



# Bettendorf High School Bulldog Bulletin



Dear Parent/Guardian:

**Summer, 2017**

Please read the entire Bulldog Bulletin for important back to school dates and information, including yearbook/ID picture dates. Although planning for the 2017-18 school year is well underway, I do want to revisit the 2016-17 building goals and share resulting data with you.

The staff at BHS had as its goal for last school year to reduce overall F grades by 25% from the 2015-16 school year. Although a lofty goal, the staff believed the implementation of PRIDE time would make that goal a reality. In 2015-16, 485 Bettendorf High School students accounted for 734 F grades; in the 2016-17 school year 243 student accounted for 529 F grades, a 28% reduction from the previous school year. With essentially the same enrollment both years, the overall number of students earning F grades and the total number of F grades both declined in 2016-17. A concerning piece of data is the fact that 78 students who accounted for 201 F grades from the 2016-17 school year also had absences that exceeded 18 school days. In the coming weeks I will be reaching out to those families whose children missed a significant amount of school. One of the major predictors of student academic success is school attendance and it will take the school and families partnering with each other to improve this. I am profoundly grateful to the exemplary BHS staff for their diligence and commitment to all students and look forward to working with them to support achievement of all students.

**Important Information:**

**Individual student schedules** will be posted in Infinite Campus portals around the second week of August. Once the schedules are posted, students may schedule an appointment with their counselor for eligible course changes. Please remember: Students may be denied a schedule change if the request results in a course dropping below staffing guidelines.

**Incoming junior & senior students** who are NOT currently sharing a locker are asked to stop by the main office to sign a locker sharing agreement. Both students sharing the locker must sign the agreement. In order to avoid being assigned a locker partner, students are encouraged to select their own and sign the agreement in the main office.

**Incoming seniors** must meet new immunization requirements requiring the meningococcal vaccine. Proof of immunization must be received in the main office before school starts on August 23rd. Detailed information is available: <https://www.idph.iowa.gov/immtb/immunization/laws>

**Incoming freshmen** must have a certificate of dental screening on file prior to August 23rd as well. The dental screen had to have taken place between August 24, 2016 and August 23rd, 2017. Detailed information provided: <https://www.idph.iowa.gov/ohds/oral-health-center/school-screenings>

**Incoming freshmen and sophomores** have a summer reading requirement. Please click on BHS website link and follow links for Summer Reading. <http://bhs.bettendorf.k12.ia.us/>

I wish you and your families and safe and happy 4th of July! If you have any questions, please feel free to call the main office at 332-7001.

Sincerely,

Joy M Kelly, Ed.S.

Principal

## SENIOR PHOTO DATES

Photographic Arts will be taking senior photos for the 2017-2018 yearbook and IDs in the **BHS library** the following dates. Please use the south entrance (2s - off of Maplecrest Drive)

Tuesday, July 11th                      9:30 am to 4:00 pm



No appointment is necessary. It will take only 10 minutes and all of your poses will be online. All seniors will receive the "senior session" at no charge; this will give you up to 12 proofs to choose from. We will be photographing more than just "head shots" so please dress accordingly.

Dress code for senior yearbook photos is:

Gentlemen: collared shirt and tie (no jacket required)

Ladies: please choose a conservative top with proper neckline (shoulders covered)

Ladies and Gentlemen: NO tee shirts or tank tops, please.

## UNDERCLASS PHOTO DATES

Photos for IDs and 2017-2018 yearbook will be taken the following dates in the **BHS Commons**. Please plan ahead and note that 9th, 10th and 11th grade students need to find personal time for school yearbook and ID pictures on the dates listed below.

Students NO tee shirts or tank tops, please; shoulders covered.

9th, 10th & 11th with last name A-K	Wednesday, July 12th	9:30 am to 4:00 pm
9th, 10th & 11th with last name L-Z	Thursday, July 13th	9:30 am to 4:00 pm
9th, 10th & 11th with last name A-K	Tuesday, July 18th	9:30 am to 4:00 pm
9th, 10th & 11th with last name L-Z	Wednesday, July 19th	9:30 am to 4:00 pm

A flyer will be mailed to your home from Photographic Arts by GPI to order the school pictures your student will have taken. Please contact Photographic Arts by GPI with any questions regarding ordering photos at 1-800-501-2787.

**Note:** IDs printed with photos taken on above dates will be distributed to 9th – 12th grade students during Advisory on first day of school. Students will not receive a personal device on the first day of school without presenting their new ID.

### Notice of Nondiscrimination

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 Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, IA 52722, 563-359-8261 or llasalle@bettendorf.k12.ia.us.



**All School Open House**  
**Monday, August 21st**  
**6:00 pm - 8:00 pm**



***Students/parents should print class schedule or load on cell phone before coming to Open House.***

**9th Grade & New Students 10th – 12th Grades**

6:00 PM 9th Grade & New 10th – 12th Student and Parent Meeting in PAC  
 Welcome, Introductions and School Information  
 Activities Information

Open House follows 9th grade & new student student/parent meeting – students can find their classrooms, meet teachers, organize their locker and familiarize themselves with campus.

**10th -12th Grade**

6:00 – 8:00 Open House – students and parents can find classrooms, meet teachers, and students can organize their locker.

**Device Information**

9th Graders coming from BMS and 10th – 12th grade BHS students returning

- Will receive their device during Advisory on Wednesday, August 23rd.
- Students must have their 2017-18 ID in order to receive device.

Students new to the Bettendorf Community School District

- Must sign the user agreement with a parent/guardian present. Please stop by the *Technology Table in the Commons during Open House.*

- New students will receive their device during the Open House once their user agreement is signed by student and parent.

**Schedule for the First Day of School**

**Wednesday, August 23rd, 2017**

**\*Note: No Early Bird PE**

<b>8:25 AM</b>	<b>ONLY 9th grade</b> students report to Advisory (see student schedule)
<b>10:00 AM</b>	<b>ONLY <u>NEW</u> 10th, 11th, and 12th grade</b> students report to cafeteria
<b>11:25 AM</b>	Lunch in Cafeteria for 9th grade and new students 10th, 11th & 12th
<b>12:00 PM</b>	<b>ALL returning BHS students in grades 10th, 11th, and 12th</b> report to Advisory (see student schedule)

*All students will be dismissed at 2:10 pm.*  
**SEE BELL SCHEDULE LISTED ON PAGE 4**

**SCHEDULE FOR FIRST DAY OF SCHOOL  
August 23, 2017**

**ONLY FRESHMEN AND  
NEW STUDENTS TO BHS  
REPORT IN THE MORNING**

8:25 am Freshmen report to Advisory  
10:00 am New students, grades 10-12 report to cafeteria  
11:25 am Lunch in the Cafeteria

**Optional lunch will be provided for students in grades 10-12 who wish to participate.**



**DATES TO REMEMBER.....**

Every Wednesday - Early Release @ 2:10 pm

August 18	<b>Fall Sports Kick Off</b> 6:00 pm TouVelle Stadium
August 21	<b>All School Open House</b> 6:00 pm - 8:00 pm
August 23	<b>1st Day of School - see side panel</b>
August 25	<b>Fall Kick Off Dance</b> immediately following football game - 11:30 pm Courtyard
September 4	<b>No School - Labor Day</b>
September 9	<b>ACT Test</b>
September 19	<b>Blood Drive</b> 11:00 am - 3:00 pm Commons
September 21	<b>Parent/Teacher Conferences</b> 5:00 pm - 7:00 pm
September 25-29	<b>Homecoming/Spirit Week</b>
September 27	<b>Homecoming PowderPuff Game</b> 6:00 pm
September 28	<b>Homecoming Parade</b> 6:00 pm
September 29	<b>Homecoming Football game</b> 4:45 pm TouVelle Stadium
September 29	<b>Hall of Honor Induction</b> 5:00 pm Commons
September 30	<b>Homecoming Dance</b> 8:30 pm - 11:00 pm
October 11	<b>PSAT Exam</b>
October 13	<b>Student Council Silent Auction for Food Drive</b>
October 19	<b>4th - 12th Orchestra "Hauncert"</b> 7:00 pm Gym
October 25	<b>Normal Wed, Early Release - 2:10 pm</b> <b>Final Exams</b>
October 26	<b>End of 1st Quarter</b> <b>Final Exams/Early Release</b> 8:25 am - 11:35 am
October 27	<b>No School - P/T Conference Comp</b>
October 28	<b>ACT Test</b>
October 30	<b>No School - Fall Break</b>
October 31	<b>Start of 2nd Quarter</b>

**All Students - GRADES 9, 10, 11 & 12  
Afternoon Schedule**

**12:00 PM ALL returning BHS students in grades 10th, 11th, and 12th**

**ALL students report to Advisory (see student schedule)**

12:00 – 12:30 – Advisory  
12:30 – 12:40 – Passing  
12:40 – 12:55 – 1st Block  
12:55 – 1:05 – Passing  
1:05 – 1:20 – 2nd block  
1:20 – 1:30 – Passing  
1:30 – 1:45 – 3rd block  
1:45 – 1:55 – Passing  
1:55 – 2:10 – 4th block

**All students will be dismissed at 2:10 pm.**

**Advisory Schedule**

Students will report to Advisory during the PRIDE/Advisory block (1:15 – 2:00 pm) from Thursday, August 24th through Tuesday, August 29th. PRIDE will begin on Thursday, August 31st. Reminder: Every Wednesday is an early release dismissal at 2:10 pm and Advisory may be called as needed.

**2017 - 2018  
BELL SCHEDULES**

**DAILY BELL SCHEDULE**

<b>Block 1</b>	8:25 - 9:40 9:40 - 9:50	(75 minutes) (10 minute passing)
<b>Block 2</b>	9:50 - 11:05 11:05 - 11:10	(75 minutes) (5 minute passing)
<b>Block 3</b>	11:10 - 1:05	
<b>3A Lunch</b>	11:10 - 11:45	(35 minutes)
<b>3A Passing</b>	11:45 - 11:50	(5 minute passing)
<b>3A Class</b>	11:50 - 1:05	(75 minutes)
<b>3B Class</b>	11:10 - 11:50	(40 minutes)
<b>3B Lunch</b>	11:50 - 12:25	(35 minutes)
<b>3B Passing</b>	12:25 - 12:30	(5 minute passing)
<b>3B Class</b>	12:30 - 1:05 1:05 - 1:15	(35 minutes) (passing)
<b>PRIDE/ ADVISORY</b>	1:15 - 2:00 2:00 - 2:05	(45 minutes) (5 minute passing)
<b>Block 4</b>	2:05 - 3:20	(75 minutes)
<b>Dismissal</b>	3:20	

**If you have one of the following classes during 3rd Block you will have “A” Lunch:**  
Art, Family Consumer/Science, Industrial Technology, Language Arts, Music, Physical Education, Science, Special Education, Study Hall

**If you have one of the following classes during 3rd Block you will have “B” Lunch:**  
Business, Health, Math, Music, Social Studies, World Language

## **WEDNESDAY EARLY RELEASE BELL**

<b>Block 1</b>	8:25 - 9:35 9:35 - 9:45	(70 minutes) (10 minute passing)
<b>Block 2</b>	9:45 - 11:00 11:00 - 11:05	(75 minutes) (5 minute passing)
<b>Block 3</b>	11:05 - 12:50	
<b>3A Lunch</b>	11:05 - 11:40	(35 minutes)
<b>3A Class</b>	11:40 - 12:50	(70 minutes)
<b>3B Class</b>	11:05 - 12:15	(70 minutes)
<b>3B Lunch</b>	12:15 - 12:50 12:50 - 1:00	(35 minutes) (10 minute passing)
<b>Block 4</b>	1:00 - 2:10	(70 minutes)
<b>Dismissal</b>	2:10	

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## **TWO HOUR LATE START (Inclement Weather)**

<b>Block 1</b>	10:25 - 11:25 11:25 - 11:30	(60 minutes) (5 minute passing)
<b>Block 2</b>	11:30 - 12:30 12:30 - 12:35	(60 minutes) (5 minute passing)
<b>Block 3</b>	12:35 - 2:10	
<b>3A Lunch</b>	12:35 - 1:10	(35 minutes)
<b>3A Class</b>	1:10 - 2:10	(60 minutes)
<b>3B Class</b>	12:35 - 1:35	(60 minutes)
<b>3B Lunch</b>	1:35 - 2:10 2:10 - 2:15	(35 minutes) (5 minute passing)
<b>Block 4</b>	2:15 - 3:20	(65 minutes)
<b>Dismissal</b>	3:20	

**Top Five Attendance Reminders**



1. An absence from any class period, due to an appointment, must be communicated to the attendance office prior to missing the class or it will be considered unexcused. Students must secure an office visit verification slip for the appointment, have it stamped by the provider, and return it to the attendance office. An after-the-fact parent/guardian phone call regarding such absences will be considered unexcused.
  
2. If a student leaves school early or arrives late, he/she must report to the attendance office to document the arrival/departure time. Failure to do so will result in an unexcused absence.
  
3. If a student is absent from school for an entire day, a parent/guardian call to the attendance office by 8:00 AM the following day must be made or the absence will be considered unexcused. It is best practice, however, to call the day of the absence. **The attendance line is available 24 hours a day at 332-7000.** Please leave a voice message if calling outside of school hours. Be sure to state your name as well as the first and last name of your student, the reason for the student's absence, and when you expect your student to return to school.
  
4. **If a student becomes ill at school, she/he must report to the nurse's office.** Students are not allowed to leave school due to illness without first reporting to the nurse's office. A student who is ill and leaves school without nurse approval is considered unexcused.
  
5. Freshmen and sophomore students must remain in the school building throughout the school day. They are not to leave the school building to meet a friend outside, go to the parking lot, or leave the building between classes or during the lunch period. Juniors may leave campus during their designated lunch period. Seniors may leave campus during their open block and their designated lunch period. No students are allowed to exit the building during passing time, unless one of the circumstances outlined above applies.



**2017- 2018 Yearbook Information**

**Seniors (class of 2018)** must have yearbook photos taken by Photographic Arts to be included in the senior section of the yearbook. There is no financial obligation, but only Photographic Arts photos will appear in the yearbook. Please

seepage 2 for dates of Senior photos

**Baby Ads** (senior recognition ads) deadline is February 9, 2018; the form will be available on the school's website in January.

**Personalize** the 2017-2018 yearbook with your student's name and icons representing activities. The personalization form is attached to this message and is available on the high school website under yearbook personalization. The form is also available at [bettgrowl.com](http://bettgrowl.com). Return the form with payment to the Activities Office.

The **2016- 2017 yearbook** will be available to 2017 BHS Graduates on August 28th. Graduates/parents may stop in the Attendance to pick up their books between 3:00 pm and 4:00 pm. For \$5, graduates may have their yearbook mailed to them by contacting Ms. King - 332-7001.

**Bett**

**PARENT/TEACHER CONFERENCES 2017 - 2018**

- Thursday, September 21, 2017 5:00 pm - 7:00 pm
- Thursday, November 30, 2017 5:00 pm - 7:00 pm
- Thursday, February 22, 2018 5:00 pm - 7:00 pm
- Thursday, May 3, 2018 5:00 pm - 7:00 pm

To accommodate as many parents as possible, conferences are scheduled through PTC Fast. Each conference period must be limited to 5 minutes. If you would like additional time to talk with your student's teacher(s) regarding concerns, it is recommended that you make a separate appointment by contacting teacher(s) directly.

## Graphing Calculators for Math & Science classes

If you don't already have a graphing calculator in your household, your student will need one during high school for math and science classes. The back-to-school sales usually feature sales on graphing calculators, or you can save a significant amount by purchasing a used calculator on Amazon or eBay.

In addition for needing a graphing calculator for the high school math courses needed for graduation, your student will need one when they go to take the ACT or SAT and other college math placement test.

There are many brands, but the models that would work best for the concepts the students are learning are of the Texas Instruments brand. Models TI-83+, TI-84+, TI-84+ Silver, and TI-Inspire work well for what students do in class. Color display is not necessary, but is an option. Our texts have tutorial videos for these models and tutorial videos are also readily available via the internet.

If you have questions about a particular model of calculator and whether it will do what it needs to do for your students in the high school and college math classes they anticipate taking, the Texas Instruments site has a helpful comparison chart:

[https://education.ti.com/en/us/product-resources/graphing\\_course\\_comparison](https://education.ti.com/en/us/product-resources/graphing_course_comparison)  
(hint: the models with computer algebra systems are the ones not allowed on standardized tests like the ACT).

Other helpful links:

<http://www.act.org/content/act/en/products-and-services/the-act/help.html>

<https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy>

## Twitter Accounts

In an effort to better communicate to parents and students, the BHS administration has established twitter accounts. We ask that you consider following our twitter accounts in order to receive current information on all of the exciting news that is going on at BHS. Below is a listing of accounts we hope you choose to follow:

**@u\_bett** – official BHS community account that promotes a variety of school activities and important information.

**@BettFineArts** – official twitter account for the Bettendorf Fine Arts Boosters, promoting and supporting band, drama, choir, color guard, orchestra, and show choir.

**@bettathletic** – account served by the BHS activities office to communicate information on BHS athletics & team updates.

**@BettStudentServ** – account served by the BHS school counselors to communicate student services information.

**@bett\_HS\_library** – account served by the BHS assistant to the teacher librarian to provide updates on library information

**@bettParentPride** – informational and educational resources for BCSD parents

We also encourage all students and parents who are connected on twitter to use the #bettpride hash tag when tweeting out information regarding the BCSD in order to foster a sense of pride in our school community.



## Parental Authorization for Releasing Student Directory Information

### Bettendorf Community School District - Board Policy Code No. 506.2E1

The Bettendorf Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; parent(s)/guardian(s) name, 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; and the most recent previous educational 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 directory information as deemed relevant, i.e., student name, grade, age, school, awards, degree, weight and height (as appropriate for athletic publicity), as well as artwork, writing, photos, and video.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing no later than two weeks following the start of the school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

**Please sign the form if you do not want your student's name listed in a directory or their name or work posted on the district's web site.**

### RETURN THIS FORM TO YOUR SCHOOL PRINCIPAL.

Parental authorization to withhold student information for the 2017 /2018 school year for:

- recruitment (Military and Post Secondary Institutions)
- district website/publicity

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

This form must be returned to your child's school no later than two weeks following the start of the school year. Additional forms are available at your child's school.

## 2017 - 2018 Parent-Student Handbook Orientation

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the BHS Main Office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

**All students are responsible for adhering to school procedures and policies.** Parents should familiarize themselves with school policies as well. This guide is merely an overview; students are expected to review and familiarize themselves with the entire 2015-2016 Parent-Student Handbook. Parents and students may accomplish this by visiting <http://bhs.bettendorf.k12.ia.us/students/handbook.pdf>

### ACADEMIC INFORMATION

**GRADUATION REQUIREMENTS:** To graduate from Bettendorf High School and participate in the graduation ceremony, a student must earn twenty-six (26) credits and complete the individual career and academic plan (ICAP) and all modules associated with ICAP. Certain core courses are required from the academic disciplines listed below.

<b>English - 4 credits</b>	<b>Social Studies - 3 credits</b>	<b>Science - 3 credits</b>	<b>Mathematics - 3 credits</b>
<b>Health - .5 credit</b>	<b>Physical Education - 2 credits</b>	<b>Electives - 10.5 credits</b>	<b>Total - 26 credits</b>

Only six and one half (6.5) total music credits, instrumental and vocal, may apply toward the elective credits needed for graduation.

**CLASS STATUS AND PRIVILEGES:** In order to secure grade level privileges, students must earn the following credits:  
**Sophomore - 7 credits, Junior - 14 credits, Senior - 21 credits**

**HOMEWORK:** Students are expected to complete homework on time. A student may be required to remain after school to complete work the day an assignment is due, if the assignment is not completed to the satisfaction of the instructor or submitted at the deadline established. Students will also be expected to utilize PRIDE time to complete work.

**READMISSION TO SCHOOL PROCEDURE:** Students who are administratively dropped from Bettendorf High School as a result of negative behavior, unexcused absences, and/or lack of academic progress must complete the re-enrollment process to return as a student. The re-enrollment process begins with a scheduled meeting with a parent/guardian, the student, and the high school principal or designee. See Parent/Student Handbook for complete details.

**REPEATING A COURSE FOR GRADUATION:** A student may repeat a course at Bettendorf High School to improve a final F grade only. Under certain circumstances, a student may be allowed to repeat a course in which they earned a D grade with prior approval from administration. Both grades will be recorded on the student's transcript and calculated into their grade point average. See Parent/Student Handbook for complete details.

**SCHEDULE CHANGES: PLEASE SELECT YOUR COURSES CAREFULLY:** Students may add or drop an eligible course during the first three days of first and third terms only. Schedule changes will not be permitted following the beginning of second and fourth terms. Students requesting a schedule change for either the second or fourth quarters must do so in the guidance office before the quarter begins. Students may be denied option to drop a course if doing so would result in enrollment numbers falling below acceptable guidelines for staffing plans.

### STUDENT ATTENDANCE

It is the philosophy of Bettendorf High School's administration and faculty that daily, punctual attendance is essential to maximize the benefits of the educational program. See Parent/Student Handbook for complete details.

**In the event of a necessary student absence, please follow the protocol below:**

**NOTIFYING THE SCHOOL OF A STUDENT ABSENCE:** On the day a student is absent from school, Parents/guardians must telephone the Attendance Office (332-7000) by 8:00 AM the day following the absence. Calls before 7:30 a.m. and after 3:30 -10-p.m. will be recorded on voice mail – parents/guardians are welcome to call any time; the Attendance line is available 24 hours.

The school will notify parents/guardians via a recorded phone message when the school is unable to account for a student absence. Additionally: If the office is not notified the same day of the absence or by 8:00 a.m. the following day, that absence will be considered unexcused. Students will also be required to provide written verification from a doctor, dentist or court official indicating the reason for an absence. BHS does not accept written notes excusing absences from parents/guardians.

**ADVANCE PERSONAL EXCUSE FORM:** A student who misses three or more school days in a row or will not be in school for a designated final exam day, the parent or legal guardian must call the attendance office (332-7000) two days prior to the absence. The student will then be provided an Advanced Personal Excuse Form. Only then will the student's teachers indicate on the form that arrangements have been made to satisfy course requirements. The completed form should be returned to the Attendance Office prior to the absence(s). Failure to comply with this policy will result in all absences considered unexcused and loss of credit for all work.

**APPOINTMENTS:** If a student needs to be excused for an appointment, parents/guardians must call the Attendance Office before the student exits the building. The student is to report to the Attendance Office to secure an appointment verification pass, which is to be signed and returned to the Attendance Office upon his/her return. Students, who leave the building for appointments without going through the attendance office first, will be considered unexcused.

**COLLEGE/UNIVERSITY VISITS:** Juniors and seniors are permitted two college visits per school year. Parents should contact an administrator if more visits are necessary. Verification from the college/university admissions office of the date of visit must be provided to the Attendance Office upon return.

**EXCUSED ABSENCES:** According to state law the school is responsible for establishing guidelines and determining "reasonable excuse" for absences. The following will be accepted as reasons for EXCUSED ABSENCES:

- a. Student illness or accident
- b. Recognized religious holiday given prior approval by the building administrator/designee
- c. Death or serious injury in the immediate family.
- d. Medical, dental or legal appointments that cannot be made other than during school time
- e. Family vacations when accompanied by parents and approved by the administration
- f. Educational trips, which have been given prior approval by the administration
- e. Emergency absences as approved by administration

**A parent must provide a reason for a student absence to be considered excused. Simply stating "personal" is not considered an excused absence. Excused absence criteria are listed above.**

A tardy of more than five minutes is considered an unexcused absence. Students must obtain a pass from the attendance office, report to class, and will be allowed to earn credit for work assigned that period. Students who do not report to class at all will be given an unexcused absence without the ability to earn credit for any material missed that class period. See Parent/Student Handbook for complete details regarding course make up regulations for excused and unexcused absences.

**HEALTH CENTER:** A full time nurse is present throughout the school day and is located in the health center adjacent to the cafeteria. If a student is ill and needs to go home, he/she must report to the health center. If a student is unable to take physical education because of illness or injury, a note to that effect from a physician is required. Students may be excused for a longer period of time with a physician's statement. All prescribed and over the counter medicine, to be taken during the school day, is to be dispensed through the nurse's office. Medication may be stored in the health center. Refrigeration is available. Medication will be given when a permission form signed by the parent and physician is provided. The medication must be in the original container. Students may carry their own inhalers with a permission slip signed by the doctor and parent but may not be in possession of their over the counter or prescription medication.

**EXPECTATIONS FOR STUDENT BEHAVIOR** The Bettendorf Community 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.

**ANTI-BULLYING/HARASSMENT:** 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](http://www.bettendorf.k12.ia.us) # 104 Anti-Bullying / Harassment Policy.

**CELL PHONES:** Students may use cell phones at BHS under set guidelines. To prevent classroom distractions and preserve academic integrity, use of cell phones or other communication devices are not permitted during class time without teacher permission. Students in violation of this policy will have their cell phone confiscated. Students refusing to relinquish the cell/communication device to a staff member will face additional consequences, including suspension from school.

- Students are advised to leave their cell phones and portable music devices at home. Bettendorf High School is not responsible for lost or stolen cell phones or other portable music devices. Students choosing to bring cell phones to campus are permitted to use cell device during lunch and designated passing times only. The telephone in the Main Office is available for student use before school, after school, and in between classes. **The use of, or mere presence, of a cell phone during an exam is strictly prohibited and is considered cheating.**

- At no time should students use cell phones to capture images (camera or video) unless with specific permission from a staff member or administrator.
- Cell phones must be turned off and stored when students are in restroom, locker rooms, or other areas where individuals would have similar expectations of privacy.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy (Acceptable Use Policy, Academic Policy, Unlawful Harassment Policy, and Bullying Policy) or school rules.

Inappropriate or illegal 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 determined by the administrator. 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.

Consequences for violation of this policy include, but are not limited to:

1st violation - the cell phone will be confiscated and returned to a parent at end of the school day or the following day - no exceptions. Student issued a warning.

2nd violation - the cell phone will be confiscated and returned to parent during a parent conference the following day - no exceptions. Student will be issued additional consequences.

Any additional violation(s) will result in a parent conference with administration with additional consequences assigned to the student. The use of cell phones for harassment, cheating, plagiarism or other inappropriate purposes will result in suspension from school, loss of academic credit, and the loss of cell phone use privileges on campus for the remainder of the school year. The mere presence of a cell phone during an exam/quiz is strictly prohibited and will be considered cheating. Cell phone violations that involve cheating will result in the student(s) receiving an F grade and he/she may lose credit for the course in addition to a suspension. Cheating of any kind will result in a suspension from school sponsored events, including fine arts & athletic events. The length of suspension will be determined by the administration.

**CHEATING, PLAGIARISM AND UNETHICAL STUDENT CONDUCT:** The un-credited use of another's work, ideas or wording is plagiarism and is also considered a violation of ethics. When a teacher/administrator determines that cheating or plagiarism on an assignment or test has occurred, the student will face severe academic consequences. The consequence for cheating and/or plagiarism will include loss of credit for the test or assignment in question and a school consequence that may include being dropped from the class with an F grade. A second violation will result in loss of course credit with the student receiving an F grade for the course and a suspension from school. If test/quiz security is breached, the involved student will be removed from the class with an "F" and receive a school suspension. Any incident of unethical student conduct will be noted in the student's permanent record. Please note: Cheating, plagiarism and unethical student conduct results in immediate removal from NHS.

**INSUBORDINATION/ NONCOMPLIANCE:** Students should respectfully respond to all staff directives in words and actions. In the event student demonstrates noncompliance, the student may be removed from school for an extended period of time until their cooperation is assured. Students are encouraged to respectfully ask questions for clarity whenever necessary.

**INTERNET USAGE/DEVICE AGREEMENT:** The use of the network is a privilege and may be removed for violation of board policy or regulations. The use of BCSD internet, devices and email requires students to conduct themselves appropriately per Board policy – see complete policies regarding internet and device agreements at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us). Students and families who are issued any district owned technology device shall sign a user's agreement. Please refer to the following Board Policy, available on the district website at <http://www.bettendorf.k12.ia.us> for more information.

**MUSIC DEVICES:** Students are welcome to use their music devices prior to 8:25 AM and after 3:20 PM. The use of any music devices, or accessories (including ear buds or headphones) during school time (8:25 AM-3:20 PM) is prohibited. Students in violation will have to relinquish the item to staff.

**STUDENT ATTIRE:** All backpacks, coats, purses, sunglasses and head apparel (hats) must be placed in the student's locker upon arrival to school. These items are not to be worn or carried in the building at any time. Students are not permitted to wear short shorts, short skirts, spaghetti straps, or other shirts, blouses and/or visible undergarments considered to be too revealing and/or inappropriate for the school setting. Also considered inappropriate to be worn at school is excessively torn apparel, chains, and clothing or articles bearing gang symbols. Clothing advertising illegal or controlled substances or otherwise offensive graphics and language are also considered unacceptable for school.

**STUDENT IDENTIFICATION BADGES:** A major facet of building security is the ability of staff to easily identify students and others walking our halls. To create this awareness, all staff are required to wear a photo identification badge. Each student will be issued a picture ID card and lanyard to be displayed at all times throughout the school day. The color of the lanyard indicates the student's class status based on credits earned by the student. Replacement cards and lanyards may be requested through the ID Room in D261 for a replacement fee. This ID card will provide students with computer access, the ability to check out library materials, the ability to purchase food through the school lunch program and the ability to leave or enter the building for open campus /open lunch. See Parent/Student Handbook for complete details.

**STUDENT CONDUCT:** The following severe breeches of student conduct may result in long- term suspension and/or expulsion.

- Sale, purchase, possession, distribution, or encouragement to deliver or take delivery of alcohol and/or drugs and/or any controlled substance
- Physical assault and/or verbal assault to a faculty/staff member
- Possession or use of a weapon. This includes any object that could be used as a weapon in an offensive or defensive manner or is a weapon look-alike
- Chronic misbehavior: repeated examples of insubordination, violence, bullying, harassment and/or other inappropriate behavior accumulated during a calendar year. These repeated violations are a disruption to the educational environment for students.

**TOBACCO:** Possession, sale or use of any form of tobacco, E-cigarettes, vapor or related products on school grounds (including parking lots) is strictly prohibited and students will be charged by the Bettendorf Police Department.

**WEAPONS POLICY:** Any student who threatens another person on any BCSD property, or at a school-sponsored event, with a dangerous weapon or an object that resembles a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his/her safety shall be subject to discipline including suspension or expulsion. In like manner,

the possession of a dangerous weapon or an object that resembles a dangerous weapon while on school property (including vehicles in the parking lot) or at a school event is strictly prohibited and will result in possible suspension or recommendation for expulsion. Criminal charges will also be explored.

### **GENERAL INFORMATION**

**DANCES/GUESTS AT DANCES** The Bettendorf High School Student Council sponsors two formal dances, Homecoming and Prom, which guests are allowed to attend. The Student Council also sponsors numerous informal for current Bettendorf High School students only. All school regulations are applicable to any dance or other school sponsored activity. Photo identification is required for admission to all dances. No junior high or middle school students are permitted to attend any high school dances.

#### **Formal Dance Policies (Homecoming and Prom)**

- Only individuals twenty years of age or younger are permitted to attend.
- Students in the ninth grade are prohibited from attending the Prom or After Prom activities.
- When a student from another school is invited to attend a Bettendorf High School formal dance, the BHS student issuing the invitation is required to follow dance policies.
- These policies include a BHS dance permission form signed by the principal from the visiting student's school indicating the student is in good standing with his/her school.
- If the invited guest is not currently attending school, the Bettendorf High School student inviting the guest must obtain a permission form from the Main Office and return the form to the Main Office at least three days prior to the dance. High School drop-out students must provide documentation indicating enrollment in a GED program and be in good legal standing.
- Photo identification for the guest is required when the permission form is returned and must be displayed for entry to the dance.
- A Bettendorf High School student may invite only one guest to each formal dance.
- Students who leave the building or facility after the dance has started will not be readmitted to the dance.
- Party busses will not be permitted on any property in which a BHS event is being hosted. Students who travel to/from a school sponsored event on a "party bus" will not be admitted to the event.

#### **Informal Dance Policies**

- All informal dances are for current Bettendorf High School students only.
- Students must provide photo identification (student ID) when entering all dances.
- Students who leave the building during a dance will not be re-admitted.

**DRIVING AND PARKING PROCEDURES:** Students who drive to school are to park in the NORTH or SOUTH lots only. Please observe the speed limit of 10 M.P.H. Students who park their cars improperly in fire lanes, faculty areas, etc. will be given a school ticket and may be towed. Students who park their cars in any marked handicapped spaces may be issued a school citation, a state citation issued by the Bettendorf Police and the vehicle can be towed at the owner's expense. Students who abuse parking privileges will be prohibited from parking at BHS. The fine for parking or reckless driving ticket is \$15.00 to be paid in the Activities Office. Fines that are not paid will be placed on students accounts as a financial hold. A continuous problem with improper parking will result in a loss of the student's school driving privilege. Reckless driving on school grounds will result in the loss of the student's parking privileges for a minimum of two weeks to the entire school year. The term of suspension of privileges will be based upon frequency of violation and the risk to safety of others.

**LOCKER SEARCHES:** Student lockers are owned by the school and are provided as a convenience for student use. When there are reasonable grounds of suspicion, lockers may be inspected by the administration and/or security at any time without prior notification to the students. Upon occasion canines may be utilized for locker and parking lot searches. School authorities may seize any illegal, unauthorized or contraband materials discovered in a search. Items of contraband may include, but are not limited to, nonprescription controlled substances, apparatus used for controlled substances, cocaine, amphetamines, barbiturate, tobacco, alcoholic beverages, weapons, weapon look-alikes, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district or while on school owned and/or operated school or chartered buses. Consequences, including criminal charges, will be applied.

**OPEN LUNCH/OPEN CAMPUS POLICY:** Open lunch privileges are extended only to junior and senior students with fourteen or more credits. Open campus privileges are extended to students in their fourth year of school with twenty-one or more credits. To exit the building a student is required to visibly display their school issued ID badge. Open lunch/open campus is a privilege that is earned by students who remain in good academic standing and who demonstrate positive attendance and disciplinary behaviors. Students who violate any of the above through the second semester of their sophomore year will be assigned to a supervised area for the first six weeks of their junior year. Additionally, freshman or sophomore students outside the cafeteria doors during lunch will be considered off-campus. Junior or senior students who transport freshmen and/or sophomores off campus will receive consequences which may include loss of off campus privileges. Any student who eats lunch or reports to the cafeteria during a scheduled lunch session will be required to remain in the cafeteria throughout the entire lunch session. Any student who is outside the perimeter doors of the high school without proper permission will be considered off-campus. Parents or school officials may revoke the student's open campus/ lunch privilege for misconduct.

### **ACTIVITIES, SPORTS, CLUBS**

Students are encouraged to participate in extra-curricular activities. The experience will provide person/social growth opportunities that develop students into well-rounded people. Bettendorf High School offers sports, clubs, activities and organizations for students to enjoy. Please see the complete listing of activities and sponsor/coaches in the complete Parent/Student Handbook.

**No Pass, No Play.** State law requires that students pass all courses in which they are enrolled to be eligible to compete in extracurricular activities. Administrative withdrawals apply regarding eligibility. Please see the complete Parent Student Handbook for additional information regarding No Pass, No Play.

**Bettendorf High School Good Conduct Policy** Established by the Bettendorf District Board of Education, the Good Conduct Policy sets student eligibility standards for participation in extra-curricular activities. Please see the complete Parent/Student Handbook for additional information regarding the **Good Conduct Policy**.