

Bettendorf High School

Student / Parent Handbook



2019 – 2020

Bettendorf High School
3333 18th Street
Bettendorf, Iowa 52722
563-332-7001

Dear Students and Parents/Guardians:

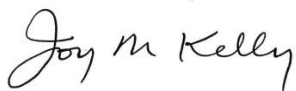
On behalf of the entire staff at Bettendorf High School, I want to personally welcome you to the 2019-2020 school year.

Bettendorf High School is a PBIS (Positive Behavior Intervention Support) school. The foundation of BHS is PRIDE (Poise, Respect, Integrity, Determination and Excellence). Our goal is for all students to develop and learn social, emotional, and behavioral competence supporting their academic engagement. Educators strive to develop positive, predictable, and safe environments that promote strong interpersonal relationships with students through teaching, modeling, and encouragement. To that end, students will be expected to adhere to school policies and conduct themselves in a respectful manner with their peers and staff in order to foster a safe, orderly school that is focused on learning and positive relationships.

The Parent/Student Handbook, which includes the Athletic Handbook, is provided as a reference to the policies and procedures that govern Bettendorf High School. The school handbook cannot possibly encompass all the possible scenarios and situations that can arise in a large high school; however, this guide will assist you with common questions. The Bettendorf Community School District Board of Education has approved all information provided in this handbook. These regulations reflect the high expectations we place on all students, parents and staff. Please take time to read this handbook carefully and to contact the Main Office at Bettendorf High School should you have any questions or concerns at 563-332-7001.

Bettendorf High School continues to enjoy a rich tradition of excellence. Every student deserves to enjoy the high school years with passion, purpose and pride. Please contact me with any questions or concerns.

Sincerely,



Joy M Kelly. Ed.S.
Principal

Passion Purpose Pride

Suggestion Box:

BHS students/staff/families are welcome to make suggestions in suggestion boxes available in the Commons and Library. Suggestions may also be submitted via [Google Form](#).

Mission

Educational excellence is the foundation of the Bettendorf Community School District. Working in partnership with the family and community, we will instill and nurture in all students the leadership skills, creativity and confidence to pursue their dreams and to succeed in a global society.

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is an evidence based framework that helps schools design effective environments and supports that, when implemented with fidelity, increase teaching and learning opportunities for all students. PBIS allows our staff to proactively teach, model and reinforce positive behaviors expected of all Bettendorf High School students.

PRIDE Definitions

- POISE:** Demonstrating composure and self-control
- RESPECT:** Being considerate of self, others and surroundings
- INTEGRITY:** Being honest and guided by a strong moral compass, even when no one is watching
- DETERMINATION:** Demonstrating grit and perseverance
- EXCELLENCE:** Maximizing potential and giving your best effort

Passion Purpose Pride

Student Expectations

Expectations	Areas							
	All Settings (broad definition)	Hallway / Common Areas (school events)	Cafeteria	PAC	Parking Lot / Dismissal	Technology	Bus	Classrooms
Poise	<i>Demonstrating composure and self control</i> - positive self control - composure under stress or pressure - being humble - represent self, family, and BHS in a positive way - Appropriate voice level (0-3)	- use appropriate language and volume (1) - walk and follow the flow - remove yourself from negative situations	- ID ready for checkout - Single line - use appropriate language and volume (1) - choose positive interactions	- use appropriate language and volume (0) - manage technology according to situation - positive interactions with presenters	- get to school early to avoid delays - park in designated areas - follow traffic patterns - be patient	- use social media in a positive way (THINK) - be present with those around you - recognize when technology is the right tool for communication	- use appropriate language and volume (0-1) - follow bus safety guidelines - choose positive interactions - bus pass ready	- act on responsibilities in a timely manner - use appropriate language and volume (0-2) - have a positive and open mindset to learning - Students are free of distractions and actively participating in assigned classroom activities
Respect	<i>Being considerate of self, others and surroundings</i> - Follow staff directions - Respectful conversations / language - Respect other's personal space	- keep surroundings clean and uncluttered - keep track of time - honor personal space - be aware of the needs of others	- Be considerate of your peers, lunch staff, and custodian - If you see something, pick it up - Use manners (i.e. please and thank you)	- keep the PAC "show ready" - arrive to events on time - be attentive and engaged	- keep parking lot clean and pick-up noticeable litter - be kind - value your property and that of others	- use devices only when instructed / allowed - be considerate of other users and their devices - use only your own devices and logins	- follow the driver and monitor's directions - keep the bus clean	- arrive to class on time with needed materials - keep classrooms clean and free of personal items - avoid horseplay - engage in positive interactions with your peers
Integrity (inclusivity)	<i>Being honest and guided by a strong moral compass, even when no one is watching</i> - assume responsibility for your actions - maintain privacy of self and others - be truthful and trustworthy - report problems to staff - honor differences - contribute to building safety - represent self, family, and BHS in a positive way	- make eye-contact and greet others - enter/exit through the right doors - model good sportsmanship - see something, say something	- Invite others to join you - report to and remain in designated location for lunch	- give full attention to the presenter - technology used only when directed - attend with an open mind	- alternate letting people out of the parking lot - see something, say something	- follow handbook rules - honor the privacy of others - represent yourself and others positively	- see something, say something - invite others to sit with you - represent BHS in a positive manner	- consider other's views & perspectives - do your own work, and give credit when due - contribute meaningfully to group work - be supportive of others - use bathroom at the appropriate times and nearest location
Determination	<i>Demonstrating grit and perseverance</i> - manage time & resources effectively - see things through to the end - seek help when needed - find a way, not an excuse - be solution focused	- walking at appropriate pace - go directly to your assigned destination(s)	- fuel the body to be successful	- enter and exit the PAC in an orderly fashion - stay focused on the message for the duration of the event	- keep track of your belongings and keep your doors locked - give yourself enough time to travel	- keep track of all accessories - practice digital security - use your device(s) as an educational tool	- commit to promoting a positive environment	- manage time effectively to limit stress - attend class consistently - commit to learning the material ("I can't...yet" and "I can...") - set goals and see them through - commit to graduate
Excellence (giving your best effort)	<i>Maximizing potential and giving your best effort</i> - challenge yourself to grow - never settle for less than your best - see each day as a new opportunity							

Educational Equity Policy

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

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, gender, creed, marital status, sexual orientation, gender identity, socio-economic status, national origin, religion, disability 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 sexual orientation, color, creed, gender identity, national origin, socio-economic status, marital status, race, religion, and disability. 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 Bettendorf Community School District, 3311 18th Street, 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.

Contact Information

Equity Coordinator
<http://www.bettendorf.k12.ia.us/>
Phone – 563-359-8261

High School Principal – Joy Kelly
<http://bhs.bettendorf.k12.ia.us/>
Phone – 563-332-7001

To contact any Bettendorf High School staff member
<http://bhs.bettendorf.k12.ia.us/staff/faculty>
Phone – 563-332-7001

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, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, socio-economic status, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity or disability 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, Bettendorf Administration Center, 3311 18th Street, 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 Notice of Non-Discrimination
- 102.E3 Section 504 Student and Parental Rights
- 102.E4 Grievance Form
- 102.E5 Grievance Documentation
- 102.R1 Grievance Procedure is listed on the following page :

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or age are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or age are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or marital status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

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 Compliance Officer is:
Affirmative Action Coordinator
BCSD Administration Center
3311 18th Street, Bettendorf, IA 52722,
563-359-3681
Office hours are 7:45 a.m. to
3:30 p.m., Monday through Friday.

Parents & School Safety

The safety and security of Bettendorf Community School District students and staff is of utmost importance. The district has a comprehensive crisis plan developed in cooperation with Bettendorf police and local emergency management agencies. The plan is reviewed and updated on an annual basis.

Our schools also have well-established security measures for the safety of students and staff including: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, and police liaison officer support.

How can parents help with school safety?

- Parents should keep their contact information up-to-date in Infinite Campus, our student information system
- Encourage and support school safety, violence prevention and emergency preparedness programs within the schools
- If requested, provide volunteer services for school emergency preparedness
- Provide the school with requested information concerning emergency situations
- Practice emergency preparedness in the home to reinforce school training and ensure family safety

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.

In order to receive texts via School Messenger, you must opt into the system. To opt in, send a text message to 68453 with either the words “opt-in” or “subscribe”.

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 as 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>	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>	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>	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.

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

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).

Jurisdictional and Behavioral Expectations Statement

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 high school's Main Office (332-7001) for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Bettendorf District Nutrition Services (563-359-3681) for a fee waiver form. This waiver does not carry over from year to year and must be completed annually. Information regarding student fees and fee waivers are available on the district website. To apply annually for the fee waiver, please access the application through Parent Portal.

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](#)

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

**2019 – 2020
DAILY BELL SCHEDULE**

**2019 – 2020
WEDNESDAY EARLY RELEASE BELL
SCHEDULE**

Block 1	8:20 - 9:35 9:35 - 9:45	(75 minutes) (10 minute passing)
Block 2	9:45 - 11:00 11:00 - 11:05	(75 minutes) (5 minute passing)
Block 3	11:05 - 1:00	
3A Lunch	11:05 - 11:40	(35 minutes)
3A Passing	11:40 - 11:45	(5 minute passing)
3A Class	11:45 - 1:00	(75 minutes)
3B Class	11:05 - 11:45	(40 minutes)
3B Lunch	11:45 - 12:20	(35 minutes)
3B Passing	12:20 - 12:25	(5 minute passing)
3B Class	12:25 - 1:10	(35 minutes)
	1:00 - 1:10	(10 minute passing)
PRIDE/ ADVISORY	1:10 - 1:55	(45 minutes)
	2:00 - 2:05	(5 minute passing)
Block 4	2:05 - 3:20	(75 minutes)
Dismissal	3:20	

Block 1	8:20 - 9:35 9:35 - 9:45	(75 minutes) (10 minute passing)
Block 2	9:45 - 11:00 11:00 - 11:05	(75 minutes) (5 minute passing)
Block 3	11:05 - 12:50	
3A Lunch	11:05 - 11:40	(35 minutes)
3A Class	11:40 - 12:50	(70 minutes)
3B Class	11:05 - 12:15	(70 minutes)
3B Lunch	12:15 - 12:50	(35 minutes)
	12:50 - 1:00	(10 minute passing)
Block 4	1:00 - 2:10	(70 minutes)
Dismissal	2:10	

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, Social Studies, STEM, World Language

RSVP

Raising Student Voice & Participation



Raising Student Voice and Participation

is a student organization with the following goals:

- * Involve and empower students to identify issues and concerns they see in their school and community
- * Provide students with opportunities to take action to address and resolve the issues they have identified
- * Provide leadership opportunities and experiences to a large number of students with diverse interests and backgrounds

All students will participate in RSVP by contributing to discussions in their homeroom Summits, and volunteering for further action on committees that are generated from student ideas.

More than 100 students will be trained to facilitate discussions in each homeroom. All facilitators from the previous year are invited to continue, providing us with between 50 - 75 students to begin in the fall. Additional new facilitators are recruited in the opening weeks of the school year. If you are interested, please see Mrs. Koepnick, room C371 and Ms. Kieffer, room B217

The Leadership Team is the core group of students who organize the facilitators training, work with the information collected at Summits, discuss issues with administration and other key officials in the district, and even provide RSVP training to other schools in the state. New members are recruited from experienced RSVP facilitators and through teacher recommendations for new freshman students.

STU-CO

Student Leadership Council

Dear Bettendorf High School Students,

Welcome to the 2018-2019 school year! Student Council is excited to include many new members this year and looks forward to the events and activities. Below is the complete roster of Student Council members elected by students to represent and serve during this school year. A schedule of many of the upcoming Student Council-sponsored events is also included. If no date is listed, it is yet to be determined and will be announced as the event draws nearer. Please listen to the morning announcements and check school bulletin boards for those dates and the addition of events not included on the list below. If you have any questions or comments regarding the events for the school year, I encourage you to speak to any Student Council member!

Best Wishes,
 Stuart Swearingen
 President, Bettendorf Student Council

2019 - 2020 Student Council Members

President – Mitch Winterlin
 Vice President – Dena Pyevich
 Class President- Madison Foht

Class of 2020	Class of 2021
<i>President- Madison Foht</i> Parker Beck Annika Braaten Jake Hornebuckle Jon'a Levi Lauren O'Brien Sarah Rogers Erica Smith Reagan Watkins	<i>President- Ryan Harris</i> Kaitlynn Flick Kurtis Holmes Luke Jefferson Chase Mason Nick Moore Kate Schermerhorn Emma Teach Sophie Utsinger Aidan Goerd (elect) Samantha Foht (elect)
Class of 2022	Class of 2023
<i>President- Alex Baker</i> Olivia Anderson Julia Fiedler Ethan Geifman Emily Knight Patrick Mooney Olivia Ramirez Noah Raso Macie Zimmerman	<i>President- Samuel Barnes</i> Loukia Constantinides Avery Franzman Ahlivya Hill Gia McDermott Victoria Neece Dillan Tholin Ava Utsinger Olivia Wiley

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**BETTENDORF HIGH SCHOOL
3333 18TH STREET BETTENDORF, IOWA 52722**

**BETTENDORF HIGH SCHOOL
ADMINISTRATION**

**DIRECT DIAL NUMBERS
FOR DAYTIME USE**

High School Principal	Joy Kelly	Main Office	332-7001
Associate Principal	Kristy Cleppe	Activities Office	332-4516
Associate Principal	Kevin Skillett	Attendance Office	332-7000
Associate Principal/AD	Colin Wikan	Student Services	332-7005
Interim Deans of Students	Jeremy Heeringa	Fax Numbers	
	Jennifer Wikan	Main Office/Activities	332-8761
		Student Services/Registrar/Nurse	332-2326

Bettendorf High School Web Page: <http://bhs.bettendorf.k12.ia.us>

Voicemail may be accessed via the switchboard after 4:00 p.m. by dialing 332-7001 followed by the extension number you wish to reach. A complete directory of extensions is available through the voicemail system.

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 at www.bettendorf.k12.ia.us.

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 a "parent excused" absence.

Please make sure you provide your school office with up-to-date information so we can reach you if necessary.

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 information so we can reach you when necessary.

All Bettendorf High School Students have an assigned counselor. Students are assigned by the first letter of their last name as follows:

Counselor	Last Name by Alpha
Mrs. Amy Harksen	A - D
Mrs. Laura Jansen	E - J
Mrs. Shelby Schalk	K - O
Ms. Danielle Breier	P - S
Mrs. Lorelee Cole	T - Z
Mrs. Shelley Hilton-Cullum	Social Worker
Coach Teresa Freking	Student Success Coach
Coach Haleigh Hoyt	Future Ready Coach

Bettendorf High School Office Responsibilities

Main Office	Student Services	Athletic Office
<ul style="list-style-type: none"> • Announcements • Appointment with Administrators • Attendance Violations/Truancy • Building Policies/Procedures • Clubs • Curriculum & Instruction • Discipline • Graduation • Hall of Honor • Home Visits • Lockers • Personnel • Questions about PRIDE Time • School Events • School Permits • Social Media Accounts • Student Schedules • Student Spotlight • Suite360 • Volunteer Opportunities 	<ul style="list-style-type: none"> • Academic Process • APEX • Appointment with Counselor • Bully/Harassment Report • Classroom Issues • College/Career Planning • Community Service Referrals • Enroll/Withdraw • Foreign Exchange • Future Ready Coach • ICAP • IEPs/504 Plans • NCAA Compliance (NAIA) • Residency Issues • School Based Therapist • Service Award • Social Worker • Social/Emotional • Student Schedule • Student Success Coach • Summer School Transcripts 	<ul style="list-style-type: none"> • Activity Passes • Athletics • Athletics Booster • Bus Passes • Code of Conduct • Concussion Forms • Dance Forms • Financial Holds • Fine Arts • Fine Arts Booster • Fundraiser • No Pass, No Play Rules • Physical Forms • Picture Information
Classroom	Security	Nurse
<ul style="list-style-type: none"> • Academic Assistance • Academic Performance • Assignments • Behaviors/Attendance • Due Dates • Grading • Resolve Incompletes • Textbook Checkout and Return 	<ul style="list-style-type: none"> • Bullying/Harassment Reports • Lost/Stolen Items • Safety Issues <ul style="list-style-type: none"> ○ -Threats ○ -Fights ○ -Illegal Activities 	<ul style="list-style-type: none"> • Dental Screenings • Immunization • Nurse Screens
		Pride Room- D261
		<ul style="list-style-type: none"> • Detentions • IDs & Lanyards • Mandatory Table Study- Wednesday • Suite 360

2019 - 2020 Calendar Bettendorf High School



**Bettendorf
Community
School District**

District 2019-2020 School Year Calendar

August 23 – June 3
Board Approved 12-17-18 | Update 5-9-19

Summary of Calendar
Days in classroom: **180**

CALENDAR LEGEND

- Start of Term
- Staff Inservice/Professional Development
- Work Day
- End of Term
- Vacation/No School Day
- Early Release
- Parent Teacher Conferences

WEDNESDAY EARLY RELEASE
STAFF INSERVICE/PD/WORK DAY
Every Wednesday
Preschool 1:20pm | MS 1:56pm |
HS 2:10pm | Elem 2:30pm

HOLIDAYS & Offices Closed	
4 th of July	7/4-5
Labor Day	9/2
Fall Break	10/25&28
Thanksgiving Break	11/27-29
Thanksgiving Day	11/28
Winter Break	12/23-1/1
Christmas Day	12/25
New Year's Day	1/1
Martin Luther King Jr. Day	1/20
Presidents' Day	2/17
Spring Break Friday	3/20
Good Friday	4/10
Easter Sunday	4/12
Memorial Day	5/25

180 Day Calendar

August					Student Days
M	T	W	Th	F	
			01	02	
05	06	07	08	09	
12	13	14	15	16	
19	20	21	22	23	1
26	27	28	29	30	6
September					
02	03	04	05	06	10
09	10	11	12	13	15
16	17	18	19	20	20
23	24	25	26	27	25
30					26
October					
	01	02	03	04	30
07	08	09	10	11	35
14	15	16	17	18	40
21	22	23	24	25*	44
28	29	30	31		3
November					
				01	4
04	05	06	07	08	9
11	12	13	14	15	14
18	19	20	21	22	19
25	26	27	28	29	21
December					
02	03	04	05	06	26
09	10	11	12	13	31
16	17	18	19	20	36
23	24	25	26	27	
30	31				
January					
		01	02	03	38
06	07	08	09	10	43
13	14	15	16	17	45/3
20	21	22	23	24	7
27	28	29	30	31	12
February					
03	04	05	06	07	17
10	11	12	13	14	22
17	18	19	20	21	26
24	25	26	27	28	31
March					
02	03	04	05	06	36
09	10	11	12	13*	40
16	17	18	19	20	
23	24	25	26	27	45
30	31				2
April					
		01	02	03	5
06	07	08	09	10	9
13	14	15	16	17	14
20	21	22	23	24	19
27	28	29	30		23
May					
				01	24
04	05	06	07	08	29
11	12	13	14	15	34
18	19	20	21	22	39
25	26	27	28	29	43
June					
01	02	03	04	05	46
08	09	10	11	12	

Date	Events
Aug 19-22	Staff Inservice
Aug 23	1 st Day of School
Sept 2	NO SCHOOL - Labor Day
Sept 29-Oct 1	Rosh Hashanah at sundown
Sept 26	HS PT Conferences 5-7pm
Oct 8 - 9	Yom Kippur at sundown
Oct 21-24	Elem PT Conferences
Oct 22 & 24	MS PT Conferences
Oct 24	Early Release - Staff Work Day
	End 1 st Quarter 44 Day Quarter
	HS 11:30am Preschool 12pm
	MS 12:45pm Elem 1:10pm
Oct 25	*PT Comp Day
Oct 25-28	NO SCHOOL - Fall Break
Oct 29	2nd Quarter Begins
Nov 27-29	NO SCHOOL - Thanksgiving Holiday
Nov 28	Thanksgiving
Dec 5	HS PT Conferences 5-7pm
Dec 22-30	Hanukkah
Dec 20	One Hour Early Release
Dec 23-Jan 1	NO SCHOOL - Winter Break
Dec 25	Christmas
Dec 26-Jan 1	Kwanzaa
Jan 1	New Year's Day
Jan 14	Early Release - Staff Work Day
	End 2 nd Quarter/1 st Semester
	45 Day Quarter/89 Day Semester
	HS 11:30am Preschool 12pm
	MS 12:45pm Elem 1:10pm
Jan 15	2 nd Semester/3 rd Quarter Begins
Jan 20	NO SCHOOL - Martin Luther King Jr. Day
Feb 17	NO SCHOOL - Presidents' Day
Feb 20	HS PT Conferences 5-7pm
Mar 9-12	Elem PT Conferences
Mar 10 & 12	MS PT Conferences
Mar 13	NO SCHOOL - HS Staff Inservice
	MS/Elem *PT Comp
Mar 16-20	NO SCHOOL - Spring Break
Mar 27	Early Release - Staff Work Day
	End 3 rd Quarter - 45 Day Quarter
	HS 11:30am Preschool 12pm
	MS 12:45pm Elem 1:10pm
Mar 30	4 th Quarter Begins
Apr 8-16	Passover
Apr 10	NO SCHOOL - Good Friday
Apr 12	Easter Sunday
May 7	HS PT Conferences 5-7pm
May 25	No School - Memorial Day
June 3	Last Day of School (Pending Snow
	Make-Up days)
	End 4 th Quarter/2 nd Semester
	Early Release - Staff Work Day
	46 Day Quarter/91 Day Semester
	MS 11am Elem 11:30am
	HS 11:30am
	Staff Retirement Recognition
June 4	Staff Inservice

ACADEMIC INFORMATION

HOMEWORK: Teachers assign homework, extra class activities, or assignments as necessary. Homework is an integral part of the learning process and an opportunity for students to practice skills, share and discuss ideas, review materials, organize thoughts, and process information. Students are expected to complete homework on time. A student may be required to remain after school to complete work if assignments are not completed to the satisfaction of the instructor or at the set deadline. Students will also be expected to utilize PRIDE time to complete work.

GRADE POINT AVERAGE (GPA): All Bettendorf High School courses use the A,B,C,D,F system. To compute your grade point average, use the following point values: A=4.0, B=3.0, C=2.0, D=1.0, F=0. Add the numerical equivalent for every course and divide by the number of courses taken to find your GPA.

CLASS STATUS AND PRIVILEGES: All students will earn the privileges as a member of a class based upon the number of units of credit they have accumulated. The following is a list of credits required for a student to be considered a member of each class:

To be considered you must earn:

Sophomore	7 credits and 2 nd year of high school
Junior	14 credits and 3 rd year of high school
Senior	21 credits and 4 th year of high school

The privileges earned with class status may be granted through the successful completion of credits. Privileges may include but are not limited to the following:

Junior Open Lunch

*must have 14 credits and in third year of high school

Senior Open Lunch
Open Block if eligible
Prom

*must have 21 credits and in 4th year of high school

Credits will be added to the student's record at the end of each grading period.

CREDIT DEFICIENT: Each student will progress to the next grade level based on a cohort; however, students who are credit deficient will be noted in Infinite Campus. Students must complete all graduation requirements regardless of the number of years in high school.

WITHDRAWAL FROM A COURSE: A student wishing to drop a course following the deadline of any term must have administrative approval. Circumstances regarding the request to drop may result in an F grade.

WITHDRAWAL FROM SCHOOL: The parent or guardian must make this request through the Registrar's office. Students must return their books, pay all fees, clean their lockers, return their I.D. and obtain necessary signatures on their withdrawal sheet prior to leaving school.

READMISSION 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. All past fees must be paid in full and the student verification form completed prior to the student's return to classes.

APEX: Online Learning is available for students who wish to retake a failed course and recover the credit. Students should consult with their school counselor for additional information. Course completed on APEX through BHS do NOT count toward NCAA requirements and serve ONLY as credit recovery toward graduation requirements.

TRANSFERRING CREDITS INTO BETTENDORF HIGH SCHOOL: A current Bettendorf High School student may transfer in a maximum of one credit per semester from an outside accredited institution with prior approval from the school counselor. This credit may be counted towards the student's graduation requirements.

SCHEDULE CHANGES: PLEASE SELECT YOUR COURSES CAREFULLY. Schedule changes will be approved only for the following reasons:

1. Failure in a sequential class
2. Level Placement (example: Algebra I teacher recommends move to Pre-Algebra)

Schedule changes will not be permitted if the change results in a class size that falls below staffing guidelines. Thus, students are responsible for accepting and adhering to the course of study for which they registered. Students may drop or add **an eligible course** during the first three days of first and third quarters only. Schedule changes will not be permitted once the second or fourth quarters begin. Students requesting a schedule change for either the second or fourth quarters must do so through

Student Services before the quarter begins.

CAREER ACADEMIES: The following academies provide high school seniors with in-depth experience in career fields. See a school counselor for more information.

- Business and Entrepreneurship Academy
- Computer Science Academy (*no college credit awarded*)
- Education Academy
- Engineering Academy
- Health Occupations Academy
- Hospitality Academy
- Logistics Academy
- Transportation Academy

DUAL CREDIT / COLLEGE CONNECTION INDIVIDUALIZED REGISTRATION (CCIR)

PROGRAM (formerly PSEO): In the event a student fails a Dual Credit or CCIR for which they have registered, the student will be responsible to pay all course fees including the cost of textbooks. A student must meet all registration and orientation requirements to participate in a Dual Credit or CCIR course. Note regarding 504 plans and IEP's: Under typical college enrollment, students who have 504 plans or IEP's are required to advocate for their own needs and accommodations. As current high school students, any BHS student taking a dual credit course will have the assistance of their counselor to make initial contact and transmission of their plan to the instructor, but are encouraged to advocate for themselves with ongoing support as needed from their counselor and Scott Community College High School Advisor.

EXTENDED LEARNING PROGRAM (ELP): Students who have been identified for Extended Learning Program (ELP) services will be scheduled into ELP designated advisories beginning with 9th grade in the 2019-20 school year. Students will receive information and have experiences specific to post-secondary planning, career exploration, and networking with other students in Bettendorf and other districts. Additionally, there will be quarterly sessions offered during PRIDE around topics designed to enhance the ELP experience for 9-12 graders who have been identified for ELP services.

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

A student must earn 26 credits to participate in graduation exercises.

Graduation Requirements for the Class of 2020	
English	4 credits
Social Studies	3 credits
Science	3 credits
Math	3 credits
Health	.5 credit
Phys. Education	2 credits
Electives	10.5 credits
Total	26 credits

Graduation Requirements for the Class of 2021-2023	
English	4 credits
Social Studies	3.5 credits
Science	3 credits
Math	3 credits
Health	.5 credit
Phys. Education	2 credits
Electives	10 credits
Total	26 credits

EARLY GRADUATION: Bettendorf is a four-year high school, but occasionally students may desire an earlier completion. This may be arranged and approved on an individual basis. Below are the application deadlines for each of the three terms. See your counselor for applications. **All students requesting early graduation are required to meet with the Future Ready Coach before submitting an early graduation application.**

Early Graduation Application Deadlines

1st Term	September 5
2nd Term	November 5
3rd Term	February 5

REPEATING A COURSE FOR GRADUATION: A student may repeat any course at Bettendorf High School to improve a final F grade only. Under some circumstances, a student may be allowed to repeat a course in which they earned a D grade with prior approval from administration. Credit can be awarded only once and a student cannot gain additional credit or lose credit by repeating a course where credit was already earned. Both grades will be recorded on the student's transcript and calculated into their grade point average. A student will be allowed to repeat a course only if available space remains in that course following normal registration procedures. If the mid-term grade in a repeated course indicates little possibility of improvement in the grade, the teacher may recommend withdrawal from the course.

TRANSCRIPTS: Three transcripts of a student record will be provided free of charge and sent directly to the college or school where the student has applied. Current students should make transcript request in Student Services. Additional transcripts will cost \$2.00 and a financial hold will be sent to the Activities Office. Requests from alumni should be made directly to the Registrar's Office.

HONOR ROLL: The honor roll is designed to recognize outstanding effort in academics. The Honor Roll will be determined on a semester basis. Honor roll requirements are as follows:

1. A student must be enrolled as a full time student at Bettendorf High School. (minimum 3.5 credits for G.P.A. per semester for grades 9, 10, and 11; minimum 3 credits for G.P.A. per semester for grade 12).
 2. All classes taken at B.H.S. for G.P.A. will be used when computing the student's grade point average.
- Academic requirements for honor roll status are:
Highest Honor Roll - 4.0-3.5
High Honor Roll - 3.5 - 3.25

THE ACADEMIC LETTER: Promoting student academic recognition provides incentives that are highly beneficial to continued academic and personal success. The Academic Letter is an appropriate reward system that recognizes academic achievement in a positive light and gives students the incentive to seek excellence in learning and in other academic activities. In keeping with our mission, the faculty and staff of Bettendorf High School accepts the responsibility to teach all students in an equitable manner so that each may attain his/her maximum educational potential. Note: PE has a grade assignment and factors into the student's GPA.

CRITERIA:

1. A student must be enrolled as a full-time student at Bettendorf High School. (Minimum 3.5 credits for G.P.A. per semester for grades 9, 10, & 11; minimum 3 credits for G.P.A. per semester for grade 12).
2. A student must earn a minimum of a 3.4 grade point for two consecutive semesters at Bettendorf High School.
3. After receiving an Academic Letter, students who earn a 3.4 grade point or above for any semester thereafter will receive a gold bar to signify continued academic excellence.
4. All credit awarding classes count for grade point credit.

NATIONAL HONOR SOCIETY: The National Honor Society chapter of Bettendorf High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestow this honor upon qualified students on behalf of the faculty of our school each May. Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. In addition, in order to be eligible for membership, all students must have taken or be currently enrolled in an honors or AP level class.

Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

In order to evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held at least quarterly during the school year, and participation in the chapter service projects(s). In addition, members are required to perform at least 15 hours of community service during each membership year.

Students or parents who have questions regarding the selection process or membership obligations can contact the Main Office by phone at 332-7001. NHS members who violate the Good Conduct Policy* will be removed from NHS.*See Activities Handbook

ATTENDANCE

While it is possible for a student absent from school to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. The Bettendorf School District expects that planned trips and family vacations coincide with school vacation periods. Emergency absences related to personal serious illness in the home or death in the family cannot be dealt with in advance. Work missed must be dealt with on an individual basis with the teacher and/or building principal. Work missed for all absences must be made up to obtain credit for assignments missed. The parents and the student shall assume the full responsibility for work resulting from an absence.

ATTENDANCE POLICY: Bettendorf High School is in compliance with state law that requires students to be in regular attendance for an instructional period of 1,080 hours. Students absent from school without acceptable excuses shall be deemed truant and be subject to disciplinary sanctions described in the rules and procedure of the Bettendorf District Policy. This compulsory attendance statute places the responsibility with the parents to cause a child to attend school for the entire period when schools are in session. Violation of this responsibility may require referral for appropriate action to the Scott County Attorney's Office. It is the philosophy of Bettendorf High School's administration and faculty that daily, punctual attendance is essential for maximum benefit of the educational program. Irregular attendance by students not only inhibits their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance. Every effort will be made by BHS to support school attendance including Dean of Students intervention, administrator meetings, home visits, and notification to parents.

NOTIFYING THE SCHOOL OF A STUDENT'S ABSENCE:

On the day a student is absent from school, parents/guardians must telephone the Attendance Office (332-7000) between 7:30 a.m. and 3:30 p.m. Calls made before 7:30 a.m. and after 3:30 p.m. will be recorded on voicemail. This service is provided as a convenience to parents. Parents will be notified by the school (recorded message to household phone number) when students miss one or more classes during a school day. This contact will be made if the school is not notified by a parent call or notification from a school official for a field trip, etc. The purpose of this contact is to notify parents of an unverified absence.

- If the office is not notified the same day or prior to the absence or by 8:00 a.m. the following day 4:00pm on that day, that absence will be considered unexcused.

- Students are required to provide written verification from a doctor or dentist.
- Written notes excusing absences from parents/guardians will not be accepted. Please call the Attendance Office regarding students' absences.

ADVANCED PERSONAL LEAVE FORM: The parent or legal guardian must call the Attendance Office (332-7000) three days prior to the absence if a student misses three or more school days in a row or will not be in school for a designated final exam day. The student will then be provided an Advanced Personal Excuse Form outlining student, parent and staff responsibilities. 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: Parents/guardian should try to arrange medical, dental, and legal appointments during non-school hours to minimize lost class time. If a student needs to be excused for a particular period, parents/guardians must call the Attendance Office before the student exits the building. Students should report to the Attendance Office where they will be issued a verification form, which is to be signed and returned to the Attendance Office upon returning. Once the form is returned to the BHS Attendance Office the absence will be marked excused. Failure to return the verification form will result in an unexcused absence.

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 provided dates are presented 3 days prior to the religious holiday.
- c. Death or serious injury in the immediate family.
- d. Medical, dental or legal appointments which 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
- g. 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. The criterion for an absence to be considered excused is outlined above.

A tardy of more than **five minutes** is considered an unexcused absence. Students are to report to the Attendance Office for check-in and a pass to class. Missing class to attend a school-sponsored activity will not be considered an absence. However, the student will be expected to make up all assignments missed. Schoolwork missed because of absence must be completed to the satisfaction of each teacher whose class (or classes) was missed. Pre-announced testing may require make up on the day of return depending on student availability. With ANTICIPATED absences, students must make arrangements for make up before leaving school or arrange to submit completed work on the day of their return. These would include absences resulting from religious holiday, bereavement, appointments, trips and school initiated activities. When an absence is not anticipated, all schoolwork may be made up at the discretion of the teacher. Students will have the opportunity to receive full credit for schoolwork because of excused absences. If students fail to make up the work missed in the established time frame, they will receive a failing grade for the portion of the course work not completed.

COLLEGE VISITATION: Juniors and seniors are excused to visit a college or technical school they are considering attending. Two college visits per year will be excused providing the parent notifies the Attendance Office a minimum of five days prior to the day of the college visit prior to the date of the visit. If a student requires more than two college visits, the principal will need to authorize the additional visit. Verification from the admissions office of the date of visit must be provided to the Attendance Office upon the student's return to school in order for the absence to be excused.

UNEXCUSED ABSENCES: The following are examples of reasons that are considered unexcused absences or a truancy (absence for any reason not listed under EXCUSED ABSENCES)

- Absence without parent's knowledge or permission
- Failure to notify office of absence on the day of absence or illness
- Off-campus without permission
- Transportation problems not verified
- Work
- A tardy of more than five minutes that is unexcused
- Senior pictures, tanning, haircut, etc.
- Providing childcare
- Senior skip day
- Securing driver's license or passport
- Oversleeping
- Other

Generally, work missed because of an unexcused absence may be completed, but credit will not be granted.

UNEXCUSED ABSENCE CONSEQUENCES: On the third unexcused absence within a term, the administrator/teacher will hold a conference with the student to review the reasons for the absence. The parent(s)/guardian(s) will be notified regarding the resulting consequence.

First and Second unexcused absence: For one unexcused period, the classroom instructor will assign the student a consequence. Failure to comply with this consequence may result in a detention, loss of student privileges (open lunch, open campus) and/or eligibility for extra-curricular activities. Parents will be notified of the absence by the high school attendance office with a tape-recorded message to the household phone listed in Infinite Campus.

Third and Fourth unexcused absence: On the third or fourth unexcused absence, the student will meet with an administrator or Dean of Students and a consequence, which may include but not limited to a detention, will be assigned. A conference including the student, parent(s), teacher and administrator may also be scheduled to resolve the issues. An attendance contract may also be written. Persistent non-attendance may result in, but is not limited to, the following actions:

- Additional detention/quiet study or home suspension
- Loss of credit based upon truancy following the fourth unexcused absence per term
- Referral to the Scott County Attorney for compulsory attendance aged students
- Loss of driver's license based on Chapter 299 of the Iowa Code
- Referral to the Board of Directors recommending expulsion based upon truancy

Fifth unexcused absence: A student may be removed from a class on the fifth unexcused absence with a W (withdrawal), a loss of credit and a final course grade of F if that was the earned grade at the time. The student will be assigned to study hall for the remainder of the quarter, resulting in loss of academic credit.

EXCESSIVE ABSENCE CONSEQUENCES:

- Medical documentation for each excused absences may be required on the fifth absence. The Bettendorf High School Health Office staff is available to assist with health screening for families.
- An attendance contract may be developed to remediate the situation. The parent(s) and/or guardian(s) must sign and agree to the contract.
- The school may file a report with the Iowa Department of Transportation resulting in the student's loss of driving privileges for an assigned period of time.
- Other action(s) as deemed appropriate by the building administrator may be taken.
- Students with excessive absences may require a nurse screen in order for an absence due to illness to be excused.

TRUANCY: Students will be considered truant when:

1. Absent without confirmation of a parent/guardian prior to or within 24 hours on day of the absence
2. Leaving school without parental and school knowledge/permission or without signing out in the Attendance Office.

A PARENT/GUARDIAN FAILING TO COMPLY WITH THE COMPULSORY ATTENDANCE LAW WILL BE REFERRED TO THE SCOTT COUNTY ATTORNEY.

The State of Iowa Compulsory Attendance Law applies to all students under the age of 16 on September 15, 2019. Parents/Guardians are held ultimately responsible for their children's school attendance. When a school official determines a parent/guardian is in violation of the law the official will contact the Scott County Attorney's Office to file a report. The parent/guardian may be fined or incarcerated for their child's lack of attendance and violation of the Compulsory Attendance Law.

PHYSICAL EDUCATION DEPARTMENT TARDY, UNEXCUSED ABSENCE, NO DRESS POLICIES:

Students and parents should become familiar with class expectations and requirements established for all Physical Education courses. These policies are available from all Physical Education instructors and are distributed to classes.

TARDIES: Promptness to class is a positive learned behavior. All high school students are expected to be on time to all classes. When a staff member delays a student, the student should request a pass from that staff member to allow entry into class. An unexcused tardy of more than five minutes is considered an unexcused absence, though a student will be allowed to complete academic work.

CONSEQUENCES FOR UNEXCUSED TARDIES:

- First and second tardy: consequence is assigned by the teacher
- Third tardy: equivalent of an unexcused absence. Consequence will be assigned by the teacher
- Fourth tardy: administrative referral
- Fifth tardy: administrative referral.

MAKE-UP WORK: All work missed while a student is absent must be made up if credit is expected. Make-up assignments are the responsibility of the student and teacher. It shall be the responsibility of the student to promptly find out what work was missed and how and when it is to be made up. Each excused absence generally have two school days to make up missed work. The time allowed for make-up is to be arranged with each teacher, and is dependent on the individual circumstances surrounding the absence. Make-up work not completed within the time span arranged will not receive credit. Generally, work missed because of an unexcused absence may be completed, but credit will not be granted.

APPEALS - Compulsory Attendance:

1. Any time students or parents are concerned about the disposition of an attendance violation; they are encouraged to contact the teacher or building administrator for clarification.
2. Teacher's decision: Students and parents wishing to have a review of a teacher's decision regarding tardiness, attendance, and make-up work rendered under the attendance policies of the school district may do so by filing a written request for review with the principal within five days after the teacher's decision was rendered. The principal will determine a mutually agreeable time, place, and the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse, or modify the teacher's decision.
3. Principal's decision: Students, parents, and teachers may obtain a review of a principal's decision under the attendance policies of the school district by filing a written request for review within five days with the Superintendent. The Superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Superintendent or designee shall affirm, reverse, or modify the principal's decision.
4. Superintendent's decision: Students, parents, and teachers may appeal the Superintendent's decision in a given case by filing a written request for review within five days with the Secretary of the Board of Education. The Board of Education will determine a mutually agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Board of Education shall affirm, reverse, or modify the Superintendent's decision.

These policies shall pertain to all special education students except in cases related to the handicapping condition(s) of the student.

SOCIAL BEHAVIOR AND DISCIPLINE

The goal of the staff of Bettendorf High School is to provide our students a comprehensive, future-ready education in an optimal learning environment. This section of the Parent Student Handbook, supported by the District Discipline Policy (503.1), explains both the behavior expected of students on campus, in transit to and from school, and at all school activities. A handbook cannot encompass every possible scenario so the chart below is simply a guide. The potential consequences that will result if any student chooses to violate these rules or other conduct violations are also listed. Final interpretation of these rules and regulations will be made by the building administration who shall determine the appropriate action within its discretion and consider the facts of each situation.

	CATEGORY 1	CATEGORY 2	CATEGORY 3
OFFENSES	<ul style="list-style-type: none"> • Unexcused absence(s) • Tardiness • Unbecoming conduct as a student • Inappropriate behavior in the building, on school grounds, on the school bus or to/from school • Wearing/displaying any inappropriate or illegal figures, drawings, symbols, signs, gang affiliations • Inappropriate use of technology • Bullying/Harassment • Other 	<ul style="list-style-type: none"> • Off/Open Campus violations • Unbecoming conduct as a student • Defiance of staff • Academic misconduct • Skipped detentions • Physical Assault/fight with other students • Unauthorized use of safety equipment • Possession of any tobacco, chewing tobacco, and/or e-cigarettes on school grounds • Possession of any drugs/alcohol/controlled substances/drug paraphernalia on school grounds • Inciting, encouraging, electronic recording or dissemination of electronic recording of fight • Theft • Vandalism • Verbalism • Verbal assault on student or staff • Participation in criminal/gang activity • Other 	<ul style="list-style-type: none"> • Chronic misbehavior: multiple violations of Categories 1-3 offenses during a calendar year • Physical or verbal assault of student or staff • Sale, purchase, possession, distribution, or encouragement to deliver or take delivery of alcohol and/or drugs and/or any controlled substance • Possession or use of a weapon. This includes any object that could be used as an offensive/defensive weapon or a look alike weapon • Inciting, encouraging, electronic recording or dissemination of electronic recording of fight • Jokes, intimidation or threats of school violence • Other
STEP 1	<ul style="list-style-type: none"> • Rule clarification • Student warning • Learning module • Parent notification • Detention • Other 		
STEP 2	<ul style="list-style-type: none"> • Parent/Guardian notification/conference • In/Out of school suspension • Learning module • Police notification • Other 	<ul style="list-style-type: none"> • Parent/Guardian notification/conference • In/Out of school suspension • Learning module • Police notification • Other 	
STEP 3	<ul style="list-style-type: none"> • Parent/Guardian notification • In/Out of school suspension • Learning module • Loss of driver's license • Police notification • Truancy proceedings initiated • Federal law mandates apply • Other 	<ul style="list-style-type: none"> • Parent/Guardian notification • In/Out of school suspension • Learning module • Police notification • Expulsion proceedings initiated • Federal law mandates apply • Other 	<ul style="list-style-type: none"> • Parent/Guardian notification/conference • Out of school suspension • Learning module • Police notification • Expulsion proceedings initiated • Federal law mandates apply • Other

SECURITY: A police liaison program has been established at Bettendorf High School to provide security for staff and students. In addition to providing security, our full-time police officer and security guards provide a variety of educational opportunities, a positive law enforcement presence in our school community, and information and advice to staff, students, and parents. Security works closely with members of the school staff and administration in solving matters directly related to routine police matters or investigations and school safety and security.

ALCOHOL/ILLEGAL DRUGS AND DRUG

PARAPHERNALIA: The use or possession of alcoholic beverages, illegal drugs (including medicines prescribed for another person) and paraphernalia are a major violation of federal statutes, Iowa Codes, and the policies of the Bettendorf School District. When attending school or any school sponsored events, students in possession or under the influence of illegal or prohibited substances will be suspended from school **and** charged by the Bettendorf Police Department.

ALCOHOL/CHEMICAL USE VIOLATIONS:

Students who have been suspended from school for alcohol/chemical use violations will comply with a follow-up evaluation procedure. A conference for re-admittance will be arranged.

CHEATING, PLAGIARISM AND UNETHICAL

STUDENT CONDUCT: When students attempt to receive credit for work they have not produced there is a negative impact on each student and his or her grades in that class. The uncredited 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 and can result in an extracurricular consequence including a code of conduct.*

SCHOOL JURISDICTION: When an incident of inappropriate student conduct including hazing, harassment and/or physical aggression towards a student originating during the school day are continued off-campus or after school hours, school officials may respond to the event as a continuation of school authority and respond accordingly.

SEARCH AND SEIZURE POLICY: 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

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 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, non-prescription controlled substances, apparatus used for controlled substances, cocaine, amphetamines, barbiturates, tobacco, alcoholic beverages, weapons, weapon look a likes, 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.

SCHOOL VIOLENCE AND FIGHTING POLICY:

Disputes between students should be resolved through the proper channels. If students require assistance in resolving issues or sense a threat from another person they should contact a school counselor, administrator, security or any adult in the building. Students are not to respond to aggression with aggression. This policy will also apply to those students who encourage, incite or promote violence among students. Consequences for fighting or inciting may include suspension from school, criminal charges, and expulsion from school.

THREAT ASSESSMENT TEAM: Any student with inappropriate or threatening material, or who verbally or physically threatens another student or staff member may be required to undergo an assessment with the Threat Assessment Team. This team is comprised of a school counselor, school social worker, school nurse, police liaison officer, and administration. During the assessment, the student may be excluded from school. Refusal to participate in the assessment may result in exclusion from school.

WEAPONS POLICY: Any student who threatens another person on school property or at a school 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 may also result

GANGS/PEER GROUPS: The Bettendorf School District does not accept or tolerate gangs or gang related activities in our schools. Gang related activities such as the display of colors, symbols, signals, or signs will not be tolerated on school grounds. Students in violation will be suspended from school, the local police will be notified, and the student may be referred to the Board of Education for expulsion.

INSUBORDINATION/NONCOMPLIANCE: Students should respectfully respond to all staff directives in words and actions. Students are encouraged to respectfully ask questions for clarity when necessary.

PUBLIC DISPLAY OF AFFECTION: Holding hands, hugging or kissing on school property are considered inappropriate forms of public displays of affection for a school setting and is not permitted.

HARASSMENT, VANDALISM AND/OR DESTRUCTION OF THE PERSONAL PROPERTY OF A DISTRICT EMPLOYEE: In the event the private property of a district employee is intentionally damaged by a student on or off school grounds, the student will face suspension from school and possible other disciplinary action up to and including expulsion. Criminal charges may also apply.

STUDENT WELL-BEING AND SAFETY

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.E1 Anti-Bullying/Harassment Documentation
- 104.E2 Anti-Bullying/Harassment Witness Disclosure Form
- 104.E3 Disposition of Anti-Bullying/Harassment Complain 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:

Complete the Bullying/Harassment Concern form -

<https://docs.google.com/a/bettendorf.k12.ia.us/forms/d/1bR25x77UjZ87aMjLNzzumnkuciEGM/PgILaK9kSqxF8Y/edit>

COMPLAINT PROCEDURE INVOLVING STAFF:

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.

CIVIL RIGHTS POLICY: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

DUE PROCESS: In accordance with Bettendorf School Policy 503.1R2 Student Behavior and Discipline – Suspension, the following due process procedure will be followed. The minimal due process procedures include the right of students to:

1. be given oral and/or written notice of the charges,
2. be given the opportunity to admit or deny such charges,
3. be given an explanation of the evidence against the student if he/she denies the charges,
4. be given an opportunity to explain the situation.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Annual Notice to Parents Regarding 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

GENERAL INFO

STUDENTS' RIGHTS AND RESPONSIBILITIES: All students have the right to be free from harassment and physical torment. All students shall dress in a manner that follows school dress code and is sanitary, decent and safe and not disruptive to the learning process.

- a. All students and staff members have the right to be treated with respect and in turn, treat others respectfully.
- b. All students have the right to participate in curricular and co-curricular activities so long as they have met the requirements of the State of Iowa, the Bettendorf Community School District and Bettendorf High School.
- c. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions shall be made by the school.
- d. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with these personal rights go the obligation and responsibility to respect these as the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined, (including forfeiture of their rights) in accordance with the Bettendorf Board of Education Policy.

BUILDING HOURS: BHS is open from 7:30 am – 4:00 pm. Students must be under the direct supervision of staff before and after the school day (7:30 – 8:20 am & 3:20 – 4:00 pm) or remain in the Commons. BHS Staff and Administration are not responsible for student supervision before and after school.

VISITORS: All visitors to BHS are required to report to the Attendance Office to register and obtain a visitor's pass. Former BHS students wishing to visit a staff member must coordinate that visit with the staff member in advance. The Attendance Office must have notification of the visit in order for a visitor's pass to be obtained. Visitors will be considered with a one week advance notice. A permission form must be obtained from the main office for teachers to indicate their approval. This permission form must be submitted by 8:00 am the day of the visit. Students from any of the Quad City area schools MAY NOT visit Bettendorf High School without special permission from the principals of both schools. Student visitors, and must have some form of picture I.D. (including driver's license, permit, or school I.D.). Student visitors are not permitted during the first and last week of each nine-week term. **Parents are welcome to visit the school and should contact the Principal with request. Parents wishing to visit specific classrooms should schedule this with the classroom teacher at least 24 hours in advance of the visit.**

ANIMALS: BHS does not permit animals on school grounds.

SKATEBOARDS/ROLLERBLADES: Skateboards and rollerblades are not permitted on campus.

FOOD AND BEVERAGES: Building cleanliness is an important component of a learning environment. All food and beverages, excluding water, are to be consumed in the cafeteria and are not permitted in classrooms and hallways. Food and drink may be consumed in Commons and E locker bay during designated times so long as students keep areas clean and orderly.

DELIVERIES FOR STUDENTS: In an effort to maintain an educational climate, BHS does not deliver food, flowers, packages, or gifts of any kind to students for individual special occasions. Parents and friends are encouraged to celebrate student accomplishments and special events through the home address of the student. Food deliveries from food chains will not be accepted.

LIBRARY / MEDIA CENTER: The library/media center is available for student use from 7:30 am to 4:00 pm. Computers and printing capabilities are available for student use. Students are required to present a pass to the media clerk, signed by a teacher, when reporting to the library when school is in session. Fines are 10 cents per day for overdue books. I.D. badges are required to check out library materials and computer access.

CAFETERIA DECORUM: Lunch is a time for socializing and relaxing. Students are expected to follow all school policies during lunch. All students are expected to clean their table, discarding any waste in trash cans, and respect all adult supervisors. Any student not meeting these responsibilities will be considered insubordinate and may be assigned to restricted seating in the cafeteria for a designated period of time. Continued violations may result in the students' loss of cafeteria privileges and their assignment to the in-school suspension room during lunchtime.

PARKING PROCEDURES: Students who drive to school are to park in the NORTH or SOUTH lots, except in designated staff spots. 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. The fine for parking or reckless driving ticket is \$15.00 to be paid in the Activities Office. Unpaid fines will be applied to student fees. 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 up to the entire school year and a citation.

This includes exiting at designated entrances and entering at designated exits. The term of suspension of privileges will be based upon frequency of violation and the risk to safety of others. Students who park their cars in any marked handicapped spaces will be issued a school citation for the first offense. The second offense will merit a state citation issued by the Bettendorf Police Department. On the third offense, the students' car will be towed at the owner's expense and the student will lose all parking privileges. Note: students are NOT permitted to park in front of BHS along the boulevard or in the lot in front of the Administration Center.

LOCKERS: Students are assigned a hall locker each year. Students are to use only their assigned lockers and are reminded to spin the dial every time to secure it. **DO NOT** give your locker combination to another student and **DO NOT** share your locker with others (unless you have signed sharing agreement). If the locker is broken or items have been stolen from the locker, immediately report this information to the Security/Main Office.

THEFT / LOSS OF STUDENT PROPERTY: Students are advised to leave all valuables, including cell phones and money at home. The staff of Bettendorf High School is not responsible for the loss of any student property. Students should report stolen property to the security officer for investigative purposes and the potential recovery of the stolen/lost article. Students are advised against leaving items unattended and unsecured.

I.D. CARDS - STUDENT IDENTIFICATION BADGES: A major facet of building security is the ability of staff to easily identify students and others walking the 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 the grade level of student. Replacement cards and lanyards may be requested through the ID Room in the D-261 for a replacement fee.

The identification card will provide students with:

- computer access
- the ability to check out library materials
- the ability to purchase food through the school lunch program
- the ability to leave or enter the building for open campus /open lunch

APPEARANCE/DRESS CODE: To create a safe and productive learning environment, students must follow a dress code that demonstrates physical cleanliness and school-appropriate attire and appearance. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Additionally:

- a. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol or drugs, vaping, pornography, or hate speech are prohibited.
- b. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Clothing must cover the chest and torso and lower extremities to mid-thigh.
- c. Clothing may not be see-through and must cover undergarments.
- d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities in which unique hazards or specialized attire or safety gear is required.
- e. Hats and other head coverings are not permitted except as a practice of religious beliefs or medical necessity.
- f. Apparel designed for outdoor wear (coats, sunglasses, etc.) shall remain in student lockers during the school day.
- g. Accessories that could be considered dangerous or could be used as a weapon are prohibited.
- h. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups is prohibited.

A student who violates these standards shall first be asked to resolve the infraction. Should the violation continue, students will be subject to appropriate disciplinary action.

COATS: Clothing designed for outdoor seasonal wear is not permitted during school hours and should be stored in student issued lockers. Examples of this include, but are not limited to, bulky coats, parka coats, letterman coats, and light jackets designed for outdoor wear. Students are permitted to wear sweatshirts, fleece material, and puffy vests. Students are not permitted to wear baggy, bulky or outdoor seasonal wear during the school day.

BACKPACKS: Backpacks, book bags, purses, tote bags or any device used by students to transport materials are not to be carried by students in the building during the school day. Students are to place these items in their locker when they arrive at school, and the purses, backpacks or bags, etc., must remain in the locker until the student leaves the building for the day.

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. Cell phone pouches are available in each classroom and students shall place their phones there during instruction time. 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 of anyone else (camera, video, social media) unless with specific permission from a staff member or administrator.
- Cell phones must be turned off and stored when students are in restrooms, 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 and can result in a search of cell phone by security and/or school personnel.

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 students may lose credit for the course in addition to a suspension from school. 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.

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

ON AND OFF CAMPUS DEFINED: The Bettendorf High School campus is defined as the high school facility, grounds and parking lot. Bettendorf High School and district policies apply to all students in any district building, grounds of any district building, or parking lot. In addition any breach of appropriate student conduct by a high school student occurring on district property will be responded to by an official of the high school. Freshman and Sophomore students who exit the designated lunch area are considered off campus and will be assigned a consequence.

Off campus privileges are based on a student's class status:

Seniors - Permitted to leave perimeter doors for lunch and open block if eligible

Juniors - Permitted to leave perimeter doors only for lunch if eligible

Freshman & Sophomores - Not permitted to leave perimeter doors at any time and must remain in cafeteria for entire lunch period.

OPEN LUNCH / OPEN CAMPUS POLICY: Open lunch privileges are extended 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. Parents or guardians of junior and senior students, who do not want their students to have open lunch/open campus privileges, must contact an administrator at Bettendorf High School and indicate their request in the form of a letter. The student will be assigned to a supervised area or encouraged to enroll in an additional class where available space remains. 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. Junior and senior students who qualify for open lunch may, on occasion, have their lunch times switched to accommodate course testing.

Additionally, freshman or sophomore students outside the cafeteria doors during lunch period 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 for a designated amount of time.

OPEN BLOCK: Seniors with an open block who choose to stay on campus are required to remain in the Commons.

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 Event (APE) 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 in 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.
- Students must be passing all classes in order to attend BHS dances.

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 readmitted.
- Students must be passing all classes in order to attend BHS dances.

FIELD TRIPS: Field trips are arranged by teachers to enhance classroom experiences. ALL SCHOOL RULES APPLY. Students are not permitted to drive themselves or other students to/from field trips.

INSURANCE: Student insurance is available. The insurance will cover the student from home to school, during school, school to home (via the most direct route) and at all approved student events, spectator or participant. Contact the Activities Office for information.

OPEN ENROLLMENT: Any questions concerning Open Enrollment may be answered by contacting the Principal's office at 332-7001. Please note: Open Enrollment requests must be submitted by March 1 for the following school year.

PHYSICAL EDUCATION: All students (grades 9-12) will be required to enroll in one Physical Education course each year. Student athletes will NOT be exempt from this policy. **The Physical Education course includes a unit on swimming. All students are required to wear one piece swimming suits.**

SCHOOL LUNCH: - 710.2 School Policy: Free or reduced cost meals shall be provided to those students whose parents or guardians are unable to pay for the cost of the meals subject to the requirements of the Federal Lunch Program, State Department of Public Instruction and County Welfare Department. The Director of School Nutrition shall administer the free or reduced cost of meals policy. The application form for free and reduced price meals and their distribution shall be the responsibility of the building principal and parents must submit an application form annually.

TRANSPORTATION: Students who live within a three (3) mile radius of the high school and desire transportation will be required to pay a bus fee at the time of registration. The fee is \$50.00 per semester. To ride the bus a student must display a bus pass, which may be obtained in the high school activities office. A student may be denied transportation if they are unable to present a bus pass to the driver or they exhibit inappropriate behavior on or near the boarding or exiting area of the bus. Any questions regarding transportation can be answered by calling the transportation office at 332-8600. Please report any bus problems, questions, or concerns to this office.

INTERNET - APPROPRIATE USE: Please refer to the following Board Policies, available on the district website at <http://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 Webpage Policy
- 605.6E1 Internet Access Denial Form
- 605.6E2 Student Internet/Network Acceptable Use Agreement
- 605.6E3 Network/Internet Appropriate Use Violation Notice
- 605.6E5 Parent Portal Acceptable Use Policy

STUDENT TAKE HOME DEVICE AGREEMENT: Students and families who are issued any district own technology device shall sign a user's agreement. Please refer to the following Board Policy 605.6E4, available on the district website at <http://www.bettendorf.k12.ia.us> for more information.

DISTRIBUTION OF MATERIALS: Please refer to the following Board Policies, available on the district website

- 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

RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM: Please refer to the following Board Policies, available on the district website

- 604.5 Religion Based Exclusion from School Program
- 604.5E Religion Based Exclusion Excuse Form

HEALTH CENTER / NURSES OFFICE

A full time nurse is present throughout the school day and is located in the health center. If a student is ill and needs to go home, he/she must report to the health center before leaving campus. 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.

IMMUNIZATIONS: Please refer to Board Policy #507.1, Student Health and Immunization Certificates, available on the district website at www.bettendorf.k12.ia.us

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

Board Policies Regarding Medication Administration	
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 and Permission for Administration of Prescriptions & over the counter/Non-Prescription Medication
507.2E3	Authorization - Asthma or Airway Constricting Medication - Self-Administration Consent Form

STUDENT / SCHOOL RELATED POLICIES

FOOD AND NUTRITION SERVICE: USDA Conducted Programs (AD-475A): "The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Supplemental Nutrition Assistance Program (SNAP) Only (AD-475B): "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

All Other FNS Nutrition Assistance Programs: (AD-475C): "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

HOMELESS STUDENTS:

INFORMATION FOR PARENTS AND STUDENTS REGARDING HOMELESSNESS

If you or your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground;
- On the street;
- In an abandoned building, trailer, or other inadequate accommodations; or,
- Doubled up with friends or relatives because you cannot find or afford housing,

Then, you and your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact your school principal, school counselor, or the district's liaison for homeless education for more information.

When you move, please do the following:

- Contact the school district's local liaison for homeless education at 563/ 359-9375 or the Superintendent's Administrative Assistant at 563-359-3681 (see more information below). These individuals can help you enroll your child in a new school or arrange for your child to continue in his or her former school. Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, school counselor, shelter provider, or social worker for assistance with clothing and supplies if needed.

Please also refer to Board Policy #501.16, Homeless Children and Youth, available on the district website at www.bettendorf.k12.ia.us:

501.16	Homeless Children and Youth
501.16R1	Homeless Children and Youth Regulation
501.16E1	Homeless Dispute Resolution

Local Contact:

At-Risk Coordinator: Tammy Chelf
Phone: 563/ 359-9375
E-mail: tchelf@bettendorf.k12.ia.us

Or

Superintendent's Admin. Assistant: Shannon Muckenfuss
Phone: 563/ 359-3681
E-mail: smuckenfuss@bettendorf.k12.ia.us

State Coordinator:

Carolyn Cobb, Homeless Education and SIG Consultant
Iowa Department of Education
Grimes State Office Building
Phone: 515/ 402-2736
E-mail: Carolyn.cobb@iowa.gov

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-800-308-2145.

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.

PROTECTION OF PUPIL RIGHTS AMENDMENT

(PPRA): PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close-family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Bettendorf Community School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bettendorf Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Bettendorf Community School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Bettendorf Community School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C.
20202-8520

STUDENT RECORDS ACCESS AND FERPA: Please refer to Board Policy 506.1 through 506.1E9. Annual Notice (Model Notification of Student Rights and Privacy Act), available on the district website at www.bettendorf.k12.ia.us.

STUDENT RECORDS ACCESS REGULATION: Any parent or eligible student objecting to the public release of directory information may file a written objection with the office of the principal of the school. That information objected to shall not be publicly released.

STUDENT RECORDS ACCESS: Requests for student records shall be submitted to the principal of the attendance center where the student is currently or was enrolled. The high school registrar will forward copies of the records within 10 business days of the request once it is approved.

NAME AND POSITION OF THE PERSON RESPONSIBLE FOR MAINTENANCE OF STUDENT RECORDS FOR EACH SCHOOL BUILDING:

Bettendorf High School
Kristy Cleppe, Associate Principal

Bettendorf Middle School
Lisa Reid, Principal

Neil Armstrong Elementary
Jayme Olson, Principal

Grant Wood Elementary
John Cain, Principal

Herbert Hoover Elementary
Karen Allison, Principal

Mark Twain North Elementary
Caroline Olson, Principal

Mark Twain South Elementary
Caroline Olson, Principal

Paul Norton Elementary
Brian Walthart, Principal

ADDITIONAL BETTENDORF SCHOOL DISTRICT POLICIES REGARDING STUDENT RECORDS AND THEIR ACCESS MAY BE FOUND IN EACH DISTRICT SCHOOL BUILDING

STUDENT AFFIRMATIVE ACTION STATEMENT: All students are encouraged to explore opportunities for post-secondary education and/or vocational training. Students are encouraged to enroll in the vocational classes provided by the district. If you are in need of special services to help you benefit from these classes, please contact your high school counselor.

NOTICE: *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 alternate for the Bettendorf School District.*

The designated investigator and alternate are:

Investigator: Dave Hlas, Director of Special Services (359-3681)
Jillian Dotson, Director of Curriculum
Alternate: Joy Kelly (332-7001)
Roxanne Schmertmann (332-7001)
Kevin Skillett (332-7001)

MULTI-CULTURAL AND GENDER FAIR EDUCATION: Please refer to Board Policy #603.4, Multi- Cultural and Gender Fair Education at www.bettendorf.k12.ia.us.

BCSD SPECIAL INSTRUCTIONAL SERVICES AND ALTERNATE OPTIONS IN EDUCATION

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. The following list is not all-inclusive, since self-assessment continues at each building, creating new program opportunities which address the needs of our specific population of children. Parents interested in these program opportunities should contact the principal at their student's school. If you believe your child may have a disability which requires special education or accommodation, you may request an evaluation of your child. 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, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. 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), S504 or Iowa Code S280.3 is directed to contact: the Director of Student Services, (563) 359-3681, who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing these laws.

- 504 Plans
- Open Enrollment
- Home Schooling support
- Gifted education
- Summer school
- Home-bound tutoring
- Reading Recovery
- Comprehensive guidance program
- School Wide Instructional Model to differentiate learning
- Small group support groups with school counselor
- Personal Safety Program
- Peer Mentoring Program
- Alternative Assessment to measure achievement (portfolios, etc.)
- Class meetings for building the "Classroom Community"
- Year Round Education at Armstrong
- Edison Academy Alternative High School

SCHOOL-BASED SUPPORT SERVICES

The Bettendorf Community School District, in conjunction with the Mississippi Bend Area Education Agency 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.

Building level Assistance Teams Physical Therapist, Psychologist School Nurses
Social Worker, Speech-Language Pathologist
PreK-12 School Counselors
Special Education Occupational Therapist PreK-12
Student Services Counselors Audiologist Consultant
Breakfast/lunch programs with free or reduced meals available for qualifying children
Tech prep courses at Bettendorf and Pleasant Valley High Schools

Provision of Special Education - Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

Processes to Help Resolve Differences Between Parties:

The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences: Resolution Facilitator Process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution Facilitator will assist in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement which is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329, ext. 6201.

The Iowa Department of Education provides a process for issues involving special education: Pre-appeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with, and is assigned by, the state Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement which is acceptable to all. For more information, contact DeeAnn Wilson at 1-515-282-5766. A copy of the model form is available in the Procedural Safeguards Manual for Parents or view the manual on the DE website:

<http://www.state.ia.us/educate/ecese/cfcs/pr.html>



**Bettendorf High
School
Activities Handbook**

2019 - 2020



BETTENDORF HIGH SCHOOL - SCHOOL SONG

Hail to the bulldogs, hail to our team, Keep your colors flying,

We will cheer you all the time, RAH! RAH! RAH!

Hail to the bulldogs, Fight on for our fame!
Fight for the fame of your fair name. Hey, bulldogs, we will win this game!

B E T T E N D O R F BET-TEN DORF FIGHT!

Hail to the victors valiant! Hail to the conquering heroes!
Hail! Hail to Bettendorf, the leaders
And the best, SO LET'S GO!

Hail to the victors valiant! Hail to the conquering heroes! Hail! Hail to Bettendorf,
The leaders of the west!

Welcome to Bettendorf High School Activities and Athletics. Every student is encouraged to become involved in the many activities and/or sports offered at BHS. Research clearly indicates those students whom are actively involved in school activities perform better academically and develop strong, healthy friendships.

The strength of BHS athletics programs and activities rests with the character and work ethic of the young people who participate in them. Please take advantage of the commitment the Bettendorf Community School District extends to BHS students. Some of our students will, perhaps, be awarded scholarships and possibly pursue careers in these activities. These opportunities are considered a "fringe" benefit of our program, rather than the primary objective.

Please read this handbook and have your parents read it, too. Pay special attention to the code of conduct expected of all BHS students, all year round. Bettendorf students have established a tradition of excellence in academics, sports and activities that is well respected in the state of Iowa. Welcome to Bettendorf High School and its tradition of excellence.

Colin Wikan
Athletic Director

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STATEMENT OF PHILOSOPHY

The Bettendorf Community School Board of Education, the Bettendorf Community School Administration, the Bettendorf High School Administration, Bettendorf High School Activities Department, the Bettendorf School Parents & Boosters, members of the boys' and girls' athletic squads, cheerleaders and dance/drill team, and fine arts, believe that a competitive program is a part of the overall educational program of the school.

To be of maximum effectiveness, the activities programs must be closely coordinated with the general instructional programs of the school. It must be such that the number of students accommodated and the educational aims achieved justify its inclusion in the overall educational program. It must also be based on a spirit of amateur competition with participation a privilege available to all Bettendorf High School students.

Activities are for all students who are physically able to participate, who qualify under eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation will contribute to the following:

1. Improve the health, fitness and general welfare of all individuals taking part in the program.
2. Engage a maximum number of students in administrative as well as active areas of the program.
3. Stimulate all participants to achieve creditable academic progress and to make a contribution to the general educational program of Bettendorf High School.

Our coaching staff and directors are well aware of their obligation and responsibilities as highly visible representatives of the Bettendorf High School educational community. They recognize the tremendous influence the position yields and will continually strive to instill the highest desirable ideas and character traits in our students.

OBJECTIVES OF THE ACTIVITIES PROGRAM

1. To provide opportunity to enjoy one of America's greatest traditions, the privilege of competition.
2. To emphasize the value of winning and losing properly and the "maximization of effort" as a desirable outcome of competition.
3. To develop good citizenship and respect for rules and authority.
4. To provide opportunities for the development of good sportsmanship.
5. To encourage students to achieve their best in all aspects of their high school education, including academics and activities.
6. To teach the fundamentals of each activity for achieving individual and team success.
7. To provide opportunities to develop lasting friendships with teammates and opponent.

CLUBS, ORGANIZATIONS AND SPONSORS

All students are encouraged to join with other students and staff in the positive experience of membership in a school-based club and organization.

Art Club	Hilary Puglisi Tim Solbrig
Best Buddies	Jason Hamman
Black Voices Matter	Jillian Dotson
Bett Book Club	Mary Heeringa
Car	Joseph Phillips
Drama / Thespians	Katie Howard
Debate	Joe Rankin Kathleen VanTieghem
Fellowship of Christian Athletes (FCA)	Chris Adams
French Club	Sheila Conrad
Future Business Leaders Of America (FBLA)	Sarah Roeder
Family, Career & Community Leaders of America (FCCLA)	Elizabeth Kieffer
German Club	Erin Law
Growl/ Beacon	Connie King
Key Club	Jennifer Schneckloth
LGBTQ+	Adam Hopkins
National Honor Society	Angela Farmer
Robotics	Rebecca Carton
RSVP	Maddie Koepnick
SAVE	Spencer Mesick
Science Club	Amanda Bohnert
Scholastic Bowl	Adam Hopkins
Spanish Club	Adam Hopkins
Speech and Debate	Joe Rankin Kathleen VanTieghem
Student Council	Christina Burroughs Katy Mahoney Rachel Medina

If you wish for more information regarding any of these clubs and/or organizations, please contact the Bettendorf High School Activities Department.

INTERSCHOLASTIC SPORTS

The following interscholastic sports are offered at Bettendorf High School for all grades. For further information, phone the Activities Office at 332-4516.

Girls			
Fall	Winter	Spring	Summer
Cross Country	Basketball	Golf	Softball
Swimming	Bowling	Tennis	
Volleyball	Cheerleading	Track	
Cheerleading	Dance/Drill	Soccer	

Boys			
Fall	Winter	Spring	Summer
Cross Country	Basketball	Tennis	Baseball
Football	Bowling	Track	
Golf	Swimming	Soccer	
Cheerleading	Wrestling		

MISSISSIPPI ATHLETIC CONFERENCE: The Mississippi Athletic Conference includes the Bulldogs, the four Davenport schools, Clinton, North Scott, Muscatine, Pleasant Valley and DeWitt Central will join the MAC conference 2020-2021. It is tradition at BHS to be a good sport and worthy hosts! Keep up the tradition.

ATHLETIC DEPARTMENT

PHYSICALS, INSURANCE, ACKNOWLEDGMENT, AND CONSENT FORMS:

Any student wanting to participate in athletics, cheerleading or dance/drill team must complete the following requirements before joining one of the athletic teams:

- 1. PHYSICAL EXAMINATIONS:** The Iowa State Athletic Association/Union's and the Bettendorf School Board requires that all athletes, cheerleaders and dance/drill team members have physical exams **before** they are eligible to participate.

These exams may occur any time after May 1, proceeding the next school year. Should you want the exam to be completed by your family physician, please secure the examination form from the Activities Office. (Your physician must use this form.) Every year, each student shall present to the student's Superintendent or Superintendent's designee, a certificate signed by a licensed Physician and surgeon, Osteopathic physician and surgeon, Osteopath or qualified Doctor of Chiropractic, to the effect that the student has been examined and may safely engage in athletic competition. The certificate of physical examination is valid for the purpose of this rule for one (1) calendar year. A grace period not to exceed thirty (30) days is allowed for an expired physical.

(Each doctor of chiropractic licensed as of July 1, 1974, shall affirm on each certificate of physical examination completed that the affidavit required by Iowa Code section 151.8 is on file with the Iowa Board of Chiropractic Examiners.)

All **freshmen** are required to get a complete physical from their own physician and pay the cost of the examination.

SCHOOL SPORTS PHYSICALS FOR SOPHOMORE, JUNIOR AND SENIOR STUDENTS:

The Official School Physician will examine, (for a fee of \$10 dollars) which is donated to the Bettendorf Athletic Boosters Club), all student athletes, cheerleaders and dance/drill team in the sophomore, junior and senior years. This examination will be given in early May.

At the Physicians' request, sports physicals may not be copied or duplicated for camps, college, etc.

INSURANCE: The Bettendorf High School policy requires all student athletes, cheerleaders and dance/drill team to be covered by insurance. (Health and Accident) This can be done in two ways:

- > By having family insurance. If this is the case, you are required to have an acknowledgment sheet filled out by parent/guardian and then return it to the Activities Office.

CONSENT FORM: Parents must consent to their student's participation in sports, knowing on some occasions that serious, perhaps crippling, injuries may occur.

- 2. Head's Up Concessions** – parents and students must sign before participation
- 3. Code of Conduct** – parents and students must sign before participation

SPECIFIC RULES - BETTENDORF POLICY/RULES

A. ELIGIBILITY RULES (The Scholarship Rule (No Pass No Play Rule) enacted by the Iowa State Legislature in 2006)

1. To be eligible to compete in extracurricular activities a student **must pass all courses** in which they are enrolled. The building policy regarding administrative withdrawals from courses (10 days) will apply.
2. All students in **grades 9 - 11** must pass all courses per grading period. If a student is administratively withdrawn from any course within the first ten days of the term, a student may be eligible by satisfactorily completing three courses.
3. All students in **grade 12**, must pass three classes per term or a total of six classes per semester (18 weeks). If a student is administratively withdrawn from any course within the first ten days of the term (9 weeks), a student may be eligible by satisfactorily completing two courses, however, a twelfth grade student must pass six courses per semester (18 weeks) to be eligible to compete.
4. Any student who fails to meet the above requirements is ineligible for thirty calendar days beginning the day grades are reported to the registrar for report card purposes. If a student's grade remains an F at the conclusion of the thirty day ineligibility period, the student's ineligibility status will continue to the end of the term. If the student then fails the course their thirty-day ineligibility period will extend into the following term.
5. Should a student fail a course during a term in which they are not participating in a sport, the period of ineligibility will be deferred until student's next bona fide athletic season. Questions regarding academic eligibility should be directed to the Activities Director.

B. ELIGIBILITY REQUIREMENTS STUDENT ATHLETES (As set forth by the IHSAA & IHSGAU) YOU ARE NOT ELIGIBLE IF:

- If you do not have a physician's certificate of fitness issued this school year or if you are 20 years of age or over.
- If you fail any course.
- If you have attended high school for more than eight (8) semesters. (20 days of attendance or playing in one contest, constitutes a semester).
- If you were out of school last semester or if you entered school this semester later than the second week of school.
- If you have changed schools this semester. (Except upon HELP change of residence by your parents)

- If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or, if you have ever received any money for expenses or otherwise, for your participation in an athletic contest.
- If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent or designee. Example: While you were out for wrestling and during wrestling season you want to participate on an outside school wrestling team or tournament, you would have to have permission from the school superintendent or designee or you would be declared ineligible. Once wrestling season is over, you may participate without written permission.
- If you have ever trained with a college squad or have participated in a college event.
- If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.
- Student declared ineligible under the prior school district's Good Conduct Rule and then without having completed the full period ineligibility at that school transfers to Bettendorf High School, will not be eligible for interscholastic competition at Bettendorf High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Bettendorf High School as far as any Good Conduct Rule is concerned.

C. DUE PROCESS - ACADEMIC ELIGIBILITY STUDENTS GOVERNED BY IGHSAU/IHSAA RULES

A student athlete, cheerleader, dance/drill, drama and/or debate team member or parent contesting the declared ineligibility of a student based on these rules, shall be required to state the basis of their objections in writing and also their request for oral hearing, addressed to the Executive Office of the Iowa High School Athletic Association or Iowa Girls' High School Athletic Union. The executive officer shall then schedule a meeting of the executive board within 20 days of receipt of such objections, giving at least five days written notice of said hearing, unless a shorter time is mutually agreeable.

The executive board shall consider the evidence presented including statements by the appellant's legal counsel and make written findings of its decision within five days of the hearing, mailing a copy forthwith to said appellant.

D. APPEALS - IGHSAU & IHSAA RULES: If the claimant is still dissatisfied, an appeal may be made in writing to the State Board of Education by giving written notice of the appeal to the Executive Officer of the IHSAA or IGHSAU with a copy by registered mail, to the State Director of the Department of Education. Such appeal shall be taken within ten days after the date of mailing of the decision of the governing organization. The State Director of the Department of Education shall establish a date for hearing within 20 days of receipt of said written notice of appeal by giving five days written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the State Board of Education shall be applicable.

BCSD CODE OF CONDUCT: ATHLETIC AND STUDENT CO-CURRICULUR ACTIVITY

Code No. 503.4R1

The Board of Directors of the Bettendorf Community School District offers a variety of voluntary activities and athletic programs designed to enhance the classroom education of its students.

Participation in Bettendorf Schools Athletic and Co-Curricular Activity Program is a privilege. School athletics and co-curricular activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

Students who participate in athletics and co-curricular activities serve as ambassadors of the school district through the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in athletics and co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or highly inappropriate.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal/designee shall keep records of violations of the Good Conduct Rule.

It shall be the responsibility of the Superintendent to adopt rules and regulations for school athletics and co-curricular activities. Students wanting to participate in school athletics and co-curricular activities must meet the requirements set out by the School District for participation in the activity.

ATHLETIC AND CO-CURRICULAR RULES AND REGULATIONS:

Activities and organizations subject to the Good Conduct policies include all athletic programs, non-curricular band and choral activities,* speech, cheerleading, dance/drill team, step team, debate, drama and elected or honorary positions, including class officers, student council officers, Homecoming (and other formal dance) Kings and Queens and all other school activities and organizations wherein students participate on a voluntary basis.

**A curricular band or choral activity is any performance that is required of all band and choir students as part of their grade.*

Advisors and coaches for athletics and co-curricular activities will provide students information on code of conduct. Students will adhere to the Athletic and Co-Curricular Code of Conduct during the school day and out of school, 365 days a year.

To retain eligibility for participation in Bettendorf Athletics, and Co-Curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. There are added responsibilities as role models because you are representing Bettendorf Schools.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule, will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, sale or purchase of tobacco products, alcoholic beverages or illegal drugs under Iowa law or unauthorized possession, use, sale or purchase of otherwise lawful drugs as defined in section 124.101 subsection 5 of the Code of Iowa. The good conduct policies are upheld anywhere in the United States or foreign countries, even where the above actions may be legal.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted or adjudicated for the act.
- Highly inappropriate or offensive conduct for a student such as assaulting staff or students (fighting), gross insubordination (talking back or refusing to cooperate with authorities), hazing, bullying or harassment of others.
- Committing repeated minor violations or any one serious violation of any written policy, rule or regulation approved by the Board of Education.

The Bettendorf CSD Code of Conduct is in effect 365 days a year. Violations accumulate throughout a student's high school years, grades 9-12.

Local school rules may be more restrictive than those of the Iowa High School Athletic Association (IHSAA) or the Iowa Girls High School Athletic Union (IGHSAU). The coach and/or sponsor of each individual activity may issue additional eligibility requirements and regulations.

The school principal may declare a student ineligible for extra-curricular activities if that student displays conduct that is highly inappropriate as a student and/or citizen of the school and the community.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be declared ineligible.

Penalties:

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

1. **First Offense** - Suspended for 33% of contests in the first sport or activity in which they participate.
2. **Second Offense** – Suspended from competition for a minimum of 40 days to a maximum time of 6 months. suspension will begin with the first contest or event in which the student would be eligible to participate. Prior to the completion of the initial 30 days of the suspension, a Review Board will determine whether to lift the suspension or continue with it. Input from coaches and the rehabilitation counselors from intervention programs will be sought. Students who fail to comply with the assessment and subsequent intervention program will remain ineligible and their suspension will be carried out for the maximum 6-month period.
3. **Third Offense** – Suspended for one year to remainder of sport eligibility of student. The Review Board (one administrator, the activities director, student’s coach/director, another coach/director not in that sport/activity and a counselor) will decide suspension following a hearing.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not competed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

Violations Occurring During Ineligibility:

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

To Regain Eligibility:

- A. An ineligible student (applies to first and second offense) shall attend all practices or rehearsals but may not “suit up” or perform/participate. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration’s discretion, will attach when the student next seeks to go out for an activity in which they would typically be a participant subject to the twelve month limitation above (this determination is made solely by the activities director).
- B. Upon conviction, confirmation by school officials or admission of a drug-related or alcohol-related incident, the student must enroll in screening by C.A.D.S (Center for Alcohol and Drug Services) or other approved agency and complete the evaluation as stipulated by coach and Athletic Director. Any cost of screening and rehabilitation is the responsibility of student and /or their parents.
- C. The student must establish and then perform community service with activities director approval.
First Offense: 10 hours of service.
Second Offense: 20 hours of service

Good Conduct Violation-Length of Suspension

<u>Sport</u>	<u># of contest(s) dates*</u>	<u>33%</u>
Cross Country	10	4
Swimming	12	4
Volleyball	14	5
Football	9	3
Golf	12	4
Basketball	21	7
Wrestling	15	5
Tennis	12	4
Track	12	4
Soccer	15	5
Softball	40	14
Baseball	40	14
Goldusters	9	3

Cheerleading, Drama, and Debate (Length of ineligibility will be determined by the Coach, Sponsor and Administrator based on the number of events.)

*Number of contest(s) dates is based on final season schedule.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Code of Conduct occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Appeals:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination by the building principal by contacting the principal within (5) business days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, they may seek further review by contacting the superintendent within (5) business days of the principal's decision.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the Superintendent's administrative assistant at least (2 business days) prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18 years old) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Mississippi Athletic Conference & Iowa State Association Sportsmanship Rules

If you are ejected from a game:

- 1st Offense - must sit out of next contest
- 2nd Offense - must sit out of next 4 contests
- 3rd Offense - ineligible for the remainder of that sports season

The offense and penalty is specific to that sport; it will carry over to the next season if the time period requires such penalty.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES:

An individual student who attempts to participate in too many extra-curricular activities will undoubtedly be in a position of conflict of obligation. The Activities Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and consequently will attempt to schedule events in a manner so as to minimize conflict.

When conflicts do arise, the sponsors will get together and work out a solution on behalf of the student. If a solution cannot be found, then the student will have to make a decision based on the following:

- a. State competition takes priority over regular scheduled contests or practices.
- b. The relative importance of each event.
- c. The importance of each event to the group involved.
- d. The relative contribution the student can make.
- e. How long each event has been scheduled.
- f. Make a decision in cooperation with the parents.

Students who have conflicts with school activities will not be punished by the sponsor of the activity the student chose not to participate in due to the obligations of another activity.

UNAUTHORIZED POSSESSION OF SCHOOL-OWNED EQUIPMENT:

No BHS student involved in extra-curricular activities shall have in their possession any school-owned equipment, from this school or any other school, athletic department, other than school equipment approved to be worn in public, such as for practice, games or meets. Indefinite suspension until said equipment is returned in reasonable condition; or the school is reimbursed for replacement value. If equipment is returned in unsatisfactory condition, the equipment will be turned in and the student will be charged.

- a. First offense - up to six weeks maximum suspension-BHS Administrative decision.
- b. Second offense - up to permanent suspension and/or prosecution- BHS Administrative decision.

GENERAL RULE

A. ATTENDANCE IN SCHOOL:

1. Students in extracurricular activities will be allowed to practice, rehearse or participate in contests or school related activities (including awards ceremonies) on any given day **only if they are in school all periods of that day**. Exceptions may be made through the principal's office by making arrangements in advance.
2. Unexcused single period absences (including PRIDE/Advisory time) during a given day will cause a student involved in activities or athletics to be withheld from practice, rehearsal or contest on that day. Students need to be punctual to class. Excessive tardies (3=unexcused absence) can result in a student being declared ineligible for practice, rehearsal or contest/event.
3. Students, involved in extra-curricular activities, administratively suspended from school will not be allowed to practice, rehearse, or compete or attend events during the suspension.

B. CHANGING SPORTS:

Students involved in extra-curricular activities will be allowed to transfer from one sport to another during a given season only upon the mutual agreement of both coaches and with approval of the athletic director. Should a student quit a sport during the season, he/she will not be allowed to join another sport squad during their preseason practice. It will be necessary to wait until the end of one sport season ends before joining the next sport team, etc.

C. REPORTING FOR PRACTICE:

1. Students involved in extra-curricular activities will report to the locker room not more than ten minutes before practice is scheduled to start.
2. On days of contests, report no earlier than the time determined by the coach.
3. For after school practice, be dressed and ready to practice 20 minutes after dismissal.
4. Training Room - (First-aid) The purpose of this room is to care for and to prevent athletic injuries.
 - a. All school first-aid materials are to remain in the training room or in first-aid kits (under the direction of the trainer or student trainers at practices or games/meets).
 - b. At no time should there be any first-aid materials in student lockers. This includes adhesive tape.
 - c. Telephones may be used only when a head trainer or a coach consents to such use and the coach/trainer is in the room.
5. Attire: Students are expected to practice, rehearse and compete in attire no less expected in competition (shirtless, jogging barefoot, bras, undergarments not permitted)

D. PERSONAL APPEARANCE:

It is a coach's discretion to establish reasonable guidelines at the beginning of each sports season to protect the health and safety of the student athlete, cheerleader, dance/drill team member and encourage good grooming.

E. CONDUCT ON TRIPS:

It is up to the coach's/activity sponsor's discretion to establish reasonable guidelines at the beginning of each season to the effect that: Students who have conflicts with school activities will not be punished by the sponsor of the activity the student chose not to participate in due to the obligations of another activity.

F. BUS BEHAVIOR:

1. Students involved in extra-curricular activities will be expected to behave with P.R.I.D.E. at all times on buses.
2. When sack lunches are taken on trips, students will please:
 - a. place all waste and refuse in sack.
 - b. take sack off bus upon returning to school.
 - c. deposit sack in wastebasket in their locker room.
3. Damage to buses caused by students involved in extra-curricular activities will be paid for by the involved students. Said students involved in extra-curricular activities, by this kind of behavior, will be risking dismissal or suspension from the activity.

G. RETURNING FROM OUT-OF TOWN CONTESTS:

Student involved in extra-curricular activities will return from all out-of-town contests with their groups or squads and by school transportation. EXCEPTIONS can be made by a parent sending an email to the Activities Director requesting the exception. No phone calls will be taken. Emails must be sent to the Activities Director at least 24 hours before the contest. Students may ride home only with their parents. Permission will not be given to students who request to ride with friends or parents other than their own. Please do not make spontaneous requests to simply ride home with parents rather than on the bus or van.

H. STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES DRIVING TO PRACTICES OR CONTESTS IN THE LOCAL AREA:

Whenever possible and practical, it is our practice to furnish school transportation to practices and contests. However, occasionally it is necessary for us to have students report to the site rather than furnish school transportation. In cases where students are asked to drive, we expect and encourage them to observe the following:

1. Observe all traffic regulations.
2. Practice safety.
3. Take the shortest, safest route to and from site.
4. Have valid driver's license on person or in car.
5. Have proper insurance to cover passengers in the car.
6. Owner is primary insurance carrier. Bettendorf Community School District insurance is secondary carrier for liability insurance.

I. ATHLETIC, CHEERLEADERS, DANCE/DRILL TEAM, DEBATE AND DRAMA AWARDS:

1. Awards, Numerals, Junior Varsity Letters, Major Letters and Hardware are considered school property until such time as the student athlete, cheerleaders, dance/drill team member either drops, transfers or graduates from school.
2. Should an athlete cheerleaders, dance/drill team member be suspended from a SQUAD for disciplinary reasons, the Administration has the option to ask him/her to turn in the awards until such time as the student athlete, cheerleader, dance/drill team member has been reinstated in good standing.
3. Should this action be necessary, the student athlete, cheerleader, dance/drill team member will have until the end of the next sports season to reinstate himself/herself at which time the awards will be returned.

J. PROCEDURE WHEN LEAVING A SQUAD:

When dropping, or upon being dropped from a squad, students will:

1. Notify the coach, director or sponsor.
2. Turn in all school gear the same day you drop.

K. INJURY REPORT:

- A. Students injured during contests, practices or performances should make sure the athletic trainer has filled out an injury report and submitted it to the Activities Office. Students and parents, have the responsibility to initiate the insurance claim if injury resulted in ambulance service, doctor's care or hospital expenses. Remember--insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.
- B. Injury report forms should be picked up at the nurse's office.

LOCKER ROOM PROCEDURES

LOCKERS WILL BE ISSUED TO STUDENT ATHLETES BY THE P.E. DEPARTMENT:

1. Keep locker locked at all times except while actually at your locker. Even while taking a shower, lock your locker!
2. Keep your combination to yourself.
3. DO NOT bring large sums of money or valuables to locker room.

EQUIPMENT:

1. In most activities, equipment will be issued to participants. Participant will be responsible for said equipment.
2. All equipment will be returned when a student finishes the activity, either at the end of the season or upon quitting the activity. This is to be done immediately!

3. It is the responsibility of the student to pay for lost or damaged equipment. The cost will be determined by the activities director and will be based on replacement cost of equipment. New equipment will be issued only upon receipt of payment for lost article.
4. School owned equipment is to be worn only by the student and only at scheduled events, not during the school day.
5. Schools are prohibited by law from selling used equipment to students. Please do not ask to buy used school-owned items.
6. Students found wearing school-owned equipment in public, other than designated events, will subject themselves to disciplinary action.
7. Attire should be comparable for practices/rehearsals/performances/competitions. All student athletes are expected to adhere to the Appropriate Student Attire for School and School Sponsored Activities as outlined in page 52 of this handbook.

EQUIPMENT ROOM:

All equipment will be stored in, and issued from an equipment room. At no time is there to be unauthorized personnel in this room. Authorized personnel defined as school employees, (adult or student); certain specified student managers and members of the adult staff.

LOCKER ROOM BEHAVIOR:

When reporting to and leaving the locker rooms via the upper level, students should always go through the west lobby and down the steps. Traffic through the lobby gymnasium is neither necessary nor wanted as it causes problems both during P.E. classes and athletic practices.

SUPERVISION

- a. At no time is it permissible for individuals or groups to be anywhere in BHS without authorized supervision.
- b. At no time will individuals be present during an official activity, practice or rehearsal.
- c. Students will refrain from using equipment not specifically for their activity.
- d. Students are not to be in the fitness center without authorized, adult supervision.

NCAA ELIGIBILITY REGULATIONS - PROPOSITION 48

In order to practice and play as a freshman at an NCAA Division I or Division II college, the student-athlete must satisfy the requirements of NCAA Bylaw 14.3, commonly known as the NCAA Clearinghouse. Students interested in additional information regarding the NCAA Clearinghouse should contact their school counselor.

NAIA Eligibility Center

Every student interested in playing NAIA sports **MUST** register with the NAIA Eligibility Center.

Statement of Support

Student Discipline Policies

Notice is hereby given that the Bettendorf Board of Education has approved student discipline policies. Members of the Board of Education support the approved student discipline policies for the 2018-2019 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 2019-2020 school year.