

Bettendorf Community School District

Linking Learning to Life
with Passion, Purpose, and Pride

2020-2021

Student/Parent Handbook
Neil Armstrong Elementary School

3311 Central Avenue

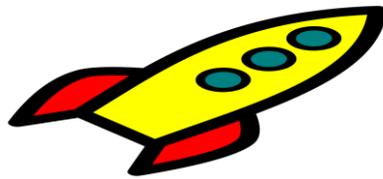
(563) 359-8275

Fax (563) 359-5228

<http://na.bettendorf.k12.ia.us/>

Neil Armstrong Elementary School

Home of the Astros!



Where We
Treat People Right and
Do the Right Thing!

A.R.M.S. are taught:

- Active Listening
- Responsibility
 - Manners
- Self-Control

ARMSTRONG STAFF 2020-2021

Principal	Miss Jayme Olson
Kindergarten A	Mrs. Brooke Bartsh
Kindergarten B	Mrs. Kory Esbaum
1A	Mrs. Bonnie Thomas
1B	Mrs. Kyrrie DePover
2A	Mrs. Adrianna Stegmaier
2B	Mrs. Jessica Stewart
3A	Mrs. Caitlin McMeen
3B	Miss Breanna Chumbley
4A	Mrs. Jodi Hanson
4B	Mrs. Kate Steger
5A	Mrs. Samantha Rottinghaus
5B	Miss Hailee Beals
Art	Mrs. Chrissy Block
Counselor	Ms. Liz Tressel
Media Specialist	Ms. Colleen Gould
Music	Mrs. Paulla Houston
Physical Education	Miss Tessa Daily
Title I	Ms. Holly Moreland
K-5 Literacy Coach	Mrs. Jenni Watkins
K-5 Instructional Coach	Mrs. Carrie Reed
Special Education - Level I Resource	Mrs. Kaitlyn Costas
Academic Interventionist	Mrs. Lauren Frye
Preschool/Early Childhood Special Education	Miss Madison McDonald
Paraeducator - Special Education	Miss Jae Crockett
Paraeducator - Special Education	Ms. Amna Khajawa
Paraeducator - Special Education	Mrs. Terri Pennings
Paraeducator - Special Education	Mrs. Julie Samuelson
Paraeducator - Special Education	Ms. Sharon Stepheny
Paraeducator - Special Education	Mrs. Judi Waldron
Paraeducator - Kindergarten	Mrs. Jennifer Szegda
Paraeducator - Kindergarten	Mrs. Sarah Rasmer
Special Education- Level II Behavior Disorders	Mrs. Amber Mattly
Paraeducator - Special Education	Ms. Amber Briggs
Paraeducator - Preschool/ESCE	Mrs. Amy Sherlock
Paraeducator - Preschool/ESCE	Ms. Lori Thurlow
Paraeducator-Preschool/ESCE	Mrs. Amanda Morrison
Behavior Interventionist	Mr. Conner McCool
Fifth Grade Band	Mrs. Megan Kannenberg
Fourth/Fifth Grade Orchestra	Ms. Graciela Burroughs
Principal's Secretary	Mrs. Laura Baker
Office Secretary	Mrs. Jody Murray
Media Paraeducator	Mrs. Beata Ito
English as a Second Language	Mrs. Michelle Tabares
English as a Second Language	Mrs. Amy Schermerhorn

Nurse..... Mrs. Meredith Ortega
 Custodian (Day)..... Mr. Brian Hess
 Custodian (Night)..... Ms. Vicki Fitzgerald
 Outreach Worker..... Ms. Miryam Stone
 A.E.A. Speech Language Pathologist Mrs. Abbie Keibler
 Cafeteria Server (Breakfast and Lunch)..... Mrs. Kristi Shinn
 Cafeteria Server (Breakfast and Lunch)..... Mrs. Debbie Silverberg

**Statement of Support
 Student Discipline Policies**

Notice is hereby given that the Bettendorf Board of Education has approved student discipline policies for the 2020-2021 school year. Members of the Board of Education support the approved student discipline policies for the 2020-2021 school term, and Directors expect staff members to enforce the policies established for the orderly operation of each school within the Bettendorf school system during the 2020-2021 school year.

ADMINISTRATIVE TRANSFER WITHIN DISTRICT

In certain cases an elementary school may not be able to accommodate all the children at a certain grade level and remain within class size guidelines established by the Board of Education (K-22 students, first, second and third, 24 students grade 4th & 5th grade, 25 students). In order to maintain these guidelines, children from one school are transferred to another elementary school within the District; one that has space available in the grade needed.

When children must be transferred, volunteers are always the first choice. Children who live near a boundary, or parents with child care in another attendance area, may wish a transfer. If volunteers are not available, children are assigned to be moved. It is never an easy decision, and every effort is made to keep children at their home schools, together with brothers and sisters, and with neighborhood children. However, if the classes are full, children must be reassigned.

Students who move into the District after classes are established may have to attend schools other than their home schools. If children are administratively transferred, the District provides transportation from the home school to the assigned school. If and when openings occur at the home school, parents are given the option of returning the child to his or her home school.

AFTER SCHOOL

Students must leave the school grounds at dismissal unless waiting for a ride. Since there is no playground supervision after school, play activity is not allowed on the school grounds during this time. Children are expected to go home directly after school. After school plans must be made prior to the school day. Therefore, students will not be granted permission to use the phone at the end of the school day to make play arrangements. We reserve the phone for unavoidable circumstances.

If your child's regular after school plans change, you must notify the office via phone message or written note an hour prior to school dismissal.

ANIMALS

Animals can only be brought to school if the following guidelines are observed.

- Check first with the classroom teacher, since many children are allergic to certain animals.
- Obtain permission from the building principal and sign in upon arrival.
- Safety concerns also need to be considered if permission is granted.

Annual Notice to Parents About Chapter 103

Recent amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school. The following text is considered by the Department to contain the information required to be provided to parents in an annual notice.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

ANNUAL NOTICE - STUDENT RECORD INFORMATION (FERPA)

Please refer to Board Policy #506.1E9, Annual Notice (Model Notification of Student Rights under Family Educational Rights and Privacy Act), available on the district website at www.bettendorf.k12.ia.us.

ANTI-BULLYING/HARASSMENT

The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district

prohibits harassment, bullying, hazing, or any other victimization based on real or perceived characteristics.

Please refer to the following Board Policies regarding anti-bullying/harassment, available on the district website at www.bettendorf.k12.ia.us

- #104 Anti-Bullying/Harassment
- #104.E1 Anti-Bullying/Harassment Complaint Form
- #104.E2 Anti-Bullying/Harassment Witness Disclosure Form
- #104.E3 Disposition of Anti-Bullying/Harassment Complaint Form
- #104.R1 is listed below:

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

Students who believe that they have been harassed or bullied will notify the building principal. All others will notify the Level I investigator or alternate. The Level I investigator and alternates are listed in student handbooks, published annually in the local newspaper, and posted in all school facilities. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged

harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

APPOINTMENTS/PICKING UP STUDENTS

Generally students are allowed to leave the school building only at dismissal times. Please come into the office to pick up your child for appointments or illness and sign him or her out in the office. **Students will not be allowed to leave the building without a parent coming in to check them out.**

Anytime you are waiting to pick up your child, please wait in the office. Parents in the hallways near the classrooms create a distraction to the instructional program of the school.

ASBESTOS NOTIFICATION

The Environmental Protection Agency (EPA) in 1987 enacted the Asbestos Containing Materials in Schools Rule, often referred to as the AHERA Rule. This rule requires that all of the nation's nonprofit elementary and secondary schools, both public and private, inspect their school buildings for asbestos-containing building materials, develop a plan to manage the asbestos for each school building, notify parents and staff regarding management plan availability and provide asbestos training to appropriate staff.

The original Asbestos Management Plan for Bettendorf Community School District was completed in 1988. That plan included a set of plans and procedures designed to minimize the disturbance of any assumed asbestos-containing materials, as well as periodic surveillance of these materials. A re-inspection by a certified asbestos inspector is required every three years and was most recently completed in August 2017, by Terracon Consultants, Inc.

All of our District Buildings meet or exceed standards for asbestos management and are considered safe. The District is actively pursuing the removal of asbestos-containing materials through the use of funding from (LEVY, TIF, or some other funding/budget taxes).

A copy of the asbestos management plan is available for review by appointment in each building's office and at the Operations Center Office during regular business hours. All inquiries regarding the plan should be directed to:

Safety and Compliance Coordinator
(563) 332.8600 ext. 6506

ATTENDANCE

Daily, punctual attendance at school is a primary ingredient in obtaining the maximum benefit from the educational opportunities in the Bettendorf Community School District. It is the parent's responsibility to cause the child to attend school as required by the compulsory attendance statute.

However, we do realize that children get sick. For the protection of your child and others, do not send your child to school with any of the following symptoms:

- * Diarrhea
- * Vomiting
- * Fever
- * Other communicable illnesses

Absences:

If your child is going to be absent from school, we ask you to call the school office or leave a message on the attendance line prior to 8:30 a.m. If your child is not in school, and you have not notified us, you will be called at home or work to ensure that nothing has happened to your child on the way to school. Students will be counted absent from school when they are more than 90 minutes late or leave 90 minutes early.

Students should not come to nighttime activity if they are absent during the day.

Tardies:

In the event that your child is going to be late, please call and let the office know. Upon arriving, the student is to check in at the office before going to his or her class.

Vacation:

If students go on vacation during the school year, classwork will not be given beforehand. Work missed during vacation will be considered make up work to be completed at home upon return.

Please refer to the following Board Policies regarding compulsory attendance, available on the district website at www.bettendorf.k12.ia.us

- #501.3 Compulsory Attendance
- #501.3R1 Compulsory Attendance Regulation
- #501.10 Truancy - Unexcused Absence
- #501.10R1 Truancy - Unexcused Absence Regulation
- #501.10R2 Excessive Absence
- #501.10R3 Excessive Absence Regulation

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS

The school policy is that only students in grades 3, 4, and 5 may ride bicycles to school. Bicycle helmets are expected if your child rides his/her bike to/from school. Bikes should be walked on and off school property. A bicycle lock is suggested, as the school assumes no responsibility for supervision, theft, or damage of bicycles. Skateboards, roller blades, roller skates, Heelys, hover boards, and scooters are not allowed on school property.

BREAKFAST

Breakfast is available from 8:00 to 8:25 a.m. in the lunchroom. The cost of breakfast is 1.70. Students should not arrive prior to 8:00 a.m.

The Bettendorf Community School District uses an automated food service accounting system. You may deposit money into your child's account at any time either by sending money/check in an envelope with your child's name and room referenced, or by visiting our convenient website at <https://bettendorfk12.revtrak.net/> Please allow 24 hours for your child's account to be credited.

BUS TRANSPORTATION

Bus transportation at no charge is provided only for those students who reside more than 2.0 miles from their elementary school or for students who are administratively transferred. Parents who choice or open enroll are responsible for their child's transportation.

Bus passes will be issued to all students receiving bus transportation. Students must have their bus passes when they ride the bus. Pre-school and kindergarten students will not be released from the bus without a parent or designee.

A copy of the bus conduct rules is included in Board policy #711.2 on the district website, www.bettendorf.k12.ia.us. The Transportation Director and the principal have the authority to suspend children from the bus for unacceptable bus conduct. If a student has been suspended from the bus, it becomes the responsibility of the parents to see that the student is brought to and picked up from school.

CELL PHONES & ELECTRONIC DEVICES

The school will not be responsible for electronic devices and cell phones brought to school. If a student brings a cell phone or electronic device to school s/he will be responsible for following these guidelines: *devices should be turned off and left in a backpack at all times, including when riding the school bus, or on field trips*. If a staff member sees the device out or hears the phone ringing during the school day, it will be turned in to the office and the student's parent may pick up the device or phone at the end of the day. Students who wear smart watches must clear the use of the device with the principal.

Inappropriate use of a device or a prohibited item will cause the item to be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

CHOICE ENROLLMENT WITHIN DISTRICT

All Bettendorf elementary students are assigned a home elementary school. Students may attend another school of "CHOICE" in certain circumstances under the District's choice enrollment policy. Permission to choice enroll is based on several factors: the reason for the request, the availability of space in the school to which transfer is requested, and whether or not the child's grade level is near maximum enrollment at the present school.

Parents must furnish transportation for student's choice enrolled in other than their home schools unless a bus route already exists from the child's home or school to the school in which he/she has choice enrolled. In a case where a bus route already exists from the child's home or school to the school of "CHOICE", a fee of \$100.00 per semester will be charged for bus transportation. Elementary principals have further information and request forms for choice enrollment.

COMMUNICABLE DISEASES

Please refer to Board Policy #507.3R1, Communicable Diseases – Student Regulation, available on the district website at www.bettendorf.k12.ia.us

CORPORAL PUNISHMENT

Please refer to Board Policy #503.5, Corporal Punishment, available on the district website at www.bettendorf.k12.ia.us. See also information listed under Physical Restraint of Students in this handbook.

CRIMINAL GANGS

Please refer to Board Policy #503.6, Criminal Gangs within the School Setting, available on the district website at www.bettendorf.k12.ia.us

CROSSING GUARDS

Crossing guards, hired and supplied by the City of Bettendorf, are available morning and afternoon to assist students in crossing busy streets. Students and adults are expected to follow directions of the crossing guards.

DISTRIBUTION OF MATERIALS

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

903.5	Distribution of Materials
903.5R1	Distribution of Materials Regulation
903.5R2	Virtual Backpack Guidelines
903.5E1	Virtual Backpack Request Form
508.4	Student Distribution of Non-Curricular Materials
508.4R1	Student Distribution of Non-Curricular Materials Regulation
508.4E1	Application to Distribute Non-Curricular Materials in School

DRESS CODE

Proper dress and cleanliness are conducive to good behavior and proper attitudes toward school and learning. Students are expected to dress in good taste and in conformity with the weather. Students are not allowed to wear swimsuits or flip-flops to school to protect the learning environment and safety of students.

DRUG FREE SCHOOL ZONES

The Bettendorf Board of Education, in cooperation with the Bettendorf Police Department, has established Drug Free School Zones around all schools within the Bettendorf School District. A Drug Free School Zone is identified as all property within 1,000 feet of a school. Iowa state law provides an increased penalty for a person who distributes an illegal substance to a person under eighteen years of age within the Drug Free School Zone. Any indications of drug trafficking in the area should be reported to the Bettendorf Police Department at 344-4015.

EDUCATIONAL EQUITY POLICY

Every student of the Bettendorf Community School district will have equal educational opportunities regardless of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or marital status.

Further, no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District.

It is the policy of the Bettendorf Community School District not to discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or marital status in its educational programs, activities, or employment practices as required by Chapter 1, Title VI and VII of the 1864 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or marital status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and as awareness of the rights, duties, and responsibilities of each individual member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the District Equity Coordinator, Administration Center, 3311 18th St., Bettendorf, Iowa; or the Director of Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

EMERGENCY PROCEDURES

We have a number of fire, tornado, and emergency drills throughout the school year. In the event an emergency situation occurs at the school involving a building intruder or unsafe condition, emergency procedures have been established.

EXTENDED LEARNING PROGRAM (ELP)

Bettendorf Community School District recognizes that students demonstrating the potential for exceptional academic behavior require appropriate instruction and educational service, commensurate with their abilities and needs beyond those provided by the regular school program.

Additional information about the district's Extended Learning Program (ELP) may be found in the addendum.

FIELD TRIPS

Educational field trips authorized by the district are part of the curriculum for all grades PK-12. These experiences are carefully planned and carried out in the same manner as work completed in the classroom, and all school rules apply. Parents of students who do **NOT** wish to grant student permission to take field trips should notify their building principal. A principal/designee may withhold students from a field trip. Siblings are not allowed to go on field trips.

HOMELESSNESS

Information for parents and students regarding homelessness is found in the addendum.

HOMEWORK

Please refer to Board Policy #505.9, Homework, and #505.9R1, Homework Regulation, available on the district website at www.bettendorf.k12.ia.us

HUMAN GROWTH AND DEVELOPMENT INFORMATION

The Bettendorf School District has developed an extensive Comprehensive Health Program for use in Grades K-12. One of the components of this program deals with Human Growth and Development. Occasionally, some parents wish to become more knowledgeable of the material covered in that particular strand. To assist with this, the objectives for Human Growth and Development and Family Life Units and additional curriculum information are on the district website, www.bettendorf.k12.ia.us.

IMMUNIZATIONS

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- #507.1 Student Health and Immunization Certificates
- #507.1E1 Immunization Requirements

INCLEMENT WEATHER GUIDELINES

If school is cancelled or delayed, the decision will be made prior to 6:00 a.m. The district will make early dismissal decisions by 10:00 a.m.

Parents and staff will be notified about cancellations, delays and early releases through a School Messenger telephone call. Notification will also be posted on the District website and with local media (radio and television stations). Additional information about closings, delays and early releases will be posted on the District website.

Parents who believe the weather conditions are not safe for their children have the option of keeping their child at home. If you do decide to keep your child/children at home, contact the school to report the absence.

The school will take precautions to protect the safety of each child. When a storm strikes during dismissal time, all students will stay in their classrooms until the storm abates.

Please make sure you provide your school office with up-to-date phone, email and address so we can reach you when necessary.

INJURY OR ILLNESS AT SCHOOL

Please refer to the following Board Policy, available on the district website at www.bettendorf.k12.ia.us

- 507.4 Injury or Illness at School
- 507.4R1 Stock Epinephrine Auto-Injector Supply

INTERNET

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- 605.6 Internet – Appropriate Use
- 605.6R1 Student Internet/Network Appropriate Use Regulation
- 605.6R2 Student Social Media Regulation
- 605.6R3 Web Page Policy
- 605.6E1 Internet Access Denial Form

- 605.6E2 Student Internet/Network Acceptable Use Agreement
- 605.6E3 Network/Internet Appropriate Use Violation Notice

LUNCH

Students are expected to be orderly and exhibit manners. Fast food and carbonated beverages are strongly discouraged. See the district wellness policy for guidelines. Each lunch is a single serving of food and milk. Cost of school lunch is \$2.50.

The Bettendorf Community School District uses an automated food service accounting system. You may deposit money into your child's account at any time either by sending money/check in an envelope with your child's name and room referenced, or by visiting our convenient website at <http://www.bettendorf.k12.ia.us/parents/payschools>. Please be advised that it will take 24 hours for your child's account to be credited.

MOVING

If your residence changes during the school year, please let us know several days in advance. We require a release of information form signed prior to sending a student's records to a new school outside the Bettendorf Community School District.

MULTI-CULTURAL GENDER FAIR EDUCATION

Board Policy #603.4, Multi-Cultural Gender Fair Education states:

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal educational opportunity shall be directed to the compliance officer by writing to the District Equity Coordinator, Administration Center 3311 18th St., Bettendorf, Iowa 52722; or by telephoning 563/359-3681; or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas

City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administration office and the administrative office in each attendance center.

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Bettendorf Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, marital status, or age (except students), in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or age (except students), in admission or access to, or treatment in, its hiring and employment practices.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Affirmative Action Coordinator, Administration Center, 3311 18th St., Bettendorf, IA 52722, 563-359-3681, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

Please refer to the Board Policies regarding nondiscrimination available on the district website at www.bettendorf.k12.ia.us

- 102.E1 Annual Notice of Nondiscrimination
- 102.E2 Continuous Notice of Nondiscrimination
- 102.E3 Section 504 Student and Parental Rights
- 102.E4 Complaint Form (Discrimination, Anti-Bullying, and Anti-Harassment)
- 102.E5 Witness Disclosure Form
- 102.E6 Disposition of Complaint Form
- 102.R1 Grievance Procedure is listed below:

GRIEVANCE PROCEDURE

It is the policy of the Bettendorf 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 Affirmative Action Coordinator, Administration Center, 3311 18th St., Bettendorf, IA 52722, 563-359-3681. Office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging

discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

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

Filing a Complaint

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

Investigation

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

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

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the

Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 30 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board within five working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.

The decision of the Superintendent (or Board in cases where appeal is heard by Board) shall be final.

The decision of the Superintendent/Board in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

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

OPEN ENROLLMENT BETWEEN SCHOOL DISTRICTS

The Bettendorf School District receives many requests for information about regulations governing open enrollment between school districts. The Superintendent of Schools is the District's contact person for questions about open enrollment regulations. If you have questions about open enrollment procedures, call the Superintendent's Assistant at 359-3681.

You may also refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- 501.14 Open Enrollment as a Sending District
- 501.15 Open Enrollment as a Receiving District
- 501.15R1 Open Enrollment as a Receiving District Regulation

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled for parents after the first and third quarter. Parent/teacher communication is critical, and will be on going throughout the school year.

PARENT INVOLVEMENT

We urge parents to belong to our Parent Teacher Association. Parents are encouraged to become involved in the school. Please contact the office or PTA/PTO officers to obtain more information.

PARENT PORTAL

Parents can update their household, family member and non-household contact information through their Infinite Campus Parent Portal account. IC Parent Portal is the system that allows parents to securely access information about their student such as attendance and lunch accounts, and to update contact information via the internet. It is critical to the health and safety of your student that you keep your contact information up-to-date.

The district has online registration through IC Parent Portal and you will need a parent account to access registration material. IC mobile portal apps are even available for Apple and Android devices. If you do not have computer access, please contact your building for assistance.

If you have not yet obtained access to IC Parent Portal, please contact your building secretary to receive necessary information to obtain an account. If you have established a parent account but cannot remember your login information, contact Jennifer Gallagher at 359-3681 x 3030.

PARTIES

Winter and Valentine's Day classroom parties are the scheduled parties for the school year.

Parents are required to follow the BCSD Nut Aware Daily Snack and Celebration List when sending treats to school. These guidelines are available on the district website at www.bettendorf.k12.ia.us under Services/Nutrition Services.

PARTY INVITATIONS

Party invitations will not be distributed on school property.

PHONE USE & MESSAGES FOR STUDENTS

Please limit messages for students to emergency situations. We encourage children and parents to make plans ahead of time and reserve the phone for the rare unavoidable circumstances that occasionally occur. It is very disruptive to the instructional programs to have classes interrupted for messages, and it also demands a great deal of time from the office staff.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Please refer to the addendum for more information.

RECESS

Please dress your child appropriately for recess every day. The school policy is that students will go out every day for recess unless it is raining, the wind chill is below zero degrees, or the heat index is above 100 degrees. If you expect your child to stay in for recess you must have a doctor's excuse.

REGISTRATION AND BOOK RENTAL FEES

The office handles all registration. Kindergarten children must present proof of birth and up to date immunization certificate when enrolling. New students to the district must present proof of residency when enrolling. A fee is charged for the use of textbooks and workbooks. Fees are as follows:

Grades K – 5: \$70.00 per year

RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- 604.5 Religion Based Exclusion from School Program

- 604.5E Religion Based Exclusion from School Program: Health (Human Growth and Development) and Physical Education Student Excuse Form

REPORTS OF ABUSE OF STUDENTS BY EMPLOYEES

State guidelines establishing uniform procedures for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees require publication of the names and telephone numbers of the designated investigator and alternates for the Bettendorf School District.

The designated investigator and alternates are:

LEVEL I:

Investigator	Dave Hlas	(359-3681)
Alternate	Roxanne Schmertmann	(332-7001)
Alternate	Joy Kelly	(332-7001)
Alternate	Karen Allison	(332-8636)
Alternate	Lisa Reid	(359-3686)
Alternate	Kevin Skillett	(332-7001)
Alternate	Caroline Olson	(359-8263)
Alternate	Jillian Dotson	(359-3681)

LEVEL II:

Investigator	James McDonald	(515-277-7700)
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SAFE SNACKS

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- 507.9R2 Safe Snacks/Peanut/Tree Nut Regulation
- 507.9E1 Safe Snacks/Peanut/Tree Nut Regulation – Parent Letter

SAFETY

Unsafe Items

Matches, lighters, guns (including water guns, and toy pistols), knives, and hard balls of any kind are forbidden at school. These items will be taken from the pupil and the parent will be contacted. At that time, disciplinary action will be discussed, including possible suspension or expulsion. Please refer to Board

Policy #502.6, Dangerous Weapons, available on the district website at www.bettendorf.k12.ia.us

Door-to-Door Solicitation

Students should not go door-to-door when participating in such events as Jump Rope for Heart, school fundraisers, etc. Students should only ask people they know.

PARENTS AND SCHOOL SAFETY

P3 Campus Safety App

The Bettendorf Community School District has joined QC Crime Stoppers and other area school districts in adding P3 Campus to our safety initiatives.

P3 Campus is an anonymous tip reporting solution designed specifically for the educational community. School community members can report about a wide range of concerns including: bullying, suicide concerns, depression, sexting, stealing, threats, cutting, abuse, dating and domestic violence, fights, drugs, alcohol, weapons, or other types of dangerous situations that threaten their safety or the safety of others through the P3 Campus mobile app or through any web browser at P3Campus.com.

The tips are sent to QC Crime Stoppers as well as BCSD school resource officers and administrators.

Download the P3 Campus mobile app on your phone (use Apple Store for IOS users or Google Play for Android users).

Release of Student Information

Student directory information available for use by the district includes the student's name, address, telephone number, date and place of birth, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

In regards to publicity, websites and district social media sites, the district may publish student information such as student name, grade, age, school, awards, degree, weight and height (as appropriate for athletic publicity), as well as artwork, writing, photos, and video.

PARENTS WHO DO NOT WANT DIRECTORY INFORMATION RELEASED ABOUT THEIR CHILD . . .

Are required to fill out the [refusal slip available](#) and return to their student's school no later than two weeks following the start of the school year.

Related Board Policies

- Student Records Access - [506.1](#)
- Student Directory Information - [506.2](#)
- Use of Directory Information Regulation - [506.2R1](#)
- Parental Authorization for Releasing Student Directory Information - [506.2E1](#)

IN AN EMERGENCY

How can parents and guardians be assured they receive information in an emergency?

Parents should keep their contact information up-to-date in Infinite Campus, our student information system. In the case of an emergency, a phone message, email and text message will be sent to parents and guardians. If the school has a non-emergency situation that we believe parents should be informed about, the school will send parents an email notification.

How and when will I be notified if there is an emergency at my child's school?

The means and immediacy of communication will depend on the type of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used a guide to gauge the district's level of notification and systems used to communicate with families:

Impact Level	Notification Response
<p>A Low Impact Incident Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one.</p> <p>Example: Temporary power/services disruption</p>	<ul style="list-style-type: none"> • Email
<p>A Moderate Impact Incident Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities.</p> <p>Example: A gas leak or a threat to the school</p>	<ul style="list-style-type: none"> • Email • Text message • Posted message on school website
<p>A High Impact Incident The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.</p> <p>Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff</p>	<ul style="list-style-type: none"> • Phone message • Text message • Email • Posted message on school & district website • Press release

Should I report to the scene of the incident/emergency?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity DO NOT respond to the school. Keep roads/lots clear for EMS responders.

Parents are encouraged to remain close to their sources of communication, phone or email, to ensure they are receiving accurate and timely updates on the emergency from district staff.

Once the emergency is declared "over," will parents be able to report to their child's school?

When BCSD communicates to parents that the school emergency has ended, direction will be provided on how parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

Remember, a student can only be released to an adult that is documented as an

emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.

If the school building is evacuated, how will I be able to locate my child?

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. The district will notify parents if an alternate reunification site will be used.

Please monitor your phone or email closely to ensure you receive updates on the emergency from district staff. Your child may text or email you about the evacuation before the district is able to notify you. Be aware that student texts and social media can cause confusion and further disrupt safety protocols.

Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

SCHOOL-BASED SUPPORT SERVICES

The Bettendorf Community School District, in conjunction with the Mississippi Bend Area Education Agency (AEA) and other community agencies, provides many school-based support services. The purpose of these services is to reduce barriers that may interfere with student success or to enhance educational opportunities for students. Parents interested in these school-based support services may contact the principal or school counselor at their student's school. A list of school-based support services is included in the addendum.

SEARCH AND SEIZURE REGULATION

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- #502.8 Search and Seizure
- #502.8R1 Search and Seizure Regulation
- #502.8E1 Search and Seizure Checklist

SECURITY CAMERAS

Please refer to Board Policy #804.7, Security Cameras, available on the district website at www.bettendorf.k12.ia.us. Due to student confidentiality, these videos are not accessible to students or parents.

SMOKING - DRINKING - DRUGS

Please refer to Board Policy #502.7, Smoking – Drinking - Drugs, and #905.2, Tobacco-Free Environment, available on the district website at www.bettendorf.k12.ia.us

SPECIAL CLASSES

All Bettendorf Elementary Schools offer special classes including Art, Music, and PE. Fourth grade students are eligible to participate in orchestra. Fifth grade students are eligible to participate in band and/or orchestra. Each child in band and/or orchestra participates in one individual or small group lesson in our building and two larger group rehearsals (one for fourth grade students) at Bettendorf Middle School each week.

SPECIAL INSTRUCTIONAL SERVICES

The Bettendorf Community School District provides instructional program opportunities and alternate options in education for students who may need additional help to succeed academically. These programs enhance the educational opportunities for those students who qualify. Please find more information regarding special instructional services and Alternate Options in Education Programs in the addendum.

STUDENT BEHAVIOR AND DISCIPLINE

Consequences for inappropriate behaviors are a part of the discipline policy. Part of this plan is ongoing revision and continuous re-teaching of expectations for students. Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- #503.1 Student Behavior and Discipline
- #503.1R1 Student Behavior and Discipline – Examples of Misconduct
- #503.1R2 Student Behavior and Discipline – Suspension
- #503.2 Expulsion

STUDENT MEDICATION ADMINISTRATION

Please refer to the following Board Policies, available on the district website at www.bettendorf.k12.ia.us

- #507.2 Administration of Medication to Students
- #507.2R1 Student Medication Administration Regulation
- #507.2E1 Administration of Medication to Students (Parent letter)
- #507.2E2 Parent Authorization & Permission for Administration of Prescriptions and Over the Counter/Nonprescription Medication
- #507.2E3 Authorization - Asthma or Airway Constricting Medication Self-Administration Consent Form – Inhalers & Epi-Pens

TOYS AND GAMES

Students may not bring toys, toy guns, games, sports cards, trading cards, portable or personal electronics, video games, etc. to school except when prior permission is granted by the teacher for a special occasion. There will be no selling or trading of items at school. The school will not be responsible for any such items that are brought to school.

VISITATION BY PARENTS

All visitors are required to show government photo identification when they register in the office prior to visiting classrooms, and to wear a visitor badge while they are in the building. Parents are encouraged to visit at school, but it is important to avoid interrupting instructional and planning time. Scheduling appointments is the best way to handle this. If you wish to visit a classroom, please get prior approval from the building principal.

VISITATION BY STUDENTS

Classroom visits will not be allowed in most cases and any visit must have the approval of the teacher and the principal.

VOLUNTEERS

The school has many opportunities for volunteers. Please contact the office or the building volunteer coordinator. All volunteers are required to show government photo identification when they register in the office prior to volunteering and to wear a volunteer name tag while they are in the building. All visitors and volunteers must follow the rules of confidentiality.

WELLNESS

Please refer to Board Policy 507.9, available on the district website at www.bettendorf.k12.ia.us