

Burlington Notre Dame Elementary School
Student/Parent Handbook
2026-2027



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Burlington, IA 52601
(319) 752-3776
Principal Kathryn Frakes

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OPENING STATEMENT

Welcome to Burlington Notre Dame Elementary School and another exciting school year filled with opportunities to learn, grow, and succeed! We are grateful to partner with our students and families as we continue our mission of providing an exceptional faith-based education where every child is known, valued, and encouraged to reach their God-given potential.

This Student Handbook serves as an important resource for students and parents. It outlines the policies, procedures, and expectations that help create a safe, supportive, and positive learning environment. We encourage all families to review the handbook carefully and refer to it throughout the year.

Should you have any questions or need additional information, please visit our website at burlingtonnotredame.com, download the Burlington Notre Dame app, follow us on social media, or contact me directly at katie.frakes@bnotredame.org. We value open communication and strong partnerships with our families and are committed to making each student's educational experience meaningful and successful.

Thank you for being part of the Burlington Notre Dame family. We look forward to a year filled with faith, learning, service, and achievement.

Many Blessings,

Mrs. Frakes
Principal

School District Mission Statement, Philosophy, and Policy of Nondiscrimination

Mission Statement

Burlington Notre Dame Catholic School prepares students to reach their fullest potential through Christ-centered education and formation.

Philosophy

The Burlington Notre Dame School System exists because we believe that God has a central place in the education of our children. As Christians, we believe in Jesus Christ as Lord, and we strive to carry out His last command to “go forth and teach all nations.” We seek to build a Christian community through word and example and to help each other to become all that God wants us to be. Because each human person is precious and totally unique, we recognize a great responsibility not only to impart cultural and scientific knowledge about life but also to provide moral values for life. Through an academically sound and balanced curriculum and through co-curricular activities, we desire to meet the intellectual, physical, spiritual, and social needs of our students with their many interests and talents. In this way, we hope to prepare our young men and women to assume their rightful place in the human family where they will contribute to the building of a just and peaceful society. We want them to become the architects of a new world that always seeks truth, cherishes goodness, appreciates beauty, and respects the dignity of each person as the reflection of the glory of God. The Burlington Notre Dame School System recognizes that education is a lifelong process, and that its schools and faculties are facilitators in encouraging each individual to grow in his/her knowledge and faith.

Policy of Nondiscrimination

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate. The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief,

socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs. Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa

Staff Introductions

Principal	Mrs. Frakes	katie.frakes@bnotredame.org
Administrative assistant	Mrs. Fox	darlene.fox@bnotredame.org
Kindergarten	Mrs. Willson	nicole.willson@bnotredame.org
Kinder Associate	Mrs. Miller	
1st Grade	Mrs. May	kim.may@bnotredame.org
	Mrs. Coeburn	elizabeth.coeburn@bnotredame.org
2nd grade	Mrs. Maher	sara.maher@bnotredame.org
3rd grade	Mrs. Edmunds	andrea.edmunds@bnotredame.org
	Mrs. Wester	karra.wester@bnotredame.org
4th grade	Mrs. Davis	mindi.davis@bnotredame.org
5th grade	Mr. Harrison	brandon.harrison@bnotredame.org
	Ms. Springsteen	mackenzie.springsteen@bnotredame.org
Music	Mrs. Henman	tanya.henman@bnotredame.org
PE	Mr. Davis	parker.davis@bnotredame.org
Art	Mrs. Vasicek	sharon.vasicek@bnotredame.org
Religion	Mrs. Cady	cease.cady@bnotredame.org
Library	Mrs. Gleeson	megan.gleeson@bnotredame.org
Counselor	Mrs. Rutter-Daly	mandy.rutter-daly@bnotredame.org

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Burlington Notre Dame for the first time must complete the following application process.

1. Follow this URL: <https://bit.ly/diodav-apply2627>
2. Click Create Account
3. Enter Profile and Security Information
4. Check the box
5. Click Create Account
6. Add the first student who is new to our school
7. Follow the prompts to complete all the steps in the initial registration process

Students that are currently enrolled will register in the Spring using this process.

1. Follow <https://davenportdiocese.powerschool.com/public> and log in to PowerSchool by entering your username and password.
2. Click Bio Update in the left navigation column to complete the registration forms.
3. Click Begin Forms
4. Proceed by reviewing, answering and updating information that is marked “required.”

Conditional Enrollment of New Students

*Any new transfer student is considered to be **probationary**. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to refuse enrollment for any student with needs that cannot be met by the existing curriculum or staff. (Policy [501.9](#))*

School Calendar

2026-2027 BURLINGTON NOTRE DAME CALENDAR		~ 6.67 Instructional Hours/Day Calendar	
August		Date	
M	T W Th F	Events	
		Aug. 19-21	Staff In-service
		Aug. 24	1st Day of School (Begin 1st Sem. & Begin 1 Qrt.)
24	25 26 27 28	Sept. 4	2 Hr. Early Out (Teacher PD)
31		Sept. 7	Labor Day (No School)
		Sept. 18	No School (Teacher PD)
		Oct. 2	2 Hr. Early Out (Teacher PD)
		Oct. 16	2 Hr. Early Out (Teacher PD)
		Oct. 29	End 1st Qrt.
		Oct. 30	No School (Teacher PD)
		Nov. 2	Begin 2nd Qrt.
		Nov. 13	2 Hr. Early Out (Teacher PD)
		Nov. 25-27	Thanksgiving Break (No School)
		Dec. 11	2 Hr. Early Out (Teacher PD)
		Dec. 21-Jan. 1	Christmas Break (No School)
		Jan. 4	Return to School
		Jan. 14	End 1st Sem. & End 2nd Qtr.
		Jan. 15	No School (Teacher PD)
		Jan. 18	Martin Luther King Day (No School)
		Jan. 19	Begin 3rd Qtr. & Begin 2nd Sem
		Jan. 29	2 Hr. Early Out (Teacher PD)
		Feb. 12	No School (Teacher PD)
		Feb. 26	2 Hr. Early Out (Teacher PD)
		Mar. 12	2 Hr. Early Out (Teacher PD)
		Mar. 15-19	Spring Break (No School)
		Mar. 25	End 3rd Qtr.
		Mar. 26-29	Easter Break (No School)
		Mar. 30	Return to School & Begin 4th Qtr.
		Apr. 9	No School (Teacher PD)
		Apr. 23	2 Hr. Early Out (Teacher PD)
		May 14	2 Hr. Early Out (Teacher PD)
		May 26	Last Day of School (End 2nd Sem. & End 4th Qrt.)
		May 27	2 Hr. Early Out (Teacher PD)
		May 27	No School (Teacher PD)

School Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils.

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and

benefit from Burlington Notre Dame Elementary's education program and accomplish the student's educational objectives.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the elementary office. If the student is returning to school during the school day, the student must have a parent sign them in at the elementary office prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

Students or Parents of minor students who know they will be absent must notify the Elementary office at 319-754-8431 in advance of the absence. Excused absences include: planned medical treatment, for a medical appointment, for a parent or sibling medical emergency, for a religious service or education, for court-directed activity, or for items in a student's IEP or 504 plan that restricts attendance. NDES requires that any absence caused by need of medical services be verified with a note directly from the doctor's office. Unexcused absences include: out-of-school suspensions, a parent call-in with or without reason given, for a family vacation, funeral, or being out-of-town, for car trouble, for an absence where the parent/guardian has not contacted the office to inform of the absence, or for being home ill without a doctor's note. In the event of extended absences, please make arrangements with classroom teachers for work to be made up when the child returns. It is the student's responsibility to make up any classroom work or required assignments. **Please note that it is at the discretion of each teacher whether assignments will be provided before or after the absence.**

If advance notification is not possible, parents must notify the teacher and elementary office on the day of the absence prior to 8:00 am. If notification is not received, the office will attempt to contact the parent at the given contact number on file.

Schoolwork missed because of absences must be made up within two times the number of days absent not to exceed one calendar week of days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence, excused or unexcused, and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher's specifications. (Policy [545.6](#))

School Day – Arrival and Departure

Doors unlocked: 7:45 AM

Tardy bell: 8:05 AM

Bus dismissal: 3:00 PM

Carline dismissal: 3:05 PM

*****Please note that supervision is not provided for students prior to 7:45 AM. Students that are dropped off prior to 7:45 will need to enter and attend the daycare. There will be a charge for this service. Additionally, students that are not picked up by 3:15 will need to go to the daycare. There will be a charge for this service.***

Students should be advised by parents before school each day of after-school schedules and the means of transportation home. Changes to this can be called in to the school no less than 45 minutes before dismissal. Unless it is absolutely necessary, no teacher or child will be called to the telephone during class time.

Parents who wish to make an appointment with a teacher should send an email to the teacher. The teacher will contact the parents to set a day and time.

Please do not go to classrooms when you drop off items for your children, as it can be disruptive to the teaching/learning atmosphere. Take items to the office and they will be delivered to the classroom. You must report to the office and sign in before going anywhere in the building. You must also sign out before leaving.

Dismissal

Teachers will dismiss their students for their classroom in accordance with their transportation. No students may leave the building prior to their transportation time without the principal's permission. After dismissal, students should proceed directly home unless his/her parents and teachers have made other arrangements.

Bus Students

At 3:00 pm, students riding the bus will line up in the foyer. The bus duty teacher will take students to their buses. The buses depart at approximately 3:05.

Sibling Pick-up

At 2:55 pm, K-3rd students who have a 6-12 sibling will line up in their K-3 hallway where an adult on duty will lead them down to the link hallway. Also at 2:55 pm, 4th-5th grade students who have a 6-12 sibling will line up in the small hallway outside of the elementary gym. They will join the line of K-3 students being led by an adult on duty to the link hallway. The K-5 students are left in the care of their older siblings and exit at the link doors.

Walkers

Students walking home are dismissed at 3:00 and exit the front main entrance doors.

Carline

At 3:05 pm, students being picked up in the carline line up according to grade in the elementary foyer. Students will exit the building when their name is called and line up on the sidewalk according to the order of vehicles. Those authorized to pick up students will display a school-issued Nike pick up sign that shows the last name of the student in the passenger side dashboard or window. After your student(s) is (are) loaded into your vehicle, you may exit directly onto Johannsen Drive by turning right. We encourage parents not to turn left because it slows down traffic. If you do not wish to turn right, you may turn left to drive through the parking lot and exit via the northern end of the Frontage Road.

*Important Notes:

Enter the carline from West Ave. onto the Frontage Road. Then enter the school property from the circle drive entrance near the statue of Mary. Please do not attempt to enter the carline from the northern end of the Frontage Road as this blocks traffic on the Frontage Road in both directions. Please see appendix A

Any cars arriving for the carline prior to buses leaving the parking lot need to enter from the southernmost end of the Frontage Road by the statue of Mary and stop at the corner near the handicapped spaces. After the buses have exited Johannsen Drive, the first person in car line may then advance to pick-up spot #1 at the start of the red fire lane paint next to the curb in front of the school. Additionally, please allow for daycare vehicles to by-pass carline by staying behind the stop sign until 2:45pm. Students are not to be picked up on Johannsen Drive or Terrace Drive. Do not tell your student to walk to a location to be picked up. This is for the safety of all students.

Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via text message and social media. These days are typically built into the school calendar, however, there may be instances where missed days will be non-traditional learning days or a day that will need to be made up. Attached is the [remote learning plan](#).

Should school be dismissed early due to inclement weather, parents will be notified by text message and social media on what type of learning day is planned. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the principal will determine on a case-by-case basis whether to hold the extracurricular activity. This is true should school be canceled or experience an early out.

Daycare/Early Arrival

Our elementary facility has before and after school daycare for students in kindergarten through grade 5. Daycare is open from 7:00 AM until 5:30 PM during the school year. There is a fee for this service. Please contact the daycare director at sandy.etka@bnotredame.org or call 319.752.3776.

Recess and Playground Rules

Students are expected to attend recess outside unless they have a note from a health practitioner. In certain cases of inclement weather, recess will not be held outside but will be held in classrooms or an unoccupied gym. Otherwise, students are expected to come dressed appropriately according to expected weather conditions to attend recess outdoors. School employees who supervise recess are to be obeyed in the same manner that students are expected to obey their classroom teacher.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Dress Code Policy:

The purpose of the dress code is to ensure that all students are wearing the same style, color, and fabric of clothing. It is important that parents assist the staff in enforcing this policy by purchasing garments that meet specifications. Students who are out of dress code will be given a notice to that effect. Parents are expected to assist the child in complying with the code. It is critical to have clothing fit appropriately. Please see the guidelines below for length and fit. Clothing that is too tight or too big impedes a child from learning by making them uncomfortable.

Uniform Dress Code

Shirts/Sweaters/Sweatshirts

- Solid white, navy, light yellow/gold long or short-sleeved Polo style shirts
- Oxford style dress shirts in white, navy, or gold/yellow are acceptable; *no flannel shirts are allowed.*
- Plain white or navy blue cardigan sweater/pullover (blouse/shirt with a collar must be worn underneath)
- “Notre Dame Nikes” or “WBND” sweatshirts may be worn anytime (shirt with collar must be worn underneath).
- Shirts should contain no logo or writing larger than can be covered by a dollar bill unless it is a Notre Dame School logo.

Pants

- Pants in navy or khaki color and plain front or pleated style. Chino style is preferred. No sweat pant material.

Dresses/Jumpers

- Navy Blue, Khaki, or plaid jumper or skirt (hem no shorter than 1” above the knee and longer than the fingertips when standing straight).
- Navy or white shorts, leggings, or tights are to be worn under the jumper or skirt.
- The uniforms may also be purchased at Amazon.com, then search school uniforms,

French Toast plaid (#41) skirt or jumper. Or at Mother Goosebumps, 77 S. Seminary St. Galesburg, IL (309.342.2867).



Shoes and Socks

- Closed-toed shoes with socks are required. Please save your “Croc”-style shoes and Ugg-style slippers or similar cozy footwear for home.

Students who refuse to comply or are found to be a habitual offender may be sent to the principal who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures. Students are expected to maintain a neat and modest appearance during the school day. Excessive jewelry and accessories are not permitted, as they can be distracting in the learning environment. Hair should be kept clean, well-groomed, and in a **natural color** to minimize distractions and maintain a focus on academics.

Non-Uniform Day

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Clothing that may be considered pajamas may not be worn unless it is a special specified day.

Warm Weather Dress Code- April 15th to October 31st (announcements will be made at school in the event of extending this time frame.)

Students may wear plain navy blue, white, or khaki dress walking shorts (length should be one inch above the knee and below the finger tips when standing straight). Girls may wear solid khaki, solid navy or solid white capri pants when the hot weather dress code is in effect. Plain skorts that are khaki or navy blue and plaid skirts (#41) that fall an inch above the knee and below the fingertips when standing tall with arms at the side, are acceptable.

Student Care of School Property/Vandalism

Students must take care of school issued materials including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to replace/repair the damaged property.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by the principal, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Consequences may include but are not limited to:

- Students may be required to reimburse Notre Dame for the actual cost of the damages.
- Students may be required to reimburse Notre Dame for the cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.

Student Search and Seizure

Notre Dame Elementary School believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated. (Policy [542](#))

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc. Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. To maintain a clean and safe environment, students are asked to keep locker decorations simple. Please avoid large or excessive items. All decorations should be easy to remove and may not cause damage to the locker. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Iowa law requires that a search of individual lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person, according to [Iowa Code 808A.2](#).

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Bullying and Harassment

Burlington Notre Dame Elementary School 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Notre Dame's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

"Harassment" and "bullying" mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the principal. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student. (Policy [430.430.1](#) [430.3](#))

In case of an apparent conflict of interest, Notre Dame Elementary has designated the high school principal as an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student

found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of Notre Dame Elementary School is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated. (Policy [57Q](#))

Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be **expelled from school for a period of no less than one year**. However, the board may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use school-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet. (policy [615.1](#))

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

Electronic/Technological Devices

Personal electronic/technological devices include but are not limited to cell phones, headphones, earbuds, smart watches, etc. These devices are only permitted for use prior to the start of the school day, or at the conclusion of the school day in the administrative office. Should a student be found using a device outside of the permitted times, it will be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated

at the start of the school day and returned at the end of the school day for a certain designated time. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances with permission from the building principal.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

STUDENT CONDUCT

Behavior Expectations

Teachers are responsible for issuing discipline in the classroom for classroom behavior violations. The principal, assistant principal, or their designee shall issue school discipline when necessary.

There are four universal expectations: Be Respectful, Be Responsible, Be Safe, and Be Faithful.

Behavior Matrix

Examples	Be Respectful	Be Responsible	Be Safe	Be Faithful
Classroom /Gym/ Mass	<ul style="list-style-type: none"> -Listen and follow instructions -Use appropriate language 	<ul style="list-style-type: none"> -Bring all needed supplies -Be proactive in your actions 	<ul style="list-style-type: none"> -Keep your hands, feet, and objects to yourself -Keep your chair on the floor 	<ul style="list-style-type: none"> -Be attentive during prayer and pledge -Show reverence while entering and exiting the gym for mass
Hallways	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Keep noise to a reasonable level 	<ul style="list-style-type: none"> -Go directly to your destination -Follow directions -Walk on the right side of the hallway -Keep hallways clear and clean 	<ul style="list-style-type: none"> -Keep hands and feet to yourself -Walk at all times -Remain on the right side -Report all concerns -Stay with your line/class 	<ul style="list-style-type: none"> -Acknowledge the crucifix in the hallway with a sign of the cross
Restroom	<ul style="list-style-type: none"> -Listen and follow instructions -Use appropriate language -Give others privacy -Wait patiently before and after your turn 	<ul style="list-style-type: none"> -Flush the toilet after use -Wash your hands -Use quickly and quietly -Report any vandalism 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Walk at all times -Report concerns 	<ul style="list-style-type: none"> -What would Jesus do?
Cafeteria	<ul style="list-style-type: none"> -Listen and follow all directions -Use appropriate language -Eat your own lunch -Speak in an inside voice 	<ul style="list-style-type: none"> -Bottoms on the benches -Out of our seat only to get a utensil/napkin, or throw trash away 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Walk at all times -Report concerns -Stay with your line 	<ul style="list-style-type: none"> -Say before and after meal prayers reverently
Outside	<ul style="list-style-type: none"> -Listen and follow instructions -Use appropriate language -Use equipment properly 	<ul style="list-style-type: none"> -Line up when the whistle is blown -Return all equipment to the receptacle 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Report concerns to the teacher in charge -Be alert and aware of your surroundings 	<ul style="list-style-type: none"> -Love thy neighbor as they self

Disciplinary Actions:

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian. If a student does not adhere to The above mentioned expectations, appropriate disciplinary actions will be taken, which may include:

- Verbal warnings and reminders
- Parent-teacher conference/notification
- Loss of privilege (lunch in the office, after school detention, exclusion from a field trip, etc.)
- Office Referral (Minor or Major)
- Time-out or detention
- In and Out of School suspension (in severe cases)
- Expulsion

Our goal is to guide students towards making good choices and understanding the impact of their actions. We work closely with parents to support each child's development and ensure a safe, nurturing school environment.

The administration does have the authority to distribute any level of discipline he or she deems appropriate based on prior student history and the severity of the offense.

Severe Clause

The Severe Clause is also a part of the discipline procedure and will be enforced if there is any inappropriate behavior that requires immediate attention (i.e. fighting, repeated bullying and harassment, deliberate intent to harm another person). The Severe Clause calls for parents to be notified and the student to be sent home for the remainder of the day. Individual teachers may have other classroom rules and procedures students are expected to follow and may utilize other consequences.

Suspension/Expulsion

Students may be asked to leave Notre Dame if there are ongoing concerns related to academics, attendance, or behavior. In serious situations, students who are involved in major disciplinary or legal matters—whether at school, during school events, or in the community—may face consequences, including the possibility of expulsion, at the discretion of the administration. ([policy 530](#))

DUE PROCESS PROCEDURE FOR DISCIPLINARY ACTION

- A student (parent) must have a written appeal to the administrator no later than two school days after the discipline has been imposed. The administration will review both the appeal and the discipline decision imposed.
- If the student (parent) wishes to appeal the administration's decision, a Hearing Council will meet. The student must give a written request to the administration for a meeting of the Hearing Council within two school days of receiving the administrator's decision.
- The Council will meet no later than one week after the written request has been made. The Hearing Council will be composed of two faculty members and one school board member. The school board member shall be the chairperson of the board's policy committee or the president of the board.
- At the beginning of each year, the administration will designate two faculty members and one alternate to serve each quarter. The student or designated faculty members may request the

- alternate to serve when a Hearing Council meeting is requested.
- The student and her/his parent(s) will be able to attend the Hearing Council meeting. The Hearing Council may request administration, faculty, and other students to be present for all or part of the meeting. The Hearing Council decides whether to uphold or modify the administration's decision and notifies the student and her/his parent(s) in writing within two school days of the Council's meeting.
- No outside legal counsel will be able to attend the meeting of the Hearing Council, as this is not a court of law. If the student wishes to appeal the Hearing Council's decision, the student may appeal the decision to the school board. This appeal must be in writing and made no later than two school days after the Hearing Council's decision.
- The school board will act on the appeal not later than ten school days after the appeal has been received. The decision of the school board is final.

STUDENT HEALTH AND WELLBEING

Immunizations

In accordance with Iowa law, all students enrolling in school are required to have up-to-date immunizations or an approved exemption on file. The Iowa Department of Health and Human Services mandates vaccines to protect against illnesses such as measles, polio, diphtheria, pertussis, tetanus, and varicella. Families must provide a valid Certificate of Immunization or a state-approved medical or religious exemption before a student may attend classes. Schools are responsible for maintaining immunization records and ensuring compliance with state guidelines. These requirements help protect the health and safety of all students, staff, and the broader school community.

- [School Immunization Requirements](#)
- [Medical Certificate of Immunization Exemption](#)
- [Religious Certificate Exemption](#)

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the elementary office and distributed by an authorized office attendant. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according

to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Communicable and Infectious Diseases

To help maintain a healthy learning environment for all students and staff, parents/guardians are asked to keep children home when they exhibit symptoms of illness, including fever, vomiting, diarrhea, or other signs of a contagious condition.

Students who are sent home from school with a fever of 100.5°F or higher may not return to school until they have been fever-free for at least 24 hours without the use of fever-reducing medication. Likewise, students who have vomited may not return to school until they have been symptom-free for at least 24 hours.

The school reserves the right to require a physician's release for students returning after certain communicable or infectious illnesses. Parents are encouraged to notify the school office if their child is diagnosed with a contagious disease so appropriate precautions can be taken.

Health Screenings

Throughout the year, health screening like hearing and dental are offered. Parents are notified prior to the screening and may opt out through a written, signed note.

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of every quarter. Parents or students, depending on development age, who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they may contact their student's teacher or principal. Additionally, parent-teacher conferences are regularly scheduled and held twice a year, one in the fall and one in the spring, at Notre Dame. Individual conferences are also available to

parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the classroom teacher or principal.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting the principal. The Iowa Department of Education lists all federal and state required student assessments on their website: [Required Student Assessments | Iowa Department of Education \(educateiowa.gov\)](https://education.k12.iowa.gov/assessment/required-student-assessments). These testing programs are established and maintained to evaluate Notre Dame Elementary's educational program and to assist in providing services to students and their families.

STUDENT ACTIVITIES

Mass

All K-5 students attend weekly Catholic Mass. Teachers will review the appropriate demeanor and respect expected for Mass and other reverent services. Families are welcome to attend, but all students sit with their class. Periodically, mass will be held at one of the parish churches in Burlington or West Burlington. Notification will be provided to families prior, and students will be transported by bus.

Sacramental Preparation

Second grade students are prepared for the Sacrament of Reconciliation (Penance) and the Sacrament of the Eucharist (First Communion). Sacramental preparation will be provided during the school year.

Band

Participation in instrumental music (band) is offered to students in grade 5. The band enhances school spirit -- a spirit of cooperation, unity, support, and enthusiasm. *Students who join the band are required to continue with it throughout the school year. Band may be dropped only at the end of the year. Parents must contact the band director before a student may drop band.*

Field Trips

Field trips and excursions are authorized as an extension of the classroom and are designed to support the educational goals of the school. If a field trip is required as part of a course, students are expected to attend. Parents may be invited to serve as chaperones when needed; however, siblings may not accompany chaperones on field trips. All field trips require a signed parent permission form.

Classroom Parties

BNDE holds classroom parties throughout the year. These include but are not limited to Halloween, Christmas, and Valentine's Day. These celebrations are planned through the PTO room parent.

School Library

The library is open during the school day while the librarian is available. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to two weeks and at that time must either be renewed or returned. Students who wish to check out library materials must use their school issued library card. Students

are allowed to check out two library books at a time unless given explicit written permission from the librarian to check out more.

MISCELLANEOUS

Visitors/Guests

Visitors are welcome to Burlington Notre Dame Elementary School under certain circumstances. All visitors must check in the Elementary office prior to entering the school. The check-in process includes speaking with the secretary about your reasons for visit and signing in/out.

School Nutrition Program and Free and Reduced Lunch

Burlington Notre Dame operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. To receive school meals students must let their homeroom teacher know before 8:30am. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact the district business office.

Students are not to bring carbonated or caffeinated beverages to school for lunch. Food from outside vendors -- McDonald's, Hardee's, etc. -- should not be brought to school.

Bussing

Bus transportation is provided through the Burlington Community Schools for eligible riders and through the Burlington Urban Service. Students who live two miles or more from school are eligible to ride the public school buses. Those not eligible may ride the city buses. The Burlington Transit Bus System sets the fee for the city buses. For information call 753-8162.

Information phone numbers and transportation directors are:

Public Schools Bus 319-753-1444

City Bus (BUS) 319-753-8162

You must complete a transportation form with the Notre Dame Business Office to use any of the bus services. Students are to conduct themselves in a Christian manner at all times. He/She should act in a respectful, responsible, and safe manner to the bus driver and other students. Unacceptable language, hitting, fighting, name calling, moving around, standing, kneeling on seats, and other inappropriate behavior will not be permitted. Parents will be notified of any misconduct on the bus. If the misconduct continues, the students and parents may be notified that the student will be suspended from riding the bus. If a student is written up three times for misconduct on the bus, she/he will be automatically suspended from riding the bus.

School Owned Recording Devices

The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of only their child.

Parent-Teacher Organization

PTO is an association consisting of parents and faculty. Active participation in this organization is a great way to support your school. Meetings are held as provided by the Executive Committee. Officers for the following year are elected during the spring meeting. Each family is asked to pay \$20.00 dues per year.

Lost and Found

BNDES maintains a lost and found that is located outside of the administrative office. Items placed in lost and found will be maintained until the end of every month after which items will be donated to the area clothing drives. Items of higher value will be kept inside the administrative office.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Outside Food/Treats

Birthday treats/Party invitations

Parents/guardians are asked to keep birthday treats simple. When balloons, flowers, and other gifts are sent/brought to school for a student, they are kept in the office until dismissal. Parents are reminded that balloons on buses may be hazardous as they can obscure the driver's vision. Parents shall consult with the classroom teacher prior to bringing in treats. **Treats or snacks should be purchased and have ingredients listed on the box. Please be mindful of students with allergies in the classroom. It is recommended that party invitations not be distributed during school hours unless the entire class, all girls, or all boys are invited.**

Policies

Burlington Notre Dame [Policies](#)

Diocese of Davenport [Policies](#)

ACKNOWLEDGMENT OF RECEIPT

Acknowledgment that I have received or can access a copy of the Student Handbook available at <https://www.burlingtonnotredame.com/page/parents> I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the principal with any questions I have about the contents of the student handbook.

Appendix A

