Snowpants
Below 10° F	Stay Inside

Report Cards & Grades

Report cards are sent home with students at the end of each nine-week period. Students in Grades K-5 will be using more accurate and detailed standards-based grading and report cards.

Grading and reporting scales are as follows:

Grades K-5

- 3+** Student exceeds expectations independently
- 3** Student meets expectations independently
- 2** Student is making adequate progress towards expectation
- 1** Student is showing limited progress towards expectation
- N/A** Skill not assessed at this time

6th Grade

- A** 94-100%
- A-** 90-93%
- B+** 87-89%
- B** 84-86%
- B-** 80-83%
- C+** 77-79%
- C** 74-76%
- C-** 70-73%
- D+** 67-69%
- D** 64-66%
- D-** 60-63%
- F** 0-59

Special Programs

BGM offers many special services to meet the needs of students. Students may receive speech, language, or special learning disabilities services. Many other services are also available. When parents, teachers, or the elementary principal feel a youngster may benefit from special services, a referral is made. Obtaining written parental permission is the first step in any assessment. Trained personnel will administer the tests. Follow-up conferences are then held with parents, teachers, and any special services personnel. If services are needed, a plan will be presented to the parents. Parents with questions concerning any of these programs should contact the Elementary Office or their child's teacher.



District-wide Assessments

Assessments will be given periodically in grades K - 6. Students in grades K - 3 are given the FAST (Formative Assessment System for Teachers). The FAST assessment provides a suite of assessments that test student performance in the areas of phonological awareness,

sounds, words, text reading and reading behaviors. The FAST is given three times during the year - Fall, Winter, Spring. Students in grades 2 - 6 are administered the iReady tests in reading and math. iReady is an adaptive computerized assessment tool to monitor student growth and program effectiveness. These scores are used to help the school staff evaluate success - both of themselves and their students. New Iowa Assessments tests will be given this year for students in grades 2-6 in the spring. More information regarding these new assessments will be coming as we receive more information.

Theft

A student who unlawfully takes the property of another will be subject to suspension, possibly expulsion, dependent on the degree of theft involved. All incidents will be referred to the proper authorities.

Title I

Title I Reading is a federally funded supplemental reading program that serves students in grades K-3 at BGM. Students in Title I are included in the regular classroom for reading and language arts.. The Title I is “extra” time and support from the regular classroom. Students in Title 1 Reading receive extra instruction and support in developing reading skills and strategies, focusing on the 5 essential components of reading instruction; phonemic awareness, phonics, fluency, vocabulary, and reading comprehension. The goal is to assist students in acquiring strong, basic reading skills, to have a positive experience with reading, and ultimately become independent readers.

Student selection for Title 1 Reading is based on District-wide assessments and not scoring proficient on one or more of these assessments, teacher recommendation, and/or parent request. Students are exited from the Title I program based on proficiency on District-wide assessments, evidence of reading at grade level and being able to complete grade level assignments, and/or teacher recommendation. Teachers who have students in the Title I program will communicate and work closely with the Title I teachers so that the students will benefit to the utmost. Test scores and daily work can be shared.

Tobacco Free environment

Use of tobacco or tobacco-related devices in public schools and vehicles or on public school property is prohibited. Disciplinary action will occur for any violations.

Transportation

Bus routes are determined by the Board of Education. Every effort is made to provide the best and most convenient transportation to all and do it in an economical manner. Please bring any transportation problems to our attention and every effort will be made to resolve the difficulty. Our purpose is to see that the children arrive at home and to school safely. This requires the cooperation of parents and their children. Our bus drivers are qualified under the standard issued by the Department of Public Instruction. We expect all students to behave appropriately and safely while riding on a school bus.

The principal must have a signed & dated written parental request or phone call in order to allow students to ride a bus other than their assigned one, or to be discharged at a place other than their home. Please take time to read through the bus expectations below with your child(ren) to make sure they understand bus rules and consequences for misbehavior.

Bus Expectations

- Follow bus driver's directions the first time they are given.
- Remain seated at all times while the bus is moving.
- Swearing, rude gestures, teasing, loud talking, fighting, throwing objects and other inappropriate conduct is strictly prohibited.
- Keep your hands, feet and all other objects to yourself and inside the bus.
- Cross roads in front of the bus and only on signal from bus driver.



Remember: Riding the bus is a privilege! Please choose to show good character by being respectful to others and yourself so we can all be safe. Be kind!

If your child chooses not to follow these expectations, you will be notified so we can come up with appropriate consequences which may include an assigned seating for an extended period of time. If misbehavior continues, it may result in suspension of riding the bus. Parents will be responsible in providing transportation to and from school if the student is suspended from the bus.



Before and after school routines

Before School: All vehicles (cars and buses) will enter up the driveway and drop off in circle drive. Buses will put arm out and no passing will be allowed. **All vehicles will exit slowly and carefully in front of the high school or down the driveway. If parents need to come into the school building with their student, they must park in gravel parking**

lot and walk up sidewalk. Students will be allowed to enter building when they arrive after 8:00 and supervised at designated areas in the building (library, cafeteria, breakfast, or gym) until 8:15. **No supervision is available before 8:00 so please do not have students arrive until after 8:00.** Breakfast will be served from 8:00-8:15. Students will go to classrooms at 8:15 and the tardy bell rings at 8:25

After School: Gates are closed. 3:05 Announcements are made. Walkers and parent pick up are dismissed first at 3:10. Parent pick up will be same as before in the gravel parking lot. **We request that you to walk up the sidewalk to meet your child(ren) at the end of the day for the safety of the students as there is a lot of traffic in the parking lot. It can be difficult to see younger students when backing out and leaving.** At 3:15, bus supervisors escort students to buses that are parked in elementary circle drive.

Vandalism

Any student willfully damaging BGM property will be assessed the total cost of replacement or repairs. In the case of a minor child, the parent/guardian will be held responsible.

Visiting Our School

A buzz in system has been installed for all main entrances. All other doors remain locked throughout the school day. All visitors must push the outside button and share their name before being allowed into the building. They then must stop in the office to receive a visitor's pass if visiting any other locations of the school. If parents or guests wish to visit school, arrangements for visiting must be made with the teacher or principal with 24 hour prior notification. Limiting visits to one hour is recommended.

Weapons

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials. Students bringing firearms to school or possessing firearms at school will be immediately suspended prior to expulsion. Other weapons (such as knives) will be dealt with through a suspension or expulsion. The seriousness of the situation will determine the consequences. Look-alike weapons could lead to a suspension or expulsion depending upon the situation. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

Thank you for sending your children to BGM Elementary School! We take pride in providing an exceptional education. This is made possible by an outstanding staff, community, facility and administration. We are glad you are here!

BGM Elementary Partners in Education

Welcome to BGM Partners in Education (PIE)

Our mission is to build a partnership between parents, students, and teachers that creates a fun, positive, educational experience at the BGM Elementary School.

In past years, PIE has helped generate funds that have bought the new playground equipment for the elementary school, applied money to the BGM Preschool Endowment Project, purchased books for the elementary library, purchased recycling bins for each classroom, funded field trips, supported Character Counts, as well as many other smaller items.

We invite you to join PIE this year! Without at least one parent volunteer from each grade level, we will not be able to continue this worthwhile organization. PIE meetings are held the second Monday of each month at 7 p.m. at the elementary library. The meetings are generally no longer than one hour in length. There are no membership dues to join PIE. We are always looking for fun, innovative, educational ideas to further our partnership between parents, students, and teachers. **Please help us by volunteering to be a part of this organization. Call the Elementary Office to get more information or just show up at our next meeting!**

Discipline Plan

BGM Elementary School focuses on proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. We do this through the Six Pillars of Character Counts. We have high expectations of students, staff, parents and community members to follow and practice these Six Pillars at all times.

School Wide Expectations:

- **Trustworthiness** - Do the right thing
- **Respect** - Respect ourselves, others, and property
- **Responsibility** - Be dependable and make good choices
- **Fairness** - Show fairness to others
- **Caring** - Be kind and thoughtful towards others
- **Citizenship** - Obey the rules and make our community a better place

Playground Rules

1. Follow directions
2. Respect others
3. Respect property
4. Use appropriate language
5. Line up quickly and come in quietly
6. Play fairly and safely

When a student makes a mistake by not following these expectations, the student receives a “recess ticket” and will owe 10 minutes during next recess. Severe behaviors will be reported to the principal and an office referral will be issued and parents will be notified.

Tiered Consequences for Recess Tickets

1st Recess Ticket per Semester - 10 minutes of recess in office/lunchroom

2nd Recess Ticket per Semester - Miss all of noon recess in office/lunchroom

3rd Recess Ticket per Semester - Student calls home; Miss two recesses

4th Recess Ticket per Semester - Principal calls home; Structured/alternative recess option

5 or more Recess Tickets per Semester - Meeting with parents, principal, teachers, and student

*** Severe misbehavior and intentional harm to others will result in an office referral with more serious and appropriate consequences

Bus Expectations

1. Follow bus driver’s directions the first time they are given.
2. Remain seated at all times while the vehicle is in operation.
3. Swearing, rude gestures, teasing, loud talking, fighting, throwing objects and other similar inappropriate conduct is strictly prohibited.
4. Keep your hands, feet and all other objects to yourself and inside the bus.
5. Cross roads in front of the bus and only on signal from the operator.

Cafeteria Expectations

1. Wait in line quietly before and after lunch
2. Use good table manners
3. Talk in a voice only your neighbor can hear
4. Leave your spot clean (at the table and on the floor)
5. Place tray, silverware, and litter where they belong
6. Don't forget to thank the kitchen staff

Severe behaviors or repeated inappropriate behaviors are reported to the principal and the student will receive an office referral with parent notification. Classroom expectations and consequences are set up by individual teachers.

BGM Community School Bus Regulations

Dear Parent:

Our Philosophy: We believe all students can behave appropriately and safely while riding on school buses and other District provided transportation. The district will not tolerate any action by any student that prevents individuals operating District buses or other District provided transportation from doing their job or prevents other students from being transported safely. It is a privilege, not a right, to ride District buses or other District provided transportation. Students shall abide by all school rules while riding on District buses or other District provided transportation. In addition, all students shall follow the following special guidelines for conduct on District buses and other District provided transportation:

1. Follow all operator's directions the first time they are given.
2. Remain seated at all times while the vehicle is in operation.
3. Swearing, rude gestures, teasing, loud talking, fighting, throwing objects and other similar inappropriate conduct is strictly prohibited.
4. Keep your hands, feet and all other objects to yourself and inside the bus.
5. Cross roads in front of the bus and only on signal from the operator.

Students who fail to follow the rules for appropriate conduct on district buses and other District provided transportation may be subject to discipline including, but not limited to, verbal and written warnings; conferences between student and the operator; conferences between the student, the student's parents, and the operator; loss of riding privileges; and other student discipline including suspension and expulsion from school. The discipline imposed in each instance will be determined based upon the nature of the offense, the seriousness of the offense, and any other relevant facts.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After two (2) warnings for bad conduct, the building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Special Note: The driver will **NOT** discharge an elementary (K-6) pupil at a place other than the regular school or home bus stop unless he/she has **A WRITTEN NOTE WITH A DATE FROM THE OFFICE.** The parent must send a signed note with dates or call to inform their principal or teacher of the request.

The above information has already been discussed with your child. Please discuss it with him/her to be sure it is understood. Thank you for your support of our program.

Rick Radcliffe
Secondary Principal

Mary Sherwood
Elementary Principal

Brooklyn-Guernsey-Malcom School District Official Notices

The following statements are to provide special information to students, staff, and other patrons of the school district. Some are required by law, some by state education standards, and some are district efforts to inform patrons.

Student Records

The B.G.M. Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include but are not limited to the following types of information:

Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for the maintenance of the student records for each school building is listed below:

- Elementary School -- Mrs. Mary Sherwood, Principal
- Middle/High School -- Mr. Rick Radcliffe, Principal

The following persons, agencies, and organization may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers, and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating federal education programs.
- Officials connected with a student's educational financial aid application.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children, regardless of child's age.
- Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate materials removed periodically and, at a minimum, whenever a student moves from the elementary level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to materials in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or invasion of privacy, and to have the records explained.

Students and parents may file with the Department of Education complaints alleging failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S.W., Washington, D.C. 20201.

Student Directory Information

The district and/or principal of each building may release the following types of directory information 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 and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous school or institution attended by the student.

Under the Protection of Pupil Rights Amendment (PPRA), parents and students who are 18 or emancipated, who do not want their child/ren's directory information to be given out and/or published must notify their principal in writing no later than September 15 of each school year.

Release of Information and Photographs

In the B.G.M. Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

Under the Protection of Pupil Rights Amendment (PPRA), any parent or guardian of students under the age of 18 years, or student over the age of 18 years, objects to this policy of releasing photographs or likenesses, they should contact in writing by September 15 (or within two weeks of the students enrollment should it occur after this date), the Superintendent of Schools, who will then notify the appropriate building administrator. Address requests to Superintendent of Schools, B.G.M. Community School District, 1090 Jackson Street, Brooklyn, IA 52211.

Child Abuse Reporting

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

Categories of abuse are the following:

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

The following names and telephone numbers identify the district's designated person students and other patrons would contact in the event of suspected child abuse by a school employee in the course of employment.

Level I Investigator	Brad Hohensee, Superintendent	641/522-7058
Level II Investigator	Tom Kriegel, County Sheriff	641/623-5679

Student Conduct

The Board of Director of the B.G.M. Community School District hereby confirms its intent to support district discipline policies, to support district staff who enforce the discipline policies, and to hold district staff accountable for enforcing the discipline policies.

Human Growth and Development

The B.G.M. Community School District has identified Human Growth and Development curriculum units that are infused throughout our curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. 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/ren from the class during the discussion of these topics. Parents who wish to pursue a discussion of the materials or procedures are asked to contact the building principal.

Educational Equity

I. Equal Educational Opportunity

Students enrolled in the B.G.M. School District shall have an equal opportunity for a quality public education without discrimination regardless of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socio economic status in compliance with Title VI, Title IX, and Section 504.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

II. Intercultural, Nonsexist Approach to Education

The B.G.M. School District and all its employees aim to develop and implement the district's educational program in an intercultural and nonsexist manner, free from discriminatory practices of any kind.

Inquiries regarding compliance with an intercultural, nonsexist approach to education shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

III. Equal Employment Opportunity and Affirmative Action

The B.G.M. School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives, and regulations of federal, state and local governing bodies. The School Board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socio economic status in compliance with Title VI, Title IX, and Section 504. Inquiries regarding compliance with EEO or AA requirements shall be directed to Rick Radcliffe, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

Special Education Services Available To All Students

The district plan for delivery of special education services allows special education teachers to work with students not placed in special education programs but who are in need of assistance.

District special education teachers and AEA #267 support staff are available to provide consultative services to all teachers who are working with a student in need of assistance. This includes AEA psychologists, social workers, consultants, speech-language pathologists, audiologists and early childhood teachers. Being enrolled in a special program is not a prerequisite. However, there is still a limit to what can be done due to restraints of time and people. Parents with questions are asked to contact their building principal.

Non-Discrimination/Equal Educational Opportunity Policy

The district has Non-Discrimination/Equal Educational Opportunities Policies (#102 - 102.R1) to systematically deal with complaints. Any student, parent, or district patron who wishes to file a complaint alleging discrimination, non-compliance and State Statutes, School Board Policy, Civil Rights, Title IX, Section 504 Codes, or other improper actions on the part of a district employee is encouraged to contact the building principal to complete a Grievance Procedure Complaint Form. Forms are available in all district offices.

Student Accident Insurance

The district does not provide accident insurance to cover injuries which occur at school or during school related activities. The school provides worker's compensation for employees like all employers do, but there is no coverage for students.

A school insurance plan is available to parents if a school-aged child is not covered by family coverage. Information concerning such coverage is available at school offices.

Inclement Weather Announcements

Students and parents are reminded that changes in class hours due to heat or severe winter weather, and changes in dates or times of extra-curricular practices and activities are announced via KGRN, 1410 AM (Grinnell); KCRG, 1600 AM/Channel 9, (Cedar Rapids) WHO, 1040 AM /Channel 13 (Des Moines); KWWL, Channel 7 (Waterloo); KCCI, Channel 8 (Des Moines); KRTI, 106.7 FM (Newton); and WMT, 600 AM /96.5 FM (Cedar Rapids).

Parents, students, and other district patrons are asked to listen to any of the designated stations for announcements. We ask that you not call school as staff is often very limited, or unavailable during adverse weather, making it impossible for those staff members on duty to proceed with school closure activities while answering telephones.

Regardless of the decision reached, it should be remembered that school officials only decide whether or not to run buses and hold classes. The ultimate decision as to whether or not to put your child/ren on the bus, send them to classes, or to pick them up early rests entirely with you, as parents and guardians.

Open Enrollment

The Open Enrollment Law in Iowa is explained in Chapter 282,18 School Laws of Iowa. It is further defined in Section 281.17 of the Iowa Administrative Code. The intent of this legislation is to maximize parental choice in providing a wide range of educational opportunities which might not be available for students in their district of residence.

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another school district in the state are to be aware of the following:

- March 1 is the last day for regular Open Enrollment requests for a subsequent year.
- September 1 is the last day for open enrollment requests for students entering kindergarten.
- Parents should be aware that Open Enrollment may result in the loss of athletic eligibility.
- Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Inquiries regarding open enrollment shall be directed to the Superintendent of Schools, BGM School District, 1090 Jackson Street, Brooklyn, IA 52211 or by phoning 641/522-7058.

Asbestos

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. The B.G.M. District's elementary and high school buildings, having small amounts of asbestos containing materials within insulation of mechanical systems and floor tile, have established safeguards for all building occupants from known low risk levels of asbestos.

A District Asbestos Management plan is in place to monitor areas containing low risk levels of asbestos. This Plan can be viewed in the district office located at the high school building, 1090 Jackson Street, Brooklyn, IA 52211. Persons interested in reviewing the plans are asked to arrange an appointment with Ray Baker, the district's designated person in charge of the management plan, by calling 641/522-7058.

Water Testing

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The B.G.M. Community School District has completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter), as required by law.

Video Cameras on Buses

The Brooklyn-Guernsey-Malcom Community School District Board of Directors has authorized the use of video cameras on school district buses. the video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the B.G.M. Community School District encourages homeless children and youth to enroll in school. For information, please contact Superintendent of School, B.G.M. Community School District, 1090 Jackson Street, Brooklyn, IA 52211. Phone number: 641-522-7058.

Definition of Homelessness

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- * Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- * Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- * Living in emergency or transitional shelters.
- * Abandoned in hospitals.
- * Awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who qualify as homeless because they are living in circumstances described above.

The term "unaccompanied youth" includes a youth not in physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to as "throwaway children and youth"); and school-age unwed mothers because they have no other housing available.

Complaint Form

1. Name, address, and telephone number of person(s) filing complaint:

2. The State Statute or School Board Policy violated or the discriminatory or improper action committed.

3. Date of the alleged violation

4. Location of alleged violation

5. Nature of alleged violation

6. Name(s) of the person(s) responsible for the alleged violation or improper act.

7. Requested relief or corrective action sought.

8. Other relevant background information.

9. Date of filing

10. Person to whom completed complaint form is given.

11. Signature of person(s) filing complaint.

This form shall go to the building principal or supervisor of the program for a response within ten working days. If the person filing complaint is not satisfied he/she will have ten (10) working days from the date of notification to approach the Superintendent of Schools. The superintendent will respond within ten (10) working days. If the person filing the complaint is not satisfied with the superintendent's response he/she will have ten (10) working days from the date of notification to ask to be heard at the next regular school board meeting.