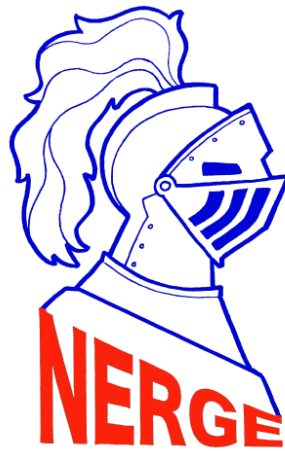


Be Safe, Be Respectful, Be Responsible



Family Handbook 2022-2023

Frederick Nerge Elementary School

660 Woodfield Trail
Roselle, IL 60172

Telephone: 847-357-5777
Attendance: 847-357-5776
Fax: 847-357-5778

Principal: Ms. Kari Frederick – karolynfrederick@sd54.org
Assistant Principal: Mrs. Kristine Belt – kristinebelt@sd54.org



SCHOOL DISTRICT 54

Ensuring Student Success

Frederick Nerge Elementary School
660 Woodfield Trail
Roselle, Illinois 60172

Phone 847/357-5777
FAX 847/357-5778
TTY 847/357-5076
<http://nerge.sd54.org/>

Kari Frederick, Principal
Kristine Belt, Assistant Principal

August, 2022

Dear Nerge Families,

We are pleased to welcome you to the 2022-2023 school year! This family handbook provides you with important information regarding the policies and procedures of School District 54 as well as Nerge Elementary School. We appreciate your willingness to review this resource with your child and/or children. These expectations have been developed to ensure equal opportunities for all and to enable our school personnel to devote their energies to teaching and learning. Please refer to the [District 54 Parent Student Handbook](#) for additional information.

To assist in ensuring student success for all, we have developed common language for all our students, parents, and staff. We are expecting students to ***be safe, be respectful, and to be responsible*** in all settings of our school, including getting to and from the building. These expectations are commonly referred to as PBIS Expectations and the specifics about this program are defined within this handbook.

We look forward to your partnership in what promises to be an exciting, challenging, and memorable year at Nerge. 2022-2023 is sure to be a **rockin'** school year!

Sincerely,

Ms. Kari Frederick
Principal

General Information

Telephone Numbers

Nerge school phone number: (847) 357-5777

Fax number: (847) 357-5778, TTY: (847) 357-5076

Student absence line: (847) 357-5776

The Nerge office hours are from 8:00 AM to 4:00 PM Monday through Friday.

Absence Call-In System

Parents are to call the answering system between 4:00 PM and 8:00 AM to report their child's absence or late arrival. **The child's name, your name, teacher, reason for absence, and date(s) of the absence(s) are needed.** When no call is received, the school will follow up on children who are absent using contact information and preferences provided by the family.

School Hours

School doors are locked at all times. Please ring the front doorbell to gain entrance and we ask that you refrain from holding the door open for other visitors. **Supervision begins at 8:25 AM.** Students are not to arrive prior to that time. **Students begin entering the building at 8:30 AM.** (Students who participate in before-school activities or have appointments with Nerge staff may enter before 8:30 AM as directed by staff). Instruction begins **promptly at 8:40 AM.** Students must be in the classroom at the 8:40 AM bell to not be considered tardy. Our school dismisses at 3:00 PM daily, except Wednesdays when students are dismissed at 2:30PM for staff development.

Lunch Hours

Grades 2, 5, and 6: 11:00 AM-11:45 AM

Grades Kindergarten, 1, 3, and 4: 11:45 AM-12:30 PM

The lunch period is comprised of approximately 20 minutes of recess and 20 minutes to eat. On Half-Day Inservices there are no lunch periods since students are dismissed at 11:40 AM.

School Visitors and Volunteers

All visitors gain entrance by ringing the main entrance front doorbell and stating his/her purpose for coming to the building. At that time, the visitor is expected to **immediately** report to the front office, sign in, and receive a visitor's badge before going elsewhere in the building. Students who leave prior to the final bell must be signed out by a parent, guardian, or designees on the log in the office. Thank you for refraining from holding the doors open for others as we ask each visitor to wait for their admittance into our school.

Early Pick Up

If you must pick up your child before the end of the school day, please communicate the arrangement with your child's teacher and the main office in advance. Students will not be released to persons not listed on their emergency contact list unless prior arrangements have been made by their parents or guardians. Anyone signing a student out must come into the school, show identification, and sign the student out.

Excuse From Physical Education/Recess

With written verification from you, your child may be excused from physical education or outdoor activities for one to three days following an illness or accident. Any restriction for more than three days requires written verification from your doctor detailing the length and type of restriction.

Valuables

Students are instructed not to bring valuable equipment, collections, games, or personal items to school. Sums of money larger than required for school purchases should not be brought to school.

Birthday Treats

We love to celebrate birthdays at Nerge School! We recognize student birthdays daily during morning announcements to honor the special day. If you choose to celebrate your child's birthday with a birthday treat for the class, please remember that it must be non-edible to ensure the safety and health of all of our students.

Parent Portal/Access to Report Cards

School District 54 strongly encourages all parents/guardians to sign up for the District 54 Infinite Campus Portal. This is a website where parents/guardians can log in and view information about their children's grades, assignments, immunizations, test scores and much more. It is also how parents access the whole child profile (report card) each trimester as well as registration for the upcoming year. The portal can be accessed by visiting the District 54 website. [Link to Parent Portal](#)

Emergency Procedures

There are occasions when school must be closed. On extreme weather days, we will use the district parent notification system to call and email parents. We use the numbers/emails you provided us in your registration. With that said, it is extremely important for us to have at least 2 working telephone numbers as well as an email address. **Please make sure you update these with the Nerge office when they change.** For additional information, please visit <https://sd54.org/resources/schoolcancellations/>.

Dress Code

Nerge follows the District 54 policy on dress code. The Board expects a student's dress and grooming to be neat and clean meeting health and safety standards. Clothing/appearance that is disruptive to the educational environment is prohibited. This includes but is not limited to: offensive logos/wording on clothing, exposed midriffs, inappropriate length, etc... Students not abiding by the dress code will be required to comply before they can return to class. School administration will make the final interpretation of dress guidelines.

Items Prohibited On School Sites

Problems arise occasionally when students bring articles or objects to school which are hazardous to the safety of others or interfere with instructional time. Items brought to school that are offensive or hazardous to other students or interfere with instructional time will be collected and returned to parents upon the parent's request.

Students assume responsibility for any item brought to school. Per school district policy, students are **NOT** permitted to use non-school issued electronic devices on school property or on buses unless permission is given from the building administration. This policy includes the use of cell phones. When the electronic device policy is not followed, the electronic device may be kept in the office to be picked up by a parent/guardian during office hours. If an electronic device is permitted by an administrator, the school assumes no responsibility if such item is lost, broken or stolen.

Please note, all District 54 schools prohibit weapons as noted by the sticker on the front door.

NERGE PROCEDURES

Academic and Behavioral Responsibilities

Nerge School follows the District 54 Student Behavior policy. The goals and objectives of this policy are to provide effective discipline practices that: (1) prioritize the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the cause of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Nerge utilizes a positive approach to discipline based on learning rather than punishment. Students are expected to be responsible for behaving in a safe manner and promoting a safe environment in their school. Students will respect the rights, needs and property of others. All federal and state laws regarding student conduct will be applied. Other district policies referring to and/or relating to student behavior will also be applied. Students are expected to be safe, respectful, and responsible within the school environment and on school buses/bus stops. The PBIS matrix specifies behavioral guidelines which encompass the following district-wide expectations:

- Students will act in a way that is safe and healthy for themselves and others.
- Students will treat school property and the property of others with respect.
- Students will respect the rights and needs of others.
- Students will take responsibility for their own learning.
- Students will be respectful of the learning environment and not behave in a disruptive manner.
- Students will follow all guidelines and usage rules regarding the use of the Internet.

Children who are having difficulty following expectations will work with our staff to correct the behavior. In these cases, the child will be given time with a staff member to reflect on the behavior and come up with a plan to change the behavior by exploring alternatives. Parents/guardians will be notified of the behavior and be asked to contribute to the plan by sharing how they will support their child. All consequences for behaviors will be educational, logical and follow School Board policy.

Homework

Nerge follows the District 54 policy on homework. This policy states that homework should be purposeful and meaningful. The purpose of homework is to enrich or extend school instruction, give students the opportunity to maintain new learning through independent practice, and encourage the possibilities of self-directed learning by the student. It can be used to emphasize the importance of learning in settings other than the classroom. Homework may be graded and counted in the grading system. Students may face logical consequences for late or missing assignments.

Absences

Absences for any reason are disruptive to the educational process. Regular school attendance is vital for continuous academic growth. Absences from school, except for health reasons, should be kept to a minimum. We appreciate your efforts in scheduling vacations and appointments before or after school or on days when school is not in session. Should a vacation last longer than 15 days, the child will be unenrolled. When the child returns from the extended vacation, the parent must show two current bills to re-enroll their child.

Communication from families is essential in maintaining accurate records of required school attendance. If absences become chronic (5% or more of the school year) or if your child misses several days of school for an illness, a note from a doctor may be required for the absences to be excused. If notes from a doctor are not received, your child could be considered truant thus resulting in administration working with the school resource officer to remedy the situation.

To report your child’s absence and the reason, call the student absence line (847-357-5776) by 8:40 AM. If parental contact is not made, the absence will be considered unexcused.

Students missing more than 150 minutes of instructional time will be recorded as absent for a full day.

Please note, students who are absent will not be allowed to attend or participate in after-school/evening activities on the day of their absence. Additionally, students must be in attendance for at least half of the day to attend or participate in after-school/evening activities on that day.

Tardies

A student arriving after school has begun must report to the office before going to class. If the student is more than five minutes late, a parent or guardian must come into the office to sign their student in. Tardiness is a form of truancy. Students who are tardy twenty or more days may be referred to the Cook County Truancy Officer resulting in administration working with the school resource officer to remedy the situation.

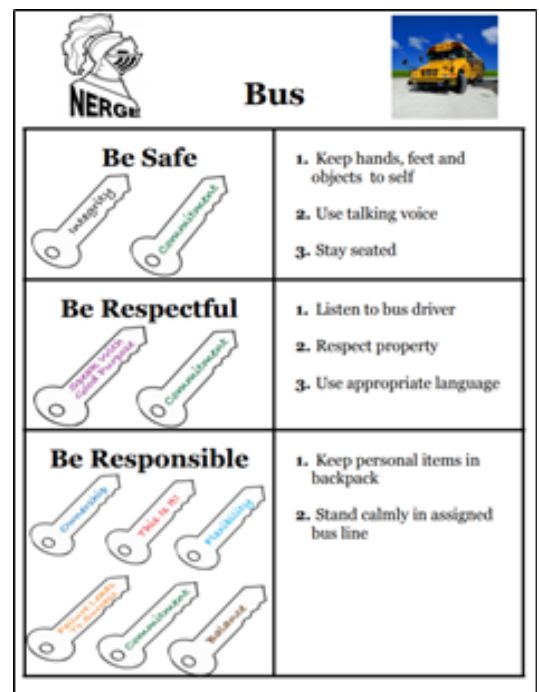
Bus Policy Expectations

In order to ensure the safety and welfare of all students using the school buses, the following rules will be strictly enforced:

- Stay seated during the entire bus ride.
- Keep hands and feet to self.
- Face forward in the seat with feet /objects out of the aisle.
- Follow the bus driver’s directions.
- Load and unload the bus in an orderly fashion.
- Demonstrate appropriate and courteous behavior at the bus stop.
- Eating and/or chewing gum are not allowed on the bus.
- No cell phones or electronic devices on the bus.
- Safety considerations do not allow for students to change buses or get off at a different stop.

Bus drivers will report violations in the form of a written referral to the school office. These referrals will be addressed on an individual basis. The seriousness of the infraction will determine the response from the school. Consequences will be assigned in the following manner:

- 1st referral = discussion with student to reteach expectations
- 2nd referral = reteaching/reflection session during lunch resulting in an assigned seat on the bus
- 3rd referral = reteaching/reflection session during lunch to come up with a plan to change behaviors and/or conference with the parent. This could result in a three day bus suspension which will not excuse a student from attending school.
- 4th referral = may result in permanent suspension from the bus



Bicycles: Safety Policy and Rules

Bicycles must be parked in the bicycle rack. If the racks are full, bikes are to be parked in an orderly manner. Bicycles are to be walked on the driveway and/or walkway from the entrance at the street to the rack. When going home, bicycles are to be walked from the rack to the street and across the street at the crosswalk. A chain or cable lock is strongly recommended to protect bicycles at school. Please make sure your child can lock and unlock his/her own device. Skateboards and roller blades are not allowed to be used coming or leaving school grounds.

Arrival and Dismissal Procedures

We appreciate your help in keeping drop off and pick up at Nerge orderly, smooth, and safe by abiding by the following arrival and dismissal procedures.

Walkers and Bikers

All walkers and bike riders will cross at Woodfield Trail and Carlsbad. Patrols and adult supervision are present to help students cross the streets safely. Walkers and bikers are free to enter and exit doors located in the front or the back of the school.

Transportation by Family Vehicle

Students being dropped off by car will use Jennifer Ln. Please use the “kiss and ride” procedure- kiss your child/children good-bye quickly in the car, drop them off, and drive on. This will ensure a quick, safe, and moving stream of cars. Students transported by car will enter and exit in the back of the school.

- Pull up along the school side of Jennifer Ln. Do not drop children off on the opposite side of the street.
- Be sure to travel one way heading north to ensure safety for students and drivers.
- Do not use neighborhood driveways to turn around.
- Drivers will be directed to pull up as far along the concrete area as possible in order to accommodate multiple cars at one time.
- Once you have dropped off/picked up successfully (kids safe in car), please continue down Jennifer Ln.
- If you need to get out of your car to assist your child, we ask that you pull up approximately 30 meters past the concrete area before stopping.
- Please do not double park. Cars should be in a single line approaching the concrete area.

Bus Riders

Student bus riders will enter and exit at the front of the building to access our buses in the parking lot.

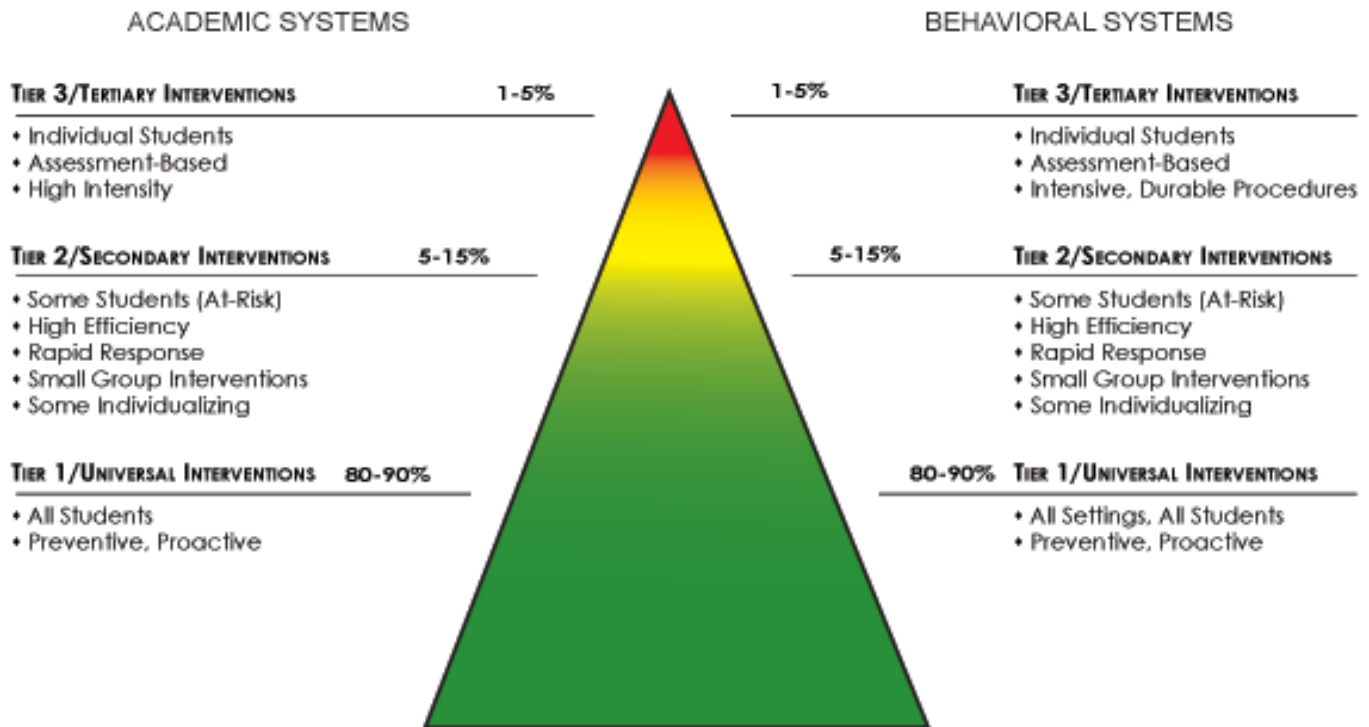
Remember, school supervision does not begin until 8:25 AM, therefore, students are not to arrive at school before this time. Please keep in mind that the parking lot closes between 8:25 AM-8:35 AM and 2:55 PM-3:10 PM Monday-Friday for bus entry and exit (Wednesdays from 2:30 PM-2:40 PM). At 8:40 AM or after parents must sign their children in at the front desk.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the academic and/or behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention (RTI) model, PBIS applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

School-Wide Systems for Student Success: A Response to Intervention (Rti) Model



slide taken from www.pbisillinois.org.

The Universal PBIS Team at Nerge School seeks to promote a learning environment where safe, respectful, and responsible behaviors are taught, expected, and celebrated.

PBIS Teams and Roles

The Universal Team is the first level team in the PBIS system. Nerge staff members volunteer their time to serve as members of this team. The Universal Team's job is to meet monthly to ensure our systems of support are working to promote safe, respectful, and responsible behavior. The team convenes to examine the school's data and discover trends for ALL students. This is done by using data gathered from our school's behavior management tracking forms. The Universal Team is also charged to create reteaching opportunities and/or targeted interventions based on school data to positively impact ALL students.

The Secondary Team (Tier 2) is responsible for establishing the second layer available to students who need additional support to be successful with the school expectations. The Tier 2 team members examine data to identify students needing an additional level of positive behavioral support. Once a student has been identified, the team will create an appropriate intervention together. The Check in Check Out (CICO) program is an intervention designed to provide students with specific and timely feedback with regard to following the Noble Expectations or targeted expectations that best meet their specific needs. Another possible layer of support is temporary, targeted small group lessons during which students will learn, practice, and apply specific skills to better equip them to display the Noble Expectations independently. Nerge staff members serving on this team volunteer their time to meet monthly to review data and monitor the progress of the implemented interventions.

Noble Knight Tickets

Noble Knight Tickets (“blue tickets”) are used to reinforce positive behavior for all students. The tickets are small slips of paper. When a student is seen displaying Noble Expectations they may be given a ticket by a staff member paired with verbal praise. Students can use tickets to earn incentives throughout the school year.

Celebrations

We love to celebrate successes at Nerge! All students have the opportunity to participate in classroom and school-wide celebrations throughout the year. Classrooms follow their own reward and goal setting system to recognize and celebrate positive student behavior. As a building, celebrations are held monthly to honor the completion and application of a portion of our Social Emotional Learning (SEL) curriculum, the 8 Keys of Excellence, and/or our students’ ability to meet an established goal of earning a specific number of blue tickets. These celebrations are planned out by Nerge staff members serving on the Best Buddy Classrooms Committee. We are looking forward to the many celebrations that will occur this year!


Cool Tools

Cool Tools are behavioral lesson plans that structure how staff will teach and reteach expected behaviors. Cool Tool lessons target a specific area of need that has been identified by our behavior data and feedback from staff members.


Nerge Behavior Expectations Matrix



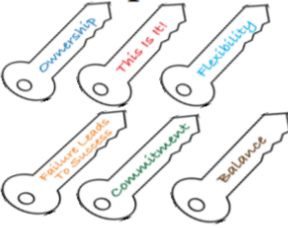
Nerge Elementary School has developed a Behavior Matrix which includes how students are to behave while at school. The Noble Expectations are: Be Safe, Be Respectful, and Be Responsible. During the first week of school, students are specifically taught what behaviors are expected within each area of the building (e.g. classroom, bathroom, hallway, recess, etc...). This way, the students learn that each staff member here at Nerge has the same expectations for behavior. These expectations are reviewed, refreshed, and retaught throughout the duration of the school year.


Thank you for taking the time to review each location and the expected behaviors with your student!




Arrival/Dismissal







<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Walk
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Use a quiet voice 2. Listen to all staff and patrols 3. Stay on sidewalk when outside 4. Greet adults
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Arrive on time 2. Go straight to your destination 3. Use appropriate staircase and door 4. Devices are powered off and put away




Bathroom

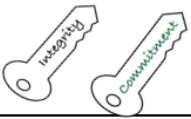

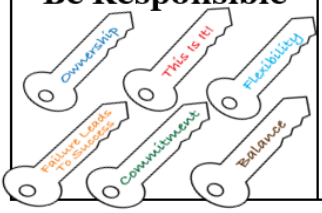



<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Wash hands with soap and water 2. Keep hands and feet to self
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Respect the privacy of others 2. Wait your turn 3. Be quiet
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Use paper materials correctly 3. Leave when you finished




Classroom



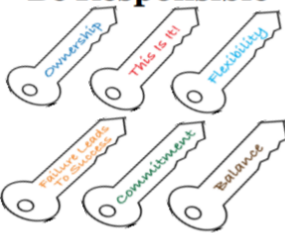



<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Use equipment appropriately
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Raise your hand to speak 2. Listen and follow directions 3. Respect the property of others 4. Use appropriate body language
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Give your best effort 2. Complete all assignments 3. Participate 4. Keep materials organized




Hallway/Transitions



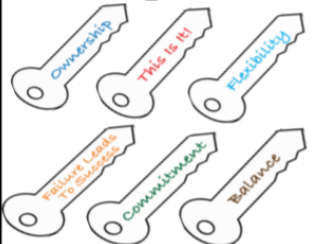



<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Walk single file 2. Stay to the right 3. Face forward 4. One stair at a time
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Be quiet 2. Keep hands and feet to self 3. Maintain personal space
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Travel the quickest route to arrive on time 2. Stay with your class 3. Wait and enter appropriately




Lunch







<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Stay seated 2. Eat your own food
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Listen and follow supervisor's directions 2. Use a quiet voice 3. Practice good table manners
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Clean up your area 2. Rinse and recycle




Playground



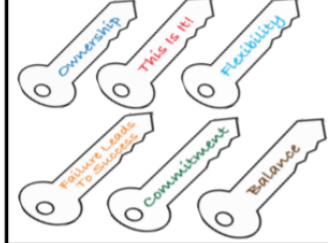



<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Use equipment appropriately 2. Stay in the designated area 3. Play safely
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Follow supervisor's directions 2. Take turns, share, and include others 3. Use appropriate language 4. Be quiet going in and out
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Dress for the weather 2. Line up quickly and safely 3. Take ownership of your words and actions




Library



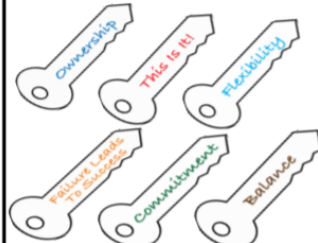


<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Walk slowly throughout the stacks
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Use a quiet voice 2. Listen and follow directions
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Choose and check out books in a timely manner 2. Return your books on time



Assembly



<p style="text-align: center;">Be Safe</p> 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Stay with group 3. Sit crisscross apple sauce
<p style="text-align: center;">Be Respectful</p> 	<ol style="list-style-type: none"> 1. Eyes forward 2. Sit quietly 3. Listen and follow directions
<p style="text-align: center;">Be Responsible</p> 	<ol style="list-style-type: none"> 1. Enter and exit quietly 2. Be ready to participate

The Eight Keys of Excellence

The Eight Keys of Excellence come from the Quantum Learning Network. These keys are critical components woven into our Social Emotional Learning (SEL) curriculum and have become common language used by the Nerge community to discuss and promote positive character traits.



Integrity: match behavior with values

We demonstrate our positive personal values in all we do and say. We are sincere and true to who we are as individuals.



Failure Leads to Success: learn from mistakes

We view failures as feedback that provides us with the information we need to learn, grow, and succeed.



Speak with Good Purpose: speak honestly and kindly

This key involves being aware of the power of our words. We think before we speak, our intentions are positive, and the words we use are sincere.



This is it: make the most of every moment

We focus our attention on the present moment and understand we have the power to choose a positive attitude.



Commitment: make our dreams happen

We set meaningful goals and believe in our abilities to achieve them. This key involves perseverance, following our visions without wavering.



Ownership: take responsibility for actions

We do not blame others or make excuses for our choices. Rather, we are responsible for the results of our decisions.



Flexibility: be willing to do things differently

We recognize that things may not work out as planned. When this happens, we remain open and change in order to move forward.



Balance: live your best life

We balance our activities to nurture our minds, bodies, and emotions by focusing on what's meaningful and important to us.