

# Mark Twain Steamers



2017 - 2018  
Handbook

**MARK TWAIN ELEMENTARY SCHOOL**

1620 Lincoln Road ♦ Bettendorf, Iowa 52722 ♦ 563-359-8263 ♦ Fax 563-355-2735  
[mt.bettendorf.k12.ia.us](http://mt.bettendorf.k12.ia.us)

August 2017

Dear Parents and Guardians,

This handbook has been prepared to provide parents and students with information regarding the policies and procedures of our school. Please read it carefully so that you are aware of our policies and then keep it handy to serve as a reference throughout the year. The purpose of this handbook is to promote communication, understanding, and cooperation, and to work with families to make this a year full of learning and growing for each child.

Strong parental involvement in their child's schooling is linked to improved student academic achievement, behaviors, accountability, social skills, and attendance. The staff at Mark Twain Elementary School invites you to be actively involved in your child's education by getting to know your child's teacher, visiting your child's classroom, joining the PTA, attending Parent-Teacher conferences, and volunteering at school. Please contact us at 359-8263 or stop by the office in person at any time you have questions or concerns about your child's learning. We are here to assist you and your child!

Please access our website, [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us), for more information about Mark Twain Elementary School and the Bettendorf Community School District. If you do not have internet access at home, we are happy to provide you with a hard copy of any materials you need. Contact the office at any time to make arrangements.

I would like to welcome you and your child to Mark Twain Elementary School for another exciting year of learning and growing together! We look forward to working with you to make the 2017-2018 school year the best ever!

Sincerely,

Caroline Olson, Principal  
Mark Twain Elementary

# Key Information for Mark Twain Parents

## STUDENT DISCIPLINE

The staff members at Mark Twain Elementary are committed to providing a predictable, consistent, positive, and safe environment for all students. We focus on noticing students who are doing the right thing and making good choices, and we celebrate the appropriate behaviors our students display. Mark Twain Elementary School has developed three expectations for student behavior:

***M – Use Good Manners***

***T – Think and Learn***

***S – Be Safe***

These three behavioral expectations are posted throughout our building, and all staff members share this common language with students to talk about procedures and behavior. At the beginning of the school year, adults model and practice what each behavior expectation looks like in various school settings, including the lunchroom, hallways, playground, restrooms, and classrooms. Our behavioral expectations continue to be modeled, practiced, and reinforced throughout the school year.

Children may be acknowledged for appropriate behavior in a variety of ways: through verbal praise, MTS tickets, coins, or links to make a classroom chain. These are very visual reminders of positive behavior displayed by our students. As the year continues, we will celebrate our positive behavior successes in many different ways.

Although we work to reward positive behaviors, we also provide consistent consequences for inappropriate behaviors. Consequences for inappropriate behavior may include missing recess, staying after school, in-school suspension, and out-of-school suspension. Physical fights will not be tolerated and may result in an out-of-school suspension.

## TURN-AROUND PROCEDURES AND PARKING LOT

In order to comply with city ordinances, cars may not park in the fire lane in the turn-around in front of the building off Lincoln road. Visitors and parents should park in the designated parking spaces.

There are two things you as parents can do to help us keep all Mark Twain students safe. First, please reinforce the following messages that we teach our students:

- ***Stay on the sidewalk***
- ***Don't cross the driveway unless you are with an adult***
- ***Follow the directions of the crossing guard and safety patrol***

Second, **never instruct your child to cross the driveway to your car.** Instead, we ask that you go over to the sidewalk to pick up your child. All students at Mark Twain are taught to stay on the sidewalk, even if a parent tells them to run across the driveway.

The 18<sup>th</sup> Street parking lot is for staff parking only. Those outside doors will not be open for parents or students to enter the building. All access to the building will be through the front doors only.

## **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 2017-18 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 2017-18 school year.

**ELEMENTARY HANDBOOKS  
COMMON ALPHA SECTION**

**2017/18**

## **ADMINISTRATIVE TRANSFER WITHIN DISTRICT**

In certain cases an elementary school may not be able to accommodate all the children at a certain grade level and remain within class size guidelines established by the Board of Education (K-3, 22 students and grades 4-5, 25 students). In order to maintain these guidelines, children from one school are transferred to another elementary school within the District; one that has space available in the grade needed.

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

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

## **AFTER SCHOOL**

Students must leave the school grounds at dismissal unless waiting for a ride. Since there is no playground supervision after school, play activity is not allowed on the school grounds during this time. Children are expected to go home directly after school.

Bus students will meet in the designated area with the adult supervisor, check in, and be seated. If the supervising person takes bus students outside, students are to stay in the assigned area only.

After school plans must be made prior to the school day. Therefore, students will not be granted permission to use the phone at the end of the school day to make play arrangements. We reserve the phone for unavoidable circumstances.

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

## **ANIMALS**

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

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

## **ANNUAL NOTICE - STUDENT RECORD INFORMATION (FERPA)**

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

## **ANTI-BULLYING/HARASSMENT**

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

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

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

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### COMPLAINT PROCEDURE

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

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

### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

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

### RESOLUTION OF THE COMPLAINT

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

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



## POINTS TO REMEMBER IN THE INVESTIGATION

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

## CONFLICTS

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

## APPOINTMENTS/PICKING UP STUDENTS

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

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

## ATTENDANCE

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

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

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

### **Absences:**

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

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

**Tardies:**

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

**Vacation:**

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

Please refer to the following Board Policies regarding compulsory attendance, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

**BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS**

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

**BREAKFAST**

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

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

## **BUS TRANSPORTATION**

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

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

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

## **CELL PHONES & ELECTRONIC DEVICES**

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

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

## **CHOICE ENROLLMENT WITHIN DISTRICT**

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

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

### **COMMUNICABLE DISEASES**

Please refer to Board Policy #507.3R1, Communicable Diseases – Student Regulation, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

### **CORPORAL PUNISHMENT**

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

### **CRIMINAL GANGS**

Please refer to Board Policy #503.6, Criminal Gangs within the School Setting, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

### **CROSSING GUARDS**

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

### **DISTRIBUTION OF MATERIALS**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

## **DRESS CODE**

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

## **DRUG FREE SCHOOL ZONES**

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

## **EDUCATIONAL EQUITY POLICY**

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

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

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

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

respect and appreciation for the cultural diversity found in our country and as awareness of the rights, duties, and responsibilities of each individual member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Lana LaSalle, District Equity Coordinator, Thomas Jefferson Elementary School, 610 Holmes 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.

### **EMERGENCY PROCEDURES**

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

### **EXTENDED LEARNING PROGRAM (ELP)**

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

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

### **FIELD TRIPS**

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

### **HOMELESSNESS**

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

## **HOMEWORK**

Please refer to Board Policy #505.9, Homework, and #505.9R1, Homework Regulation, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

## **HUMAN GROWTH AND DEVELOPMENT INFORMATION**

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

## **IMMUNIZATIONS**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

## **INCLEMENT WEATHER GUIDELINES**

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

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

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

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

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

### **INJURY OR ILLNESS AT SCHOOL**

Please refer to the following Board Policy, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

### **INTERNET**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](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 Web Page Policy
- 605.6E1 Internet Access Denial Form
- 605.6E2 Student Internet/Network Acceptable Use Agreement
- 605.6E3 Network/Internet Appropriate Use Violation Notice

### **LUNCH**

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

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



## **MOVING**

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

## **MULTI-CULTURAL GENDER FAIR EDUCATION**

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

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

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

Inquiries regarding compliance with equal educational opportunity shall be directed to the compliance officer by writing to Lana LaSalle, District Equity Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, Iowa 52722; or by telephoning 563/359-3681; or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administration office and the administrative office in each attendance center.

## **NOTICE OF NONDISCRIMINATION**

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

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with

Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, IA 52722, 563-359-8261, 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](http://www.bettendorf.k12.ia.us)

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

### **GRIEVANCE PROCEDURE**

It is the policy of the Bettendorf Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, IA 52722, 563-359-8261 or [llasalle@bettendorf.k12.ia.us](mailto:llasalle@bettendorf.k12.ia.us). Office hours are 7:30 a.m. to 3:45 p.m., Monday through Friday.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

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

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the

Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

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

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

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

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

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 30 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

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

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

The decision of the Superintendent/Board in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

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

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

## **OPEN ENROLLMENT BETWEEN SCHOOL DISTRICTS**

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

You may also refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled for parents after the first trimester and the second trimester. Conferences may be arranged at any other time by either the parent or teacher.

## **PARENT INVOLVEMENT**

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

## **PARENT PORTAL**

Parents can now update their household, family member and non-household contact information through their Infinite Campus Parent Portal account. IC Parent Portal is the system that allows parents to securely access information about their student such as attendance and lunch accounts, and to update

contact information via the internet. It is critical to the health and safety of your student that you keep your contact information up-to-date.

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

If you have not yet obtained access to IC Parent Portal, please contact your building secretary to receive necessary information to obtain an account. During summer break, parents at all elementaries, except Armstrong, should contact the Administration Center. If you have established a parent account but cannot remember your login information, contact Cindy Kothenbeutel at 359-3681 x 3030.

## **PARTIES**

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

Parents are encouraged to follow the Healthy Kids Act guidelines when sending treats to school. These guidelines are available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us) under Services/Nutrition Services.

## **PARTY INVITATIONS**

Party invitations will not be distributed on school property.

## **PHONE USE & MESSAGES FOR STUDENTS**

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

## **PHYSICAL RESTRAINT OF STUDENTS**

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 on 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.

See also Board Policy #503.5, Corporal Punishment, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us).

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 Website link: <https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

### **RECESS**

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

### **REGISTRATION AND BOOK RENTAL FEES**

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

Grades K – 5: \$70.00 per year

## **RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

## **REPORTS OF ABUSE OF STUDENTS BY EMPLOYEES**

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

The designated investigator and alternates are:

### **LEVEL I:**

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

### **LEVEL II:**

Investigator	James M. Sweeney (323-5922)
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## **SAFE SNACKS**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

## **SAFETY**

### **Unsafe Items**

Matches, lighters, guns (including water guns, and toy pistols), knives, and hard balls of any kind are forbidden at school. These items will be taken from the pupil and the parent will be contacted. At that time, disciplinary action will be discussed, including possible suspension or expulsion. Please refer to Board Policy #502.6, Dangerous Weapons, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

### **Door-to-Door Solicitation**

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

## **PARENTS AND SCHOOL SAFETY**

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.

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

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

Impact Level	Notification Response
<p><b>A Low Impact Incident</b> 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><b>Example:</b> Temporary power/services disruption</p>	<ul style="list-style-type: none"><li>• Email</li></ul>
<p><b>A Moderate Impact Incident</b> 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><b>Example:</b> A gas leak or a threat to the school</p>	<ul style="list-style-type: none"><li>• Email</li><li>• Text message</li><li>• Posted message on school website</li></ul>
<p><b>A High Impact Incident</b> 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><b>Example:</b> An intruder in school or the use of a weapon in school resulting in injuries to students or staff</p>	<ul style="list-style-type: none"><li>• Phone message</li><li>• Text message</li><li>• Email</li><li>• Posted message on school &amp; district website</li><li>• Press release</li></ul>

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

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

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

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

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

*Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.*

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

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

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

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

## **SCHOOL-BASED SUPPORT SERVICES**

The Bettendorf Community School District, in conjunction with the Mississippi Bend Area Education Agency (AEA) and other community agencies, provides many school-based support services. The purpose of these services is to reduce barriers that may interfere with student success or to enhance educational

opportunities for students. Parents interested in these school-based support services may contact the principal or school counselor at their student's school. A list of school-based support services is included in the addendum.

### **SEARCH AND SEIZURE REGULATION**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

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

### **SECURITY CAMERAS**

Please refer to Board Policy #804.7, Security Cameras, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

### **SMOKING - DRINKING - DRUGS**

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

### **SPECIAL CLASSES**

All Bettendorf Elementary Schools offer special classes including Art, Music, and PE. Fourth and fifth grade students are eligible to participate in orchestra. Fifth grade students only are eligible to participate in band. Each child in band or orchestra receives a weekly individual lesson in our building.

### **SPECIAL INSTRUCTIONAL SERVICES**

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

## **STUDENT BEHAVIOR AND DISCIPLINE**

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

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

## **STUDENT DIRECTORY INFORMATION**

Board Policy #506.2R1 states:

The student handbook or similar publication which contains general information about the school and is given to each student shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal no later than two weeks following the start of the school year. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, 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 SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

## **STUDENT MEDICATION ADMINISTRATION**

Please refer to the following Board Policies, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

- #507.2 Administration of Medication to Students
- #507.2R1 Student Medication Administration Regulation
- #507.2E1 Administration of Medication to Students (Parent letter)

- #507.2E2 Parent Authorization & Permission for Administration of Prescriptions and Over the Counter/Nonprescription Medication
- #507.2E3 Authorization - Asthma or Airway Constricting Medication Self-Administration Consent Form – Inhalers & Epi-Pens

### **TOYS AND GAMES**

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

### **VISITATION BY PARENTS**

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

### **VISITATION BY STUDENTS**

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

### **VOLUNTEERS**

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

### **WELLNESS**

Please refer to Board Policy 507.9, available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

**ELEMENTARY HANDBOOKS  
COMMON ADDENDUM**

**2017/18**

## **Addendum**

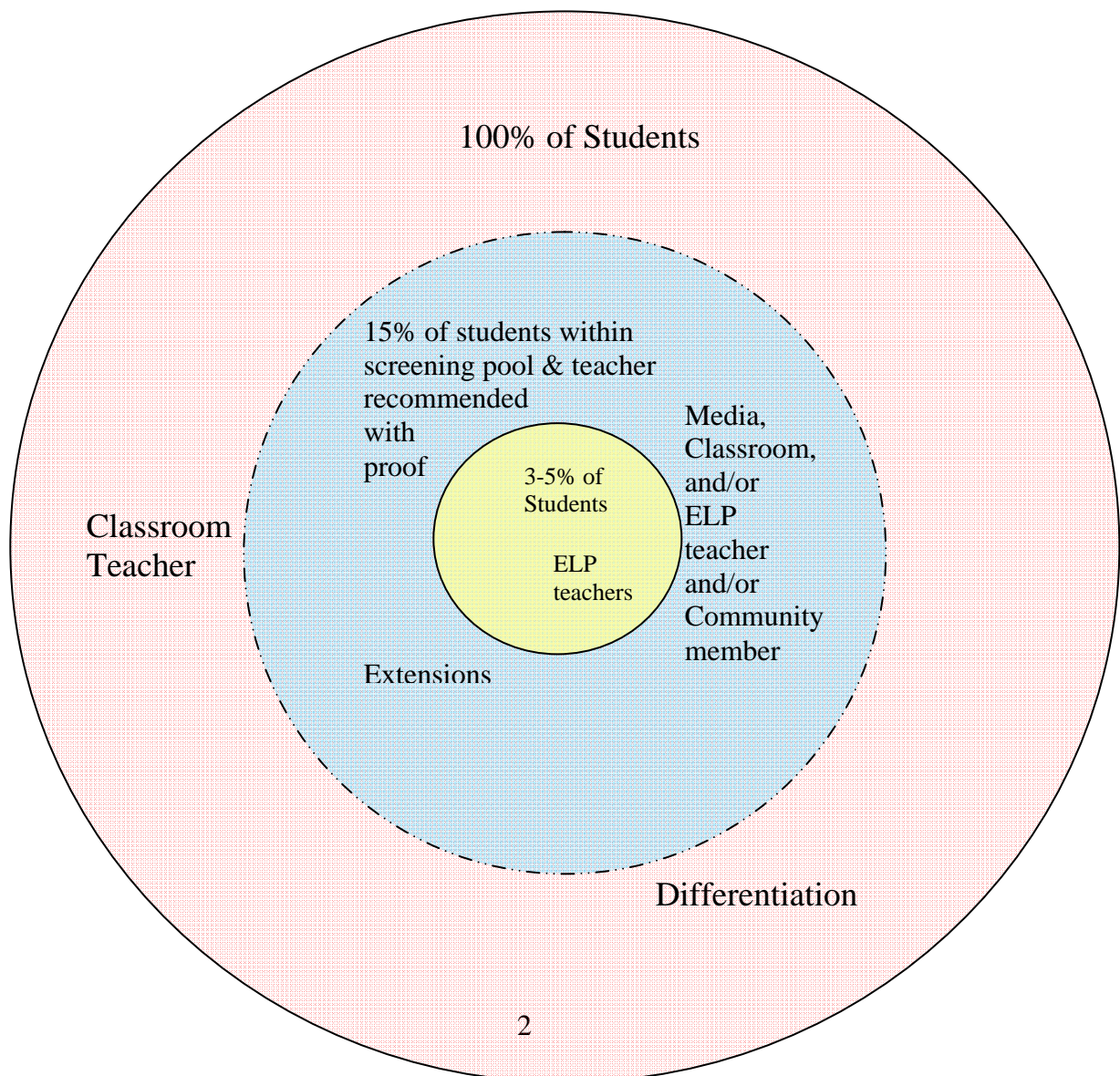
The following attachments are included for your information concerning school district policies and legal requirements:

Extended Learning Program (ELP)	Page 2
Homeless Students	Page 8
Protection of Pupil Rights Amendment (PPRA)	Page 9
School-Based Support Services	Page 10
Special Instructional Services and Alternate Options in Education Programs	Page 11

## School Wide Instructional Model (SWIM)

In alignment with the Bettendorf Community School District's Policy on Educational Philosophy, the School Wide Instructional Model (SWIM) has been designed to graphically reflect our philosophy of teaching and learning. The SWIM model through graphic representation illustrates that schools provide a specialized staff that help students to acquire essential knowledge and skills. Students should be provided with a wide variety of learning experiences, a range of teaching styles, and instructional strategies to maximize learning.

All students are provided with differentiation of instruction provided by the classroom teacher. Students that demonstrate a need for extensions of the regular curriculum will be provided extended learning experiences by the teacher librarian, classroom teacher, community member and/or ELP teacher. Students that demonstrate high ability, high creativity and high task commitment will be provided learning experiences by the Extended Learning Program (ELP) teacher.





## **Elementary Services**

### **Classroom Differentiation Services**

Learners will be provided with a variety of differentiation options within the regular classroom. A flexible evaluation of a student's need for differentiation services occurs throughout the school year by the classroom teacher.

### **MTSS Time**

MTSS are for high ability students or students with a teacher recommendation based on academic proof. These services are for a small group of students working on a focused activity for a specific period of time. MTSS provide an opportunity to extend the curriculum. MTSS may be facilitated by the teacher librarian or ELP teacher for 4-6 weeks from data related to literacy and math.

### **Extended Learning Program (ELP)**

Fourth and fifth grade students who demonstrate educational needs beyond extensions and the classroom differentiation opportunities will be considered for this level of ELP services. This level of services follows the Autonomous Learner Model by George Betts. It has five different dimensions: orientation, individual development, enrichment, seminars, and in-depth study. These students meet with the ELP teacher weekly. This is designed for 3-5% of the students in grades four and five.

## **Middle School Services**

### **Classroom Differentiation and Extensions**

Learners may be provided an opportunity to show mastery of the material in a shorter time span and subsequently engage in challenging activities within the classroom that are subject-related. In addition, in selected classes extensions will be provided for high ability students or students with a teacher recommendation based on academic proof. These services are for a small group of students working on a focused activity for a specific period of time. Extensions provide an opportunity to extend the curriculum. Another level of extensions involves opportunities through various clubs, competitions and classes.

### **Extended Learning Program Services (ELP)**

This level of service is designed for students whose needs are specific and beyond grade level to merit advanced challenges. This level of services follows the Autonomous Learner Model by George Betts. It has five different dimensions, including orientation, individual development, enrichment, seminars, and in-depth study. This placement, which demands intellectual rigor and additional effort on the part of the student, takes place in the school day. Those students whose needs are not met within the middle school curriculum are identified for placement in ELP beginning the second semester of sixth grade. Students with qualifying ITBS test scores and/or CogAT scores who are nominated by classroom teachers and have participated in extensions

services are eligible to be screened for participation. This is designed for 3-5% of the students.

## High School Services

**Advanced Placement (AP):** Advanced level academic courses; following recommended curriculum established by The College Board. Students may earn high school credit and college credit as determined by individual college based on student AP exam score and college policy.

**Postsecondary Enrollment Option (PSEO):** Students in grade 11 or 12 applies to college and registers for eligible course with approval of high school. Approval follows PSEO guidelines regarding eligible courses and institutions. Students may earn high school and college credit upon approval from both the high school and the college.

**Articulation:** A process of curriculum alignment linking high school and community college. The process identifies competencies at each level and requires signed agreements specifying equivalency of high school and community college courses. Articulation is only available in vocational programs.

**Dual Credit:** Community college course delivered specifically for high school students in grades 11 or 12. Individual students must complete community college admission and meet admission criteria. A 28E agreement between the high school and the community college is required. Students may earn high school and community college credit.

## Extended Learning Program (ELP) Definition

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

This exceptional academic behavior reflects an interaction among three interlocking clusters: well above average abilities, high levels of task commitment, and high levels of creativity. (*"A Practical System for Identifying Gifted and Talented Students"*, Joseph S. Renzulli)

### High Ability

- High levels of abstract thinking
- Verbal and numerical reasoning
- Spatial relations and word fluency
- Capacity for acquiring and making appropriate use of advanced amounts of formal knowledge.

### **High Levels of Creativity**

- Fluency, flexibility, and originality of thought
- Receptive to that which is new and different
- Curious, speculative, adventurous

### **High Levels of Task Commitment**

- Capacity for high levels of enthusiasm, fascination, and involvement in an area of interest
- Capacity for perseverance, endurance, determination, hard work and dedicated practice.

The goals of the Bettendorf Extended Learning Program are:

- To integrate gifted education into the total school program through service options which are flexible, dynamic, and inclusive.
- To provide social and emotional support for students to address their affective needs.
- To provide options which support individual growth at varying levels of abilities, needs and interests.
- To utilize an identification procedure using multiple criteria to appraise student need of differentiated services.
- To provide an on-going staff development program for teachers to serve the needs of advanced learners.
- To actively use community resources to enrich and extend the learning opportunities for advanced learners inside and outside of school.

## **Extended Learning Program (ELP) Elementary Identification Procedures**

**An ELP class is available for identified fourth and fifth grade students.  
Identification of students for ELP follows:**

### **Step 1: Creation of a Screening Pool**

A screening pool will be created annually of 3<sup>rd</sup> and 4<sup>th</sup> grade students who potentially show a need for services. Input for the screening pool will come from the following sources:

- Results from standardized tests will be used to select students for the screening pool. Students who score within the Advanced level on both Reading and Math for the Iowa assessments will be included in the screening pool.
- Classroom teachers may nominate students who may not otherwise be in the screening pool but who demonstrate gifted characteristics.

### **Step 2: Additional Assessment**

Students in the screening pool will be administered the CogAT and either a creativity test or writing prompt, depending on the grade level.

### **Step 3: The Selection Process**

Standardized test scores and data from the additional assessments will be placed in a matrix. Each student will receive a score. Screening pool students in the district will then be rated. From this information, the top 3-5% of students in the district will be selected for participation in the ELP class. This percentage will be based on district enrollment for the grade level and may include more or less than 3-5% at any given school.

### **Step 4: Parent Notification**

Parents will be notified by mail if their child is selected to participate in ELP once test results are available. This is typically in early June.

## **Special Considerations** Elementary

### **New Elementary Students**

Students new to an elementary school who have previously been identified for a gifted and talented program may submit their names at registration. Nominated students will be evaluated after records have been received. Nominated students must have documentation of their participation in a gifted and talented program. Multiple assessments comparable to the Iowa Assessments and CogAT must be submitted. When documents have been received and verified, the student may be further evaluated for participation following observation by the teacher. Entrance into the program, if it is the appropriate placement, will be at the beginning of the next quarter or unit. If a student arrives in Bettendorf during the fourth quarter, they will be screened at the end of the year for participation in next year's program.

### **Alternative Identification Procedures**

- Minority Students
- English as a Second Language (ESL) Students
- Students who qualify for Free/Reduced Lunch

Minority students, ESL students, and students who qualify for free or reduced lunch, may be evaluated by modified identification procedures. If a teacher sees gifted behaviors from any of the above students, they may nominate them if their score falls within the Advanced level on both Reading and Math for the Iowa assessments.

Participation will be determined by qualifying scores. If this places the student in the top 3- 5% of student scores, s/he will be selected for participation in the ELP class.

## 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, guidance counselor, or the district's liaison for homeless education for more information.

When you move, you should 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.

Local Contact: At-Risk Coordinator or Superintendent's Admin. Assistant  
Phone: 563/ 359-9375 or 563/ 359-3681  
E-mail: [тчelf@bettendorf.k12.ia.us](mailto:тчelf@bettendorf.k12.ia.us)  
[smuckenfuss@bettendorf.k12.ia.us](mailto:smuckenfuss@bettendorf.k12.ia.us)

State Coordinator: Sandra Johnson, Consultant  
Title I/Homeless Education  
Iowa Department of Education  
Des Moines, IA 50319  
Phone: 515/ 281-3965  
E-mail: [sandra.johnson@iowa.gov](mailto:sandra.johnson@iowa.gov)

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

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

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

## 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;
  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





- Parent Education classes
- Parents as Teachers at Paul Norton
- Latchkey programming
- 5th Grade Intramurals
- 5th Grade Transition Program
- Kindergarten Round-up and Screening
- Student Council
- Leadership Clubs
- Career Days
- Instructional Recess
- Service Learning Clubs

### **SPECIAL INSTRUCTIONAL SERVICES AND ALTERNATE OPTIONS IN EDUCATION PROGRAMS**

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, Bettendorf Schools Administration Center, (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
- Special 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”
- Edison Academy Alternative High School

**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:

*Preappeal 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 the Iowa Department of Education, Bureau of Student and Family Support Services, at 515-281-3176 (fax 515-242-5988). A copy of the model form is available in the Procedural Safeguards Manual for Parents or view the manual on the DE website: <https://www.educateiowa.gov/pk-12/special-education/parent-information/procedural-safeguards-manual-parents-rights-children-ag-0>