

# *Kimberly Center West*

## *Student Handbook*



### Belief Statements

- All students can learn.
- Students and staff need a safe environment.
- Students must take responsibility for their actions.
- Students' individual life situations affect their ability to learn.
- School climate should be positive and respectful.

Update 2009



# TABLE OF CONTENTS

<b>Board of Education</b>	<b>3</b>
<b>Introduction of Program</b>	<b>5</b>
<b>Instructional Program</b>	<b>6</b>
Management System	7
IEPs/Conferences/Open House	12
Report Cards & Awards	12
Integration	12
<b>Policies</b>	<b>13</b>
Discipline	13
Attendance	15
Emergency Drills	16
Illness	16
Transportation	17
Building Security	18
Emergency School Closings	21
Smoking	22
Good Conduct Rule	23
Complaint Procedure	24
Public Notices	27

# BOARD OF EDUCATION

## ABOUT THE SCHOOL BOARD

The Davenport Community Schools are governed by a School Board that consists of seven district residents elected at-large to three-year terms. Board members volunteer their time to represent our communities at regular business and committee-of-the-whole School Board meetings. Board members also serve on a variety of district committees and attend many school activities.

The School Board is a policy-making, planning, and appraisal body with big-picture vision that sets the course for the entire school district. The Board elects its own president and vice president, appoints its secretary and treasurer, and hires the district superintendent.

### SCHOOL BOARD OFFICIALS

**Davenport Superintendent**  
(563) 336-5083, Fax: (563) 336-5080

**Board Secretary & Treasurer**  
(563) 336-5087, Fax: (563) 336-5080

**Chief Financial Officer**  
(563) 336-3806, Fax: (563) 336-5080

### DAVENPORT COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

*To Enhance each student's abilities by providing a quality education enriched by our diverse community.*

## **KIMBERLY CENTER WEST**

### **ADMINISTRATION**

#### **Cathy Bosco, Kimberly Center Principal**

(563)391-9161, Fax (563)391-8683

#### **Sue Wells, Kimberly Center Secretary**

(563)391-9161, Fax (563)391-8683

#### **Charles Driscoll, Associate Principal**

(563)391-9161, Fax (563)391-8683

#### **Mary Sammon, KCW Secretary**

(563)391-9161, ext. 2, Fax (563)391-8683

### **BACKGROUND**

Kimberly Center West serves students in grades 9-12. There are 4 classroom teachers, one Crisis Interventionist, an industrial arts teacher, 5 educational aides, 1 security personnel, 1 school secretary, and AEA staff members. Class size is 5-10 students per homeroom. The basic instructional areas are the traditional math, science, social studies and language arts. In addition to the basics, we offer elective classes to augment and stimulate the individual strengths and interests of our students.

### **KIMBERLY CENTER MISSION STATEMENT**

The Kimberly center provides a quality education where students prepare for future challenges and success

### **KIMBERLY CENTER VISION**

Kimberly Center offers a variety of alternative programs where students are given the opportunity to be successful and pursue educational goals in a safe, supportive, caring environment. Students will develop skills to become successful citizens and lifelong learners.

## **INTRODUCTION**

Kimberly Center West provides an encouraging, accepting, structured environment in which all students have an opportunity to:

- Be successful in a variety of learning experiences designed to teach skills in academic, social, and personal adjustment areas.
- Develop an improved self-concept necessary to achieving further success.
- Develop a sufficient level to be capable of success in an environment outside of the school.
- Integrate family and community resources to augment school learning experiences.

## **PROGRAM STATEMENT**

Kimberly Center West is a Special Education Program within the Davenport Community School District, offering an opportunity to students who have been unable to adjust successfully to traditional program models. Programming builds upon our mission statement. In developing the encouraging, accepting and structured environment that we believe our students need, we present curriculum that is meaningful to our individual students. Through meaningful curriculum, we believe that our students will become responsible for their own learning as they grow toward adulthood in a caring community. Our primary goals are that our students learn to control impulses and develop empathy for others. The structured environment focuses on these goals, and the academic curriculum helps students understand themselves and the world in which we live.

## **PARENT INVOLVEMENT**

We encourage parents to take an active part in their child's education. We believe that we all have a great deal to gain from the participation of the parents in our school.

## INSTRUCTIONAL PROGRAM ACADEMIC

Underlying the development and delivery of curriculum is the commitment to making instructional methods and materials motivating to students, relevant to their needs, and success oriented. The result of this focus is that students will have meaningful learning experiences, develop improved self-concept and self-esteem, and make a better social adjustment in and out of school. The curriculum may follow a functional-experiential design, or a more traditional-developmental design, depending upon individual student needs. Basic skills in reading, language arts, math, social studies and science are emphasized both within and beside thematic instruction.

## SOCIAL / EMOTIONAL BEHAVIORAL PROGRAM

A second major focus of the instructional program is upon the development of social/emotional/behavioral skills that will promote a positive personal adjustment for the student in and outside of school. Specific skill areas are targeted and reinforced through the structure of the environment, the student management system, and all staff-student interactions. The goal is that these skills may be understood, learned, integrated and ultimately generalized by the student in the transition process out of this school.

## MANAGEMENT SYSTEM

The management system, which was designed for KCW by a representative group of staff, grew out of social/emotional/behavioral curriculum planning. The management strategy is used by each staff person to help students maintain acceptable school behavior. Students are made aware of school expectations and methods upon enrollment. The point sheet (of three different colors for the three levels) is used for all students with varying degrees of student involvement depending upon their level of performance. The areas of focus and the components of each area are introduced to the students upon entering and continually explained and refined. The level system is designed to motivate students toward responsible, independent performance whether they remain at KCW or return to a conventional school. Students' status is reviewed on a weekly basis by the teacher teams, AEA support staff and the program administrator.

## MANAGEMENT STRATEGY

Climate  
 Building Structure  
 Curriculum  
 Delivery  
 Defined System  
 Posted Expectations  
 Ignoring  
 Redirecting  
 Cueing (Verbal and Nonverbal)  
 Redirecting  
 Warning  
 Redirecting  
 Loss of Points  
 Redirecting  
 Directed Intervention  
 (Busts/Isolation)  
 OCR (Out of Class Recovery Room)  
 Systematic Exclusion  
 Office  
 Suspension  
 Staff Review

## EXPECTATIONS

### Respect for Classroom Order

Entering class quietly  
On task  
Minds own business  
Following directions  
Honoring class rules  
Productive

### Respectful Interactions

Appropriately assertive in conversation  
Appropriate voice tone  
Greets people  
Pleasant and polite  
Tells the truth  
Makes positive statements  
Appropriate language

### Impulse/Self Control

Physically appropriate  
Verbally appropriate  
Takes turns  
Appropriately quiet  
Thinking for self  
Controls anger/frustration  
Turns around  
Ignores others appropriately  
Appropriately expresses emotions

### Accepting Positive & Negative Feedback

Handles success and praise  
Takes correction  
Admits mistakes  
Accepts cueing  
Accepts one-to-one assistance

## DAILY CLASS SCHEDULE

Students can arrive at KCW no earlier than 8:30 and no later than 8:50 a.m.  
The 20 minutes from 8:30 to 8:50 allow for buses to arrive on various schedules.  
Students are dismissed at 2:00 p.m.



## LEVEL SYSTEM

1. Point sheets will be used to earn privileges.
2. Spending points will not decrease the total of points averaged at the end of the week to determine which level of privileges the student has for the upcoming week.
3. Students are expected to be in attendance every day/all day. The total number of points for a five-day week will be averaged by five no matter if absences are excused or unexcused. A four-day week will be averaged by four.
4. If the Davenport Community School District has an early dismissal for any reason, the total number of points will be adjusted so the students are not penalized in earning their level for the upcoming week.
5. The first week of school all students will automatically be on the White Level of privileges.
6. Any new student will automatically be on the White Level of privileges. Shortened weeks in the case will be handled as per #3.
7. Students must have a weekly average of 95% of the total points possible to earn Gold Privileges for the next week. Students must have an average of 90% to earn Blue Privileges.

### WHITE LEVEL PRIVILEGES

1. Student will carry his/her own point sheet.
2. Student will be escorted by staff everywhere.
3. Student must turn in all electronic devices to the homeroom teacher as soon as (s) he arrives at school. Student may pick them up after the last class and may use them on the way home.
4. Student will pay 50 points to use the pool, foosball or ping-pong table during lunch.
5. Student will not be required to complete a citizenship activity to maintain this level, but will be required to participate in any class/team/or school community service/citizenship activity.

### **BLUE LEVEL PRIVILEGES—90% AVERAGE**

1. Student will carry his/her own point sheet.
2. With staff permission, student may go to the drinking fountain and restroom unescorted for half the usual charge.
3. Student may use electronic devices during break and lunch only. The rest of the day they must be turned into the homeroom teacher.
4. Student may purchase an “out of class” free period For 75 points.
5. Student will pay 25 points to use the pool, foosball or ping-pong table during lunch.
6. Student will be required to perform/participate in one citizenship activity to remain on the Blue Level or to move to the Gold Level no matter what his/her point average is at the end of the week. Student will be required to participate in any class/team/school community service/citizenship activity and it can not be used as the required activity for this level.

### **GOLD LEVEL PRIVILEGES - - 95% AVERAGE**

1. Student will carry a point sheet, that will be used by the teachers to record his/her behavior.
2. With staff permission, student may be unescorted within Kimberly Center West.
3. At teacher discretion, student may use electronic devices during the day.
4. At teacher discretion, student may have a free “out-of-class” period (no points).
5. Student may use the pool, foosball or ping-pong table during lunch at no cost.
6. Student will be required to perform/participate in three citizenship activities to remain on the Gold Level no matter what their point average is at the end of the week. Student will be required to participate in any class/team/school community service activity and it cannot be used as the required activities for this level.

## INDIVIDUAL EDUCATION PLAN

Parents are in integral part of the IEP process. The Individual Education Plan is used to assist in evaluating individual achievement, progress, and future educational placement. An annual IEP is written for each student in accordance with special education rules and regulations. The parents are part of the team that review progress and plans for the next year. Teachers use the academic grades, behavior grades and attendance to evaluate quarterly progress on objectives. Every three years, each student is re-evaluated with the focus on answering questions about: What progress the student has made? What deficits still exists? What type of services and supports are needed? Is the student still eligible for special education services? Both formal and informal assessment may be used to collect information from the teacher, parent and student.

## DISTRICT CONFERENCES

The Kimberly Center holds parent-teacher conferences quarterly during the academic year. Parents will be contacted well in advance of the set aside days, and encouraged to choose a time that is most convenient to meet with teachers.

## COMMUNITY MEETING

The Kimberly Center hosts a Community Meeting where we invite our students and families for an informal evening to meet with building staff, see our building, and enjoy a social time with other families in our community.

## REPORT CARDS

Academic achievement is evaluated quarterly by averaging a student's grades and calculating a final grade for each course which is documented on individual report cards. These report cards are mailed to the student's home approximately two weeks after the end of each quarter, as well as being given to the individual student at school. Also included with the report cards are copies of updated IEP goal pages.

## INTEGRATION

Every student will have to demonstrate the responsibility necessary to be successful in a less restrictive school placement by meeting individualized standards to be integrated to a regular attendance center. The standards will be established for each student approximately nine weeks (1 academic quarter) prior to the target date for integration. There will be an academic, attendance, and behavioral standard for each student.

# POLICIES

## DISCIPLINE

All discipline policies of the DCSD are applicable to students enrolled at Kimberly Center West. At the time a student enrolls at KCW, every effort is made to clarify those behaviors which are deemed positive in a school setting and those which are detrimental to either the student, his/her classmates, or the overall operation of the school. Consequences for misbehavior are clearly defined, and in application, are always immediate and certain. This serves to minimize the “judicial” atmosphere sometimes associated with teaching students self-discipline.

All staff members are equally knowledgeable of the application of the discipline procedures and are expected to apply them whenever necessary with any student in their presence. This assures continuity, consistency, and a built-in support factor for each staff member to reduce the effects of stress that might be caused if a particular member was viewed by the students as having more or less authority.

Any disciplinary action is recorded in daily logs kept for each student. These are periodically reviewed by the staff to ensure that student rights are being protected and that no irregularities exist in the application of discipline measures.

### DAVENPORT COMMUNITY SCHOOL DISTRICT DAVENPORT, IOWA

#### **Proactive Disciplinary Position K-12**

The following is the Board of Education statement which reaffirms existing statement 504.1

1. **DRUGS AND DRUG PARAPHERNALIA**...The Davenport Community School District will not tolerate the possession, distribution, sale, or use of drugs or drug paraphernalia on school grounds. This would include alcohol and look-alikes.

In all cases of possession or use, the student will be removed from school. The student will be required to go to the Center for Alcohol and Drug Services, Inc. (C.A.D.S.) or another comparable agency and complete their treatment program. The student may also be referred to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education.

In the event of a second offense, the student will receive an out-of-school suspension and be referred to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education.

Any student involved in the distribution or sale of drugs (illegal, prescription, or look-alikes) will receive an out-of-school suspension and be referred to the Administrative Advisory Council as a recommendation for expulsion through the Board of Education.

2. WEAPONS...The Davenport Board of Education intends to provide a safe environment in which students and staff can learn and work. The possession of any item designed to harm people, such as guns, knives, brass knuckles, martial arts weapons, etc., is prohibited. Any student in possession of any of these items on school grounds will receive an out-of-school suspension and be referred to the Administrative Advisory Council as a recommendation for expulsion through the Board of Education. A report will also be filed with the Davenport Police Department.
3. GANG ACTIVITIES...Gang related activities growing out of the display of “colors”, symbols, signals, signs, etc., will not be tolerated on school grounds. Students in violation will receive an out-of-school suspension and may be referred to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education.
4. ASSAULT...(verbal) assault on school employees or on the part of one student to another may result in an out-of-school suspension with possible referral to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education.
1. ASSAULT AND BATTERY...on school employee (s) or on the part of one student to another student will be dealt with firmly. Students engaging in this type of behavior will be subject to the discipline code of the school district, which will include an out-of-school suspension and a referral to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education, depending upon the severity and circumstances of the act
6. FIGHTING...is considered a severe breach of school discipline. All students willingly participating in a physical confrontation (fighting) may receive an out-of-school suspension. In addition, a referral could be made to the Administrative Advisory Council as a recommendation for alternative placement or expulsion through the Board of Education..
7. BULLYING BEHAVIOR...Our district has an anti-bullying procedure to show to all children, parents and staff that bullying, either physical or verbal, is not tolerated in school.  

A child is bullied when one or more children expose him or her repeatedly and over time to physical or verbal abuse or if there is a display of overt bigotry or intolerance of one child to another. The attacks or assaults need not necessarily be direct but may take a less visible and indirect form such as social isolation and exclusion from the group. Bullying knows no boundaries of age, gender, race, disability, or ethnic background.

Any student engaging in this type of behavior will receive an out-of-school suspension with possible referral to a Discipline Review Committee for alternative placement or expulsion through the Board of Education.
8. SEXUAL HARASSMENT...Federal guidelines describe sexual harassment as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature where: a) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s educational development; or b) submission to or rejection of such conduct by an individual is used as the basis for an educational decision affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive educational environment. Any student engaging in this type of behavior will receive an out-of-school suspension with possible referral to the Discipline Review Committee as a recommendation for alternative placement or expulsion through the Board of Education.
9. CHRONIC BREACHES OF THE DISCIPLINE POLICY...repeatedly violating rules of the school that are necessary in carrying out the school’s purpose or an educational function is considered a serious breach of discipline. Students who engage in chronic breaches of discipline are subject to out-of-school suspensions. Upon the third out-of-school suspension, the building administrator will refer the student to the Discipline Review Committee to determine if the student is in need of a more appropriate school setting (administrative placement in another school), an alternative school placement, or recommendation to the Board of Education for expulsion. The parent (s) and student are required to attend a meeting with the Council at the Administrative Service Center where the student’s records can be reviewed and a fair determination made.

***Police Officers may be involved and/or charges may be filed with the Police Department after a thorough investigation on any of the above.***

## HARASSMENT

Harassment consists of un-welcomed actions or language of a sexual nature or with demeaning intent related to a student's gender, race, national origin, disability, religion, marital status, or age made by one student to another or from an employee to a student which is affecting academic related decisions or creating a hostile learning environment. All reports of student harassment will be investigated by the KCW Program Administrator. Student harassment will not be tolerated at KCW. Violators will be dealt with in accordance to the gravity of the offense.

### **BOARD POLICY**

The Davenport Community School District's board policy states that all members of the Davenport Community School District are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Any person proven to be in violation of this policy, while acting as a member of the school community, will be subject to discipline or discharge. It shall be a violation of the District's Policy (504.7) for students to harass other students or employees through conduct that is sexual in nature or designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, sexual orientation, or any other form of harassment.

### **WHY A POLICY?**

District staff are obligated to maintain a working and learning environment that is free of sexual harassment. In addition, board policy provides that student conduct shall be governed by the educational purpose underlying all school activities, for the widely shared use of student property, and for the rights and welfare of other pupils.

### **WHAT IS SEXUAL HARASSMENT?**

Federal guidelines describe sexual harassment as: Unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment.

## ATTENDANCE

The fact that success in school is dependent to a great extent on attendance is well recognized. Every effort should be made on the part of parents and students to assure regular attendance.

On the day the student is absent, a parent needs to call the office (391-9161, ext. 2) to report the absence. All absences require make-up work.

Various methods to improve the attendance of at-risk students are used. Plans to improve attendance are individualized to account for differences in student's ages, characteristics, and learning styles. Homeroom teachers should be asked to explain individual plans to improve a student's attendance.

## LUNCH

Students have a 30 minute lunch period. Staff and students eat together, and the management system used in the classroom remains in place.

KCW participates in the Federal Hot Lunch Program. Reduced or free lunch is available to qualified students. Students who have questions concerning reduced or free lunch should contact the school secretary or administrator.

## EMERGENCY DRILLS AND ALARMS

In order to provide for the safety of the KCW students and staff, there are definite procedures established for emergencies. These procedures will be reviewed in home-rooms. In order to assure our readiness to act, drills will be held. There will be a minimum of two fire drills and two disaster drills during the year.

## NURSE

The KCW nurse is available from 8:00—2:00 daily. If a student becomes ill during the school day, he or she must report this to a staff member. If necessary, a staff member will call the student's parent/guardian and discuss the student's condition. The parent/guardian will make the decision to send the student home. In cases of accident or emergency, staff will contact the school nurse.

## GOING HOME DUE TO ILLNESS

Students who become ill during the school day must report this to a teacher or teacher aide. Staff will decide whether or not to bring the student to the office for illness. A staff member will call the student's parent/guardian and discuss the student's condition. The student may talk to his or her guardian. Only after a parent/guardian's request will the student be sent home. The parent/guardian can arrange to transport the student or KCW staff will provide the student with a Davenport City Line bus token. If a student is going to be picked up, the parent/driver must come into the school office and ask for the student. There is not a nursing office so whenever possible students will wait in class.

If the student decides to leave without parent/guardian contact and permission, the student will be considered to have walked out. The parent/guardian can call the school office later to verify the student's illness and the walk-out will be changed to an excused absence.

## TELEPHONES

Telephone use is restricted to KCW staff. Students who feel they have a legitimate and/or emergent need to make a phone call should ask the staff for permission. If the call is deemed appropriate, a time will be arranged for the student to make a call. The time chosen should cause the least disruption to the student's class schedule.

A student walking out or being excluded from school will not be considered an emergency reason to make a phone call. The staff will contact the parent/guardian when the student leaves the building.

Students will not be brought to the office to receive incoming calls. Office staff will take a message. A time will be arranged to return the call if necessary.

## ELECTRONIC DEVICES

The use of cell phones is not permitted at Kimberly Center West. If seen or heard, these devices must be turned into the office, to be returned to a parent or guardian. Music devices are permitted on a limited basis as a privilege, NOT A RIGHT. Misuse of these devices, or failure to follow staff instructions regarding them will result in a loss of this privilege.

## TRANSPORTATION

All students attending KCW qualify for busing due to their special education classification. Busing to and from KCW is the responsibility of the home or sending school district.

All students attending KCW are expected to arrive and depart on the district provided transportation unless alternate arrangements have been requested by the parent/guardian and approved by the KCW administration.

Students leaving KCW before dismissal time because of exclusion, may request bus tokens for the Davenport City Lines and staff will provide them if this has been approved by the parent.

When a student walks out of school they will not be given a bus token. The parent will be contacted and informed that the student has left the school. A parent conference will be scheduled to restart students who repeatedly walk out of school.

## SCHOOL BUS RULES / DISCIPLINE

Students who ride school buses are expected to maintain behavior. All rules applying to student behavior at KCW, also apply to behavior on the school bus. The drivers will provide the KCW administration with “write-ups” for student misbehavior on the bus. The KCW administration will enforce consequences for reported misbehavior as per KCW and DCSD busing rules.

When a student leaves school because he or she has been sent home for the day or they have decided to walk out, they cannot return to ride their school bus home.

## DRIVING

Driving to and from KCW is a privilege. Students under 18 must have parent/guardian permission. All students who want the driving privilege must obtain and maintain a valid Iowa driver's license. All laws of the state of Iowa applying to motor vehicles will apply and be enforced on KCW property. The speed limit on KCW property is 10 miles per hour. Motor vehicles must travel only on the paved driveways and parking areas. In order to obtain the driving privilege to and from KCW, the following forms must be filled out, signed, and filed with the office:

1. Parent/Guardian form
2. Student form

## PARKING

Students must park in the area provided and designated by yellow painted lines. By doing so, students will avoid blocking driveways, loading/unloading areas, and parking aisles. No loitering is permitted in the parking area.

## MOTORCYCLES

The same rules apply to these vehicles as to all other motor vehicles. The only place these vehicles can park is along the chain link fence to the west of the KCW front door. All vehicles needing to be chained can be chained and locked to that fence. If a vehicle needing to be chained and locked isn't, the student is parking it at his or her own risk. Inside or secured parking will not be provided.

## BICYCLES

The only area bicycles can be parked is along the chain link fence to the west of the KCW front door. If the bicycle is not chained and locked to the chain link fence it is at the owner's risk. Inside or secured parking will not be provided.

## VISITORS

All visitors must report to the school office and obtain permission to visit the school from the building administration or teacher in charge.

## BUILDING SECURITY

One campus security personnel and police liaison officer are assigned to KCW.

Police will be called to KCW by using the 911 code in the case of an emergency. Police will also be called if a student has been excluded/suspended and has refused all requests/opportunities to leave the building and property on his/her own. In such cases, the police will be asked to remove the student from the building and property. The student then becomes the responsibility of the police. When this happens, the student is not only subject to school disciplinary consequences, but any consequences the police deem appropriate.

# DAVENPORT




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C O M M U N I T Y

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# SCHOOLS

**Kimberly Center West**

Date: \_\_\_\_\_

Parents: (students under 18)

\_\_\_\_\_  
\_\_\_\_\_

Re: Permission for Student to Drive

Dear \_\_\_\_\_

Kimberly Center West is aware that your son / daughter, \_\_\_\_\_

Will be driving to and from school during the \_\_\_\_\_ School year.

In order to keep the privilege of driving to and from Kimberly Center West, you must:

- Maintain a valid driver's license.
- Be on Time.
- Never have another student in your car coming or going from KCW campus.
- Drive carefully on school property.
- Keep walkouts, exclusions, and suspensions at a minimum. (teacher team discretion)
- No Drugs or Drug look-alikes or weapons in your vehicle.

**Failure to comply with any of the above conditions will result in the loss of your school driving privileges.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
KCW Administrator



**Kimberly Center West**

Date: \_\_\_\_\_

Student Name (18 & over)

\_\_\_\_\_

\_\_\_\_\_

Re: Permission to Drive to School

In order to keep the privilege of driving to and from Kimberly Center West, you must:

- Maintain a valid driver's license.
- Be on Time.
- Never have another student in your car coming or going from KCW campus.
- Drive carefully on school property.
- Keep walkouts, exclusions, and suspensions at a minimum. (teacher team discretion)
- No Drugs or Drug look-a-likes or weapons in your vehicle.

**Failure to comply with any of the above conditions will result in the loss of your school driving privileges.**

\_\_\_\_\_

Student

\_\_\_\_\_

KCW Administrator

## ATHLETICS/ACTIVITIES

Students may participate in any sport, club or activity offered by his or her home school if he or she qualifies according to the participation standards of the home school. Students must also obtain the permission of the administration of the home school. For example, a North High School student could participate in track at North High while attending KCW if he or she:

- Met or exceeded the minimal academic requirements for participation.
- Was not subject to some disciplinary consequence that prevented him/her from being on North High School property or banned from participation in extracurricular activities at North High School.
- Obtains the permission of the administration of North High School to participate.

## EMERGENCY SCHOOL CLOSINGS

Kimberly Center West will follow the Davenport Community School District policy regarding the closing of schools due to bad weather conditions or other emergency situations.

## CANCELLATION OF SCHOOL

Should a regularly scheduled school day be cancelled, the day or days will be made up at the end of the school year.

### **A. Emergencies affecting one or more individual schools, but not district-wide:**

1. The principal will assume primary responsibility for emergency decisions.
2. Details will be reported as soon as possible to the Director of Alternative Ed. and the Superintendent..
3. If the emergency occurs during the school day, students will not be sent home without first consulting the Director's Office and necessary notification of parents, or other responsible adults.
4. If the emergency occurs prior to the beginning of the school day, the Director will be consulted and every effort will be made to notify parents of the decision to close the school.
5. All building employees, except aides, accompanists, and co-op employees, will be expected to report for duty at the regular hours. The principal may assign such duties as needed, or employees may be directed to provide service at some other location in the district.

**B. District-wide school closings:**

1. All emergency decisions will be made at the central office.
2. Public announcement of emergency decisions will be made as soon as possible. During the school day, individual schools will be contacted directly regarding emergency decisions.
3. All administrative, secretarial, custodial and maintenance employees will report to their respective buildings for regular duty hours, unless notified otherwise.
4. Instructional staff members, aides, food service employees and bus drivers will not report for work.

**C. Athletic Events:**

When the Davenport schools are closed, due to inclement weather, the following guidelines will be in effect:

**Home Contests**

1. If opponents are unable to travel, attempts to reschedule will be made.
2. If opponents are able to travel, the principal involved and the Director of Schools will determine feasibility of playing the contest.

**Away Contests**

1. If the Transportation Department is not operating vehicles, contests out of the Quad Cities will rescheduled, if possible. For those within the Quad Cities, the principal involved and the Director of Schools will determine the feasibility of playing the contest, using other means of transportation.
2. If transportation is operating, the contest will be played.

## SMOKING POLICY

The use of tobacco (smoking tobacco or chewing tobacco) is in violation of State Law (Code of Iowa—Chapter 279.9) Therefore, any student using or having possession of smoking or chewing tobacco or paraphernalia (i.e. matches, lighter, etc.) will be subject to the following:

1. Verbal reprimand (Principal /Head Teacher)
2. Sent home for remainder of the day
3. Sent home plus a one-day suspension

The student can return to step 2 from step 3 if (s)he has 10 days without an infraction. Any smoking or chewing tobacco or paraphernalia (ie. Matches, lighters, etc.) that is turned into or confiscated by staff from a minor (under 18 years old) will not be returned to the minor.

## GOOD CONDUCT RULE

The Board of Education believes participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during the school years and for a lifetime.

Students who participate in all extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in all extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, inappropriate, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The Activity Manager shall keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent or superintendent designee to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity

### GOOD CONDUCT RULE

To retain eligibility for participation in all Davenport Community School District High Schools and Intermediate Schools extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

- Possession, use or purchase of tobacco products, regardless of the student's age
- Possession, use or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath)
- Possession, use or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities) hazing or harassment of others
- If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

PENALTIES

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

**First Offense:** The student shall be ineligible for 25% of the performance dates and if the offense involves substance abuse must attend CADS or a similar agency.

**Second Offense:** The student shall be ineligible for 50% of the performance dates.

**Third Offense:** The student shall lose eligibility for one calendar year.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder or the penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

The penalties shall accumulate in intermediate school, and then the student will begin again at the start of ninth grade and the penalties will accumulate during grades 9-12. However, if the student does not have another violation during a 12-month period, the accumulation will start over.

REDUCTION IN PENALTY

On the first offense, if a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within forty-eight hours of the violation, the penalty may be reduced by the administration to one playing date and a referral to CADS or a comparable agency. This reduction in penalty shall only apply to a first offense.

APPEALS

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the Director of Co-Curricular Activities and Security within three school (3) days of being advised of the violation. The penalty will be in effect pending the director's decision.

## COMPLAINT PROCEDURE

Whenever a citizen has a complaint against the action of any KCW employee they will be encouraged by the KCW administration to speak directly with the employee. If the complainant is uncomfortable and decides not to speak directly to the employee, the supervisor will be available as an intermediary/facilitator/mediator. If resolution of the complaint is not reached by informal discussions as explained above, the formal complaint procedure and form are as follows:

## Complaints Against School Personnel

### 103.2 Community Relations

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. To the extent possible, the complaint/concern will be in writing and will describe what happened and what was wrong.

In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Supervisors or administrators in the line of responsibility
2. Superintendent of Schools
3. Board of Directors

The Board of Directors shall strongly encourage that this chain of appeal be followed. At each step of the procedure, the responsible administrator will explain the process, including the right to appeal.

No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools. Forms for registering a complaint will be developed by the Superintendent or the Superintendent's designee and be available through the school offices. The complaining individual will be offered assistance in completing the written complaint.

By action of the Board 9/20/76, 12/13/82, Revised 9/17/90

**Davenport Community Schools  
District Complaint Form**

Information: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Description of what took place (attach extra pages if needed):  
\_\_\_\_\_

What is your objection to this incident (attach extra pages if needed):  
\_\_\_\_\_

Have you reported this incident to a building administrator? \_\_\_Yes \_\_\_No  
If YES, who?  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

What do you request the district consider as a possible solution (attach extra pages if needed)?  
\_\_\_\_\_

I understand that all persons identified in this complaint will receive a copy of this document.  
\_\_\_\_\_  
Signature

The Davenport Community Schools provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, disability, or sexual orientation. Inquiries concerning application of this statement should be directed to the Director of Equity for the Davenport Schools.

**For Internal Use Only**

Date Received \_\_\_\_\_ Type: \_\_\_\_\_ Race/Ethnicity  
Directed to \_\_\_\_\_ \_\_\_\_\_ Gender  
Complaint: \_\_\_\_\_ Student \_\_\_\_\_ Status  
\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ National Origin  
\_\_\_\_\_ Patron \_\_\_\_\_ Religion  
\_\_\_\_\_ Employee \_\_\_\_\_ Age  
\_\_\_\_\_ Other \_\_\_\_\_ Disability  
\_\_\_\_\_ Sexual Orientation  
\_\_\_\_\_ Harrassment  
\_\_\_\_\_ Appeal

## PUBLIC NOTICES

### RELEASE OF INFORMATION

In accordance with the “Family Education Rights and Privacy Act of 1974”, the following information may be released to the public in regard to any individual student of the school district as necessary or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the Principal.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATING IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

### SCHOOL INSURANCE

“The Davenport Community School District School Board makes it possible for pupils to participate in a school insurance program. Many pupils participate in this program each year at a very small cost to parents. THE SCHOOL DISTRICT DOES NOT CARRY ACCIDENT INSURANCE.”

A letter to parents which explains the insurance coverage and the enrollment blank will be given to each student to take home at the beginning of each school year or any time a student enrolls during the year. The Principal of your school will have a copy of the Master Policy in the office for your inspection.”

### ALLEGED STUDENT ABUSE

The Iowa Department of Education has established rules providing for the reporting of suspected physical or sexual abuse of students by school employees. If you wish to report the alleged abuse of a Davenport student by a school employee please contact the school principal.

### DRUG FREE ZONE

The use of drugs and/or alcohol interferes with one’s ability to be successful at school. The Kimberly Center is located in a Drug Free Zone. The zone is protected by federal and state laws which state that any person who distributes or manufactures a controlled substance within one thousand feet of the building is punishable by a term of imprisonment or fine or both, up to twice that authorized by the law.

### STUDENT RECORD 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, family background, aptitude and 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 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 a reasonable cost. The fee shall be waived if it would keep the parent or student from viewing the records. 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 which 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.

**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 Iowa 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: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S.W., Washington, D.C. 20201.

## PUBLIC NOTICE

It is the policy of the Davenport Community School District not to discriminate on the basis of sex, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 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 the life styles open to women as well as men in our society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to:

Human Resources Office  
Davenport Community Schools  
1606 Brady Street  
Davenport, IA 52803

### DAVENPORT SCHOOL BOARD POLICY 604.7

“Selection of Materials” requires that all instructional materials used in classrooms—books, films, filmstrips, computer software, etc:

- Be age appropriate for students with whom they are used
- Be appropriate for the emotional and social development levels of students
- Be appropriate for the ability and academic levels of students
- Pertain specifically to the learning objectives of the units or lessons being taught
- Contribute positively to students’ growth as learners

Parents and guardians who have concerns or who are interested in learning more about the variety of instructional materials should be free to contact their schools to arrange conferences with their children’s teachers.

### SEARCHES: LEGISLATION HF331

This legislation makes school lockers, desks, and other facilities or spaces owned by the school, unprotected areas and subject to search. Searches must be reasonably related in scope to the circumstances which gave rise to the need for the search. The school officials may conduct periodic searches. Searches must occur in the presence of the student or in the presence of at least one other person.

### HEALTHY, SAFE, SECURE ENVIRONMENT

In order to protect the healthy, safe, secure environment at Kimberly Center West, searches of personal property may be necessary because there is reasonable suspicion that a threat to this safe environment exists. The program administrator or designee, with a witness present, will ask the student to submit to a search of their pockets, coat, socks, shoes, bags, etc. If the student refuses to submit (s)he will have to leave the school for the rest of the day. When the student returns to school (s)he will have to submit to a search prior to attending classes.

### ASBESTOS

Students, Parents, District Staff:

The Environmental Protection Agency (EPA) in 1987 enacted the Asbestos Containing Materials in Schools Rule. Often referred to as the AHERA rule. This rule requires that all of the nation’s nonprofit elementary and secondary schools, both public and private, inspect their school buildings for asbestos containing building materials, develop a plan to manage the asbestos for each school building, notify parents and staff regarding management plan availability and provide asbestos training to appropriate staff. The original Asbestos Management Plan for Davenport Schools was completed in 1989. That plan included a set of plans and procedures designed to minimize the disturbance of any assumed asbestos containing materials, as well as periodic surveillance of these materials. A re-inspection occurred in the Summer of 1998. Re-inspection updates and periodic surveillance data is included in the building’s management plan.

A copy of the asbestos management plan is available for your review in each building office and at the Operation Center Office during regular business hours. All inquiries regarding the plan should be directed to Donna Cooper, Field Supervisor, Nutrition and Environmental Services.

All of our District buildings meet or exceed standards for asbestos management and are safe.

This notification is a requirement from EPA.

**Kimberly Center West**

1002 West Kimberly Rd

Davenport, Iowa 52806

Phone: 563-391-9161 ext. 2

[www.davenportschools.org](http://www.davenportschools.org)

