

GENERAL INFORMATION (CONT)

TRANSFER STUDENTS

Students transferring to a Davenport high school must meet the graduation requirements as defined by the Board of Education of the Davenport Community School District. The enrollment and placement of transfer students is tentative pending the receipt and evaluation of official transcripts.

STUDENT RECORDS ACCESS

The Davenport Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: Identification data, attendance data, record of achievement test results, educational and vocational plans, honors and activities, discipline reports, objective counselor or teacher observations, and external agency reports.

Student records are periodically reviewed and inappropriate material is removed. At a minimum this occurs whenever a student moves from one building to another and when a student transfers out of the district. Those records not of permanent importance are destroyed within five years of graduation or discontinued attendance. The parents of handicapped students or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Copy of Student Records Policy and Procedures: A copy of the procedures to be followed in exercising any of the rights under school policies, or rules pertaining to student records may be obtained from building principals or the district office of pupil records. The office of pupil records will assist those who have a primary or home language other than English by making available a copy or an interpretation of the policy and procedures in their native language.

Location of Records: The records of each student are generally located in the school which the student is attending. Any exception will be known by the person in charge of record maintenance in the building. Contact the building principal or the district office of pupil records for the name and position of the person responsible for the student records in each building.

Right to Inspect and Review Records: Parents of students under age 18 and students over age 18 (eligible student) may exercise the opportunity to review educational records of the student. Copies of student records will be made available to parents and eligible students at no cost. Requests from parents or eligible students to view student records will be honored without unnecessary delay and in no instance more than 45 days after the request is made.

Right to Consent to Disclosure: The parent or eligible student must give prior written consent for the disclosure of records. The following persons, agencies and organizations, however, may have restricted access to student records without prior written consent of the parent or the eligible student. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal educational programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of the child's age.
- I. Appropriate parties in a health or safety emergency.

Directory Information: The Davenport Community School District has designated the following items as "Directory Information." The district may disclose any of these items without prior written consent, unless the principal is notified in writing by the parent/guardian or eligible student by October 1 of each school year or within 30 days after the student's enrollment.

Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, and photograph.

Right to Amend and Appeal: Parents and eligible students may write a response to material in the record, challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and have the records explained. Parents or eligible students, who are not satisfied with the actions of local school officials, have the right to appeal the district's decision to the Department of Education. Parents and students over age 18 may also file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: United States Department of Education, Office of Human Resources and Administration, 400 Maryland Avenue S.W., Washington, D.C. 20202-4500.

NCAA

No Drop Guidelines: Freshman, sophomores, and juniors are required to take 4 blocks of classes each term. Failure to complete any class will result in a grade of "F" on the transcript. Student schedules are based upon course selections made by students and parents during the registration process. Due to the fact high school staffing decisions and assignments are based on student selections, dropping classes is not an option. The week following each mid term is designated as "Schedule Change Week." Changes for the next term will be accommodated based on class availability but are not guaranteed. Schedule corrections may be made for the following reasons: computer error, student failed the class, student did not meet the prerequisite, and academic misplacement, health/medical reason.

Grade Reporting (Repeating a Class): The District has established a procedure to determine the appropriate grade to report when a student has retaken a class. If a student wishes to repeat a course in a sequence, the student must do so prior to taking the next course in the sequence. In most cases, the grade achieved in the second take will be the official grade for the class and should be used in figuring the students GPA. If the second take grade is lower than the first take grade, the first take grade will stand. The higher grade will always be used and will not be averaged. If the second take grade is higher, the first take grade is recorded as N/C, meaning no credit was given. If the first take grade is higher, the second take grade is recorded as N/C. N/C will indicate that the class has been taken more than once. This will allow for a complete and accurate student record.