

STUDENT HANBOOK

Welcome to the Davenport Community Schools. The following information is broken into three sections; **SCHOOL BUILDING INFORMATION, STUDENT LEARNING GOALS, DISTRICT POLICIES, PUBLIC NOTICE INFORMATION, and BULLYING INFORMATION.**

SCHOOL BUILDING INFORMATION

Arrival/Dismissal Procedures

Students should not arrive at school too early. When we do not have adults present to provide supervision, parents/guardians continue to be responsible for the students' safety and well-being. Children coming to Davenport Community School District to have breakfast in the morning are allowed to enter the building when adult supervision begins. In the case of inclement weather (rain or a temperature of 15 degrees with the wind chill factor), students not eating breakfast may be allowed limited access to the building.

Attendance Procedures

Good school attendance is necessary to gain the maximum benefit from the educational opportunities offered in the Davenport Community School District. We expect 95% attendance from all students, which means no more than 9 absences or 9 tardies in a school year. Students must be in school daily unless personal illness or unavoidable situations prevent their attending. When a child is absent, the parent/guardian should call the school between **7:00 and 8:00 AM** on the morning the child is absent. A child may be sent home from school for fever, signs of communicable disease, or an injury. **A child with a high temperature should stay home until his/her temperature is normal for 24 hours.** Please be certain all information regarding home, work and childcare remains updated with accurate phone numbers. This information is used to contact you in the event your child becomes sick or injured at school. **If your child needs to be sent home, an adult must pick him up. No child is permitted to walk home during the school day for any reason.**

Children planning to be out of school at parent/guardian request should have prior approval from the principal. Excessive absences result in a response protocol which includes: letters home, required doctor's excuse for every absence, home visits by the principal, and/or home visits by the truant officer.

Work missed for all absences, excused and unexcused, needs to be made up in order to obtain credit for class work missed. Iowa law requires the parent/guardian of any compulsory school-aged student to have that student attend school. The state of Iowa and the Davenport Community School District consider unexcused absences to be trancies. Any citizen who becomes aware of school attendance violations may report them to the Achievement Service Center at 336-5000.

Bus Procedures

If your child is riding the school bus, please help him/her memorize the bus number s/he will be riding to and from school. If s/he is unable to remember his/her number, please attach a note to his/her shirt the first week of school

to aid the staff in making sure s/he gets on the right bus. For your child's safety, students are required to follow all rules established by Davenport Community School District and Durham School Service bus drivers at all times. Any student demonstrating unsafe or inappropriate behavior will receive a Bus Misconduct Report and may be temporarily or permanently suspended from the bus. Suspensions will be for both morning and afternoon bus routes. Any student who will not be riding the bus home, for any reason, will need to bring a note from home and turn it into the school office at the beginning of the school day. If your child does not have a note, s/he WILL be sent home on the bus. Only eligible bus-riding students are permitted to ride the school bus.

Davenport Community School District is served by several school buses. **Buses pick up and drop off students in the designated loading area.** For safety reasons, **NO PARENT/GUARDIAN VEHICLES ARE ALLOWED IN THE BUS LOADING AREA.**

Conferences

All Davenport Community School District Elementary Schools will conduct parent-teacher conferences. More information will be sent home with students closer to conference dates.

Fire, Weather and Safety Drills

Student safety and security are a high priority for the Davenport Schools. Several times during the school year fire, weather and other safety drills are conducted, including a 'lockdown drill' which enables us to respond should there be an internal or external threat of violence. It is hoped these drills will keep all staff and students well prepared in case of such an emergency. The district also conducts an annual Safety Audit of each of our buildings, determining the status of everything from appropriately secured entrances to evacuation plans.

Food Service Information

Food and Nutrition Services uses a computerized point of sale system in the cafeteria. Each student will be assigned a personal identification number (PIN) to access his or her meal account. This provides confidentiality and convenience. Checks, money orders or cash can be sent with the student and the payment given to the food service cashier. Students who qualify for free meals will automatically be considered prepaid. Payments may be made anytime before school, during meal service and at registration. The system notifies students when their account balance is low. Prepayment is encouraged to speed line service. For information on online meal payment options, access the Davenport Community School District website.

Charging/credit meals are not allowed for secondary students. Intermediate students must have money in their account or cash at the time of service. Meals will not be served without payment at the time of sale.

New federal mandates require incremental lunch price increases toward a specified amount over the next several years. These same mandates require students to select a minimum of ½ cup fruit or vegetable as part of their school lunch beginning July 1, 2012. Please assist us in encouraging students to eat fruits and vegetables. Meals that do not contain at least ½ cup fruit or vegetable will be

charged à la carte price for the individual items resulting in a higher total cost.

Intermediate Breakfast Price: \$1.15; Lunch Price: \$2.20

Breakfast typically begins about 30 minutes prior to the start of the school day. (Check with your school for specific breakfast times.) Please note that there is no adult supervision before breakfast service, so we advise for safety reasons that your student does not arrive at school prior to that time.

For questions or suggestions on how we may better serve you, please contact the Food and Nutrition Services Office at 386-4780 between the hours of 7:00 AM and 4:30 PM.

Lost and Found

Children who have lost property should check the office or designated Lost and Found area. All valuables and money found should be brought to the school office. Money not claimed within one week is given to the finder.

Make-up Work

Staying current with classroom work is important to academic achievement. The responsibility for obtaining and completing make-up work rests with the student/parent/guardian. The teacher's responsibility is to cooperate with the student by providing assignments, permitting tests to be made up and projects to be handed in. If an absence is going to be more than 2 days, a request for make-up work may be made through the office and picked up the third day. Make-up work should be completed within a reasonable time after the absence, usually 2 days for every day missed. Make up work resulting from time away from school due to a family activity may be assigned before the child leaves or after s/he returns. This decision is left to the discretion of the teachers involved.

PTA/PTO

This group sponsors many activities and other events and works to involve parents/guardians in our schools. They organize family-based activities and conduct fundraisers in order to purchase many of the extras the school. Membership is open to all. There is information about PTA/PTO and other parent/guardian involvement opportunities on our website at www.davenportschools.org under Parents.

Recess

It is part of the thinking of the Davenport Community Schools that if a child is well enough to come to school, s/he is well enough to participate in the daily program. Recess is part of the daily program. Students do not go out in inclement weather (rain or too cold which is 15 degrees or lower with the wind chill factor). We make exceptions when the family physician requests a child be excused from outdoor activity with a note stating the reason and length of request. Always send your child dressed appropriately for the weather – keeping in mind a hat and gloves/mittens in cold weather.

School Closings

It is the policy of the Davenport Community School District to be open for classes every scheduled day for the scheduled number of hours. School may be cancelled for a full day if a severe storm is in progress or streets are not cleared. School closings will be broadcast over local radio and television stations. A decision to close or delay school prior to the opening of school will be made before 5:45 AM and communicated through the media. A decision to dismiss school early because of weather or other emergencies will be made by approximately 10:00 AM and communicated through the local media and the telephone relay system to all school facilities. Please make

certain that the school has a telephone number where you may be contacted. Parents/Guardians may pick up their students at school anytime. After school activities may be cancelled. WE ASK THAT YOU DO NOT CALL THE SCHOOL FOR INFORMATION REGARDING SCHOOL CLOSINGS OR EARLY OUTS. Tune in to your local radio or television stations.

Smoke-free schools

Davenport Community School District and school grounds are a smoke-free area. There is no designated area for smoking at or around any Davenport Community School District building/facility at any time.

Student Appointments

If a student has an appointment during the school day, he or she should bring a note from home to the office the morning of the appointment. The note will be returned to the child's classroom teacher. Upon returning to school, the student needs to check in at the office for an admittance slip before going to class.

Telephone Calls

Due to concern for all children's safety, be assured that your child will be allowed to use the phone so that s/he may get home safely. If your child is detained at school for reasons such as weather, change of schedule for school activities following dismissal or missed rides, s/he may use the telephone.

Visitors

Visitors are always welcome at Davenport Community School District and must sign in at the office prior to proceeding to classrooms. Visitors will be given a pass to be displayed while in the building and must be returned to the office when leaving. Classroom teachers appreciate parents/guardians calling and making arrangements for a time to visit their classrooms. To promote building, student and staff security, all outside doors will be locked after the school day has started. These doors will allow people to exit but not enter. The only door left unlocked all day will be the main entrance.

Health Services and Procedures

We have school nurse coverage in all of our schools. If the nurse is not in the building, the office staff will address health concerns.

The Health Services Department provides screenings in selected grades throughout the school year. Nurses, parents/guardians, and teachers may also make referrals. The scheduled screenings include:

Visual Screening: Students in grades K, 3, 5 and students new to the district.

Hearing Screening: Students in grades Preschool, K, 1, and 2.

Pediculosis (head lice): Students will be screened on a case-by-case basis.

All kindergarten age students and students transferring to Davenport Community School District must provide written proof of completed immunization series. Kindergarten students will not be permitted to enter school until written proof immunization status, including Hepatitis B series and a Varicella vaccination OR a religious or medical exemption is provided to the school.

Davenport Community School District transfer students will be allowed to attend for a two-week period but will be excluded at the end of two weeks if the immunization record or exemption certificate has not been provided to the school. Parents or legal guardians of all students transferring into the District from out of state or out of district are expected to provide written proof of up-to-date

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or a complete immunization series at the time the student registers.

A child may be sent home from school for a fever, signs of communicable disease, or an injury. All children with fever 100 degrees or greater should remain home until fever free for 24 hours without fever reducing medication.

Please be certain all information regarding home, work and childcare remains updated with current phone numbers. If your child needs to be sent home, an adult must pick him/her up. No child is permitted to walk home during the school day.

If any medication must be given during school hours, the school requires a statement signed by your physician stating the name of the medication, dosage, time to be given, and for how long. A new physician statement must be filled out each year and is available in the school office.

By law, students with asthma or other airway constricting diseases may self-administer their medication upon written consent of the parents/guardians and the prescribing physician. The written statement by the parent/guardian and prescribing physician requesting student's self-administration shall be kept on file in the nurse's office. ALL other prescription medications MUST be administered by school personnel.

Non-prescription medication ordered by a parent or guardian may be administered when the registered nurse determines that the use of over-the-counter medication is the appropriate care for the student. This medication should be clearly labeled with your child's name and homeroom number. **STUDENTS ARE NOT ALLOWED TO CARRY MEDICATION WITH THEM AT ANY TIME** with the exception of physician and parent/guardian-approved constricted airway relieving medication!

If for some reason your child cannot participate in P.E., a note from a physician stating the reason and length of time that s/he cannot participate is required.

Students with food allergies or accommodations due to a medical condition must present a completed Food Service Physicians Order form available from the Food Service Department or the School Nurse.

Please note that the district has implemented a Student Health and Wellness Policy that promotes positive health habits for our students – including nutrition, physical activity and health education guidelines. We ask parents/guardians to help support this policy by considering healthier options when packing your child's lunch or when providing special occasion treats at school. Low fat, lower in sugar items are preferred, and we ask that portion size also be considered. Our Food and Nutrition Services provides a catering menu for parents/guardians to choose from for special occasion treats, and we also have extensive information about healthy options on our website at www.davenportschools.org under Current Issues.

STUDENT LEARNING GOALS

The curriculum of the Davenport Community Schools, meets and, in many cases, exceeds requirements in Iowa, a state that is known for its quality education. We believe that families are our students' first teachers, and we consider them partners in the educational process. The district has developed standards and benchmarks across all grade levels and subjects which help support and define our learning goals. This information is provided on our website

at www.davenportschools.org under Curriculum, or you can request this information from your child's school. Parent guides for each elementary grade level – including home activities – are provided.

Homework

The Davenport Community School District defines homework assignments as outside of class activities which are appropriate extensions and enrichments of the regular classroom instructional program. Research clearly demonstrates that time spent on quality homework is positively related to achievement. If you or your student has a current library card with the Davenport Public Library or Scott County Library, he/she can visit either of those library websites and log on for live homework help with the Homework Hotline. The service is FREE.

Report Cards

To help you and your student chart his/her programs, students will receive report cards four times per year. These dates occur at approximately one-quarter (nine week) intervals during the year. The final report card will be distributed on the last day of school.

Lifelong Guidelines and Life skills

At the Davenport Community School District, we continually stress and talk about the Lifelong Guidelines: Truth, Trust, Active Listening, No Put Downs and Doing Your Personal Best.

These 7 Life Skills fall under: Caring, Effort, Teamwork, Responsibility, Initiative, Perseverance, and Common Sense.

DISTRICT POLICIES

Cell Phones and Electronic Devices – Policy 504.09

The Board recognizes the potential need for our students to communicate with their families under certain circumstances while they are attending school. The District offers the use of school phones as the first means of communication if the need arises before, during and after school hours.

We want to ensure that cell phones or other electronic devices do not interfere with classroom instruction or cause any other problems for students or staff while on District property. During the instructional day, students may not use cell phones or other electronic devices unless given written permission from the principal/assistant principal.

During the instructional day, students are prohibited from using any cell phone or other electronic device to access a wireless connection to the internet. However, the classroom teacher may give consent to use electronic devices for instructional purposes.

Under no circumstances are cell phones or other electronic devices to be used to take photos or audio/video recordings of students in locker rooms, restrooms, or other private situations at school or at District sponsored activities.

It is the responsibility of the Superintendent or Superintendent's designee, in conjunction with the building principal to develop a standard administrative regulation for this policy to provide consistency throughout the District for students.

Custody

There are many different custody arrangements. Please share copies of the legal documents you have so we can respond to conditions prescribed by the courts concerning custody. The office will provide parents/guardians with

information on attendance, grades and discipline upon request.

Dress Code – Policy 504.02

Personal Appearance of Students

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When in the judgment of a 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. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion.

The following items are prohibited in school buildings:

- Any item of clothing that disrupts the learning process
- Clothing that promotes illegal products or acts (including those illegal to minors)
- Clothing that contains explicit violent or suggestive sexual content
- Clothing that is deemed obscene or profane

It is the responsibility of the Superintendent or superintendent's designee, in conjunction with the principals, to develop achievement regulations regarding this policy so the standards will be consistent across the District.

Achievement Regulations 504.02A

The following guidelines are meant to assist students and parents/guardians in determining appropriate attire for school during the instructional day. School administration reserves the right to ban any item or clothing article which may cause a disruption to the learning environment or personal safety or promotes illegal products or acts, contains explicit violent or suggestive sexual content or is deemed obscene, profane or offensive.

1. Students may not wear halter-tops or tops that do not cover their back or tops that show cleavage.
2. Students' tops must meet the waistband of the bottom clothing they are wearing in a standing position and have shoulder straps (no spaghetti straps).
3. Undergarments should be covered at all times.
4. Pants may not "sag".
5. Pajamas and slippers are not allowed.
6. Footwear must be worn at all times. **Elementary Only:** For safety purposes, flip-flops are not allowed.
7. Shoes with rollers on the bottom are not allowed.
8. Hats, bandanas, sunglasses, spiked jewelry, chains hanging from clothing or accessories or other items that pose a potential safety hazard may not be worn.
9. Coats cannot be worn in the classrooms and must be kept in lockers.
10. **High School Only:** School-issued ID must be worn at all times during the instructional day.

Enforcement

Dress that is found to be in violation of board policy or rules and regulations requires students to do one or more of the following:

- Turn shirts inside out
- Wear clothes provided by the school
- Wear P.E. clothes
- Tie up saggy pants
- Parents may bring in appropriate clothing
- Remove head gear

Single provisions of the rules and regulations may be waived by the school administration for a specific approved school activity.

If a student refuses to comply, parents are notified and the student may be assigned disciplinary action for insubordination. Multiple offenses will be addressed by progressive discipline.

Insurance

At the beginning of each school year, students receive materials regarding special student insurance. If additional forms are needed, please call the school office. Davenport Schools **DOES NOT CARRY** accident/health insurance for students.

Moving From the District/Change of Address or phone

If a student will be moving out of the school's boundaries or Davenport Community School District, please notify the office two or three days before the student's last day to give the staff adequate time to assemble all records and information necessary for the student to enroll in a new school. **All textbook and IMC materials should be returned before you leave the district.** It is very important that all personal supplies and information go with the student. Cumulative record file data will be sent to the receiving school after they make a formal written request. **If you have a change of address or phone, please inform our office immediately so that we can update our records.** Failure to notify the office of a move mid-year could jeopardize your child's status at your current school.

Parent Notification of Instructional Materials Usage

Parents/guardians will be notified annually that a wide variety of instructional media will be used at various grade level/subject areas and that these materials are available for parent/guardian review. In the event a parent/guardian deems an instructional media selection inappropriate for his/her child, s/he may request the child be provided an alternative assignment of comparable difficulty that meets the objectives for which the instructional media selection is being used.

Proactive Disciplinary Position K-12

Assault

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 appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made depending upon the severity and circumstances of the act.

Assault and Battery

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

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appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made depending upon the severity and circumstances of the act.

Bullying Behavior

Our district has an anti-bullying policy that clearly states bullying, either, physical, verbal, or electronic, is not tolerated in our schools. Bullying is aggressive behavior that is intentionally harmful and involves an imbalance of power. Most often, it is repeated over time and can be done by one or more individuals to one or more individuals. School bullying takes on many forms, and it is done by both girls and boys. Bullying knows no boundaries; it can happen to anyone. Bullying may not involve direct physical or verbal contact but may be indirect in nature such as social isolation or exclusion from a group. Cyber bullying is bullying through electronic media—e-mail, texting, social networks, blogs, websites, or digital messages or images sent to a cell phone or computer. Our schools have rules against bullying that are defined further on in this handbook. Students who engage in bullying behavior may receive consequences that may lead up to out-of-school suspension.

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. Any student engaging in this type of behavior will receive an out-of-school suspension with possible referral to the appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made. Law enforcement officers may be involved and/or charges may be filed after a thorough investigation on any of the above.

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 includes alcohol and any look-alikes. In all cases of possession or use, the student will be removed from school. In *first offense* cases the student will be suspended for 5 (five) days, but may have the suspension reduced to 3 (three) days with proof he/she has enrolled in CADS or a comparable agency at the families expense.

In cases of sale or distribution, the student will be suspended for 9 (nine) days and referred to the appropriate Achievement Service Center (ASC) administrator for an Administrative Council Hearing where a recommendation for expulsion/exclusion* could be made.

In the event of a second offense of possession or use, the student will receive a 9 (nine) day out-of-school suspension and be referred to the appropriate ASC administrator for an Administrative Council Hearing where a recommendation for expulsion* could be made.

Fighting

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, there could possibly be a referral to the appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made.

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 appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made.

Service Fees

These fees can be paid through the mail during the summer or at the August registration and following the January semester break. You may pay total year fees via US mail in the summer or in August if you wish. This greatly reduces the amount of time you need to spend at registration.

Testing

Students in the Davenport Community School District participate in the district-testing program that measures both ability and achievement. All parents/guardians will be receiving more information as the test dates approach.

Toys and Electronic Games

Students are not allowed to bring toys and electronic games, including personal CD/tape players, cellular phones, etc. to school. Individual teachers may make exceptions on party days or study trips. In that case, students may use equipment with only that teacher. The school is not responsible for any valuables brought into the building.

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. Look-a-like items such as play toy guns, pellet guns, homemade knives and weapons, projectile objects, slingshots, etc. are also 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 appropriate ASC administrator for a Disciplinary Hearing or Administrative Council Hearing where a recommendation for expulsion* could be made. A report will also be filed with the appropriate law enforcement agency.

** Only the Board of Education has the authority to expel a student. The term "expulsion" is in reference to regular education students only. When a special needs student is referred to the Board because of a major breach of discipline, the term "exclusion" is used. Our district is required to provide some type of alternative educational services for students falling into the special needs category. The information shared in this document supersedes any information previously published and/or distributed by the Davenport Community School District.*

PUBLIC NOTICE

Directory Information

Davenport Community School District may disclose designated Directory Information without prior written consent unless you have advised the District to not release this information.

The primary purpose of *Directory Information* is to allow Davenport Community School District to include information from your child's education records in certain school publications. Examples include:

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- A playbill, showing your child's role in a drama production,
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling showing weight and height of team members.

Directory Information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or boy/girl scouts.

Davenport Community School District has designated the following information as *Directory Information*:

- Student name
- Student address and telephone number
- Date of birth
- Years of attendance
- Grade level and school(s) attended

If you do not want Davenport Community School district to disclose *Directory Information* from your child's education records without your consent, you must notify your Principal in writing by September 1st of each school year.

Note: Recruitment/College Opt-Out forms are not applicable under *Directory Information* but are handled through the Record Services Office.

Environmental Protection Agency (EPA)

All of our District buildings meet or exceed standards for asbestos management and are safe. The District is actively pursuing the removal of asbestos containing materials through the use of funding from the Physical Plant and Equipment Levy. A re-inspection by a certified asbestos inspector is required every three years. A copy of the asbestos management plan is available for review in each building office and at the Operations Center Office during regular business hours. All inquiries regarding the plan should be directed to: Dan Burlingame 386-3351.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. The Act gives the parent/guardian the right to: inspect and review his/her child's educational records, make copies of these records at a reasonable cost unless the fee would effectively deny access to the records, receive a list of the individuals having access to those records, ask for an explanation of any item in the records, ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights and a hearing on the issue if the school refuses to make an amendment.

Non-Discrimination Statement

The Davenport Community School District (DCSD) provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, ancestry, or actual or potential parental, familial, or marital status. DCSD will take affirmative action in recruitment, appointment, assignment, and advancement of women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories in which any of these groups of people are underrepresented.

Inquiries related to this policy may be directed to Dawn Anderson Rascher, DCSD Equity Coordinator, 1606 Brady Street, Davenport, IA 52803 or by phone at 563-336-3805. Inquiries may also be directed to the Iowa Civil Rights Commission, the Region VII Office of the United States Equal Employment Opportunities Commission, or the Region VII Office of Civil Rights, United States Department of Education.

Complaints Against School Personnel

Whenever a parent/guardian is displeased at the action of any employee, s/he may give information to the employee's immediate supervisor. When you have a concern or complaint with a school district employee, it is always best to first discuss your concern with the employee involved. If this is either impossible or unsatisfactory, you may contact the employee's supervisor. You may call Human Resource Services at 336-3813 to find out who the supervisor is if you do not know. If the supervisor determines that your complaint requires further review, you will be asked to complete a *Complaint Form* designed to obtain the necessary information for reviewing complaints.

Harassment - Sexual, Racial, and Other

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice. For the complete 504.07 Harassment Policy see <http://www.davenportschools.org/schoolboard/bpolicy/504.asp>.

Students who believe they have been the subject of harassment or have witnessed harassment are encouraged to discuss the matter with the Building Principal; Assistant Building Principal; or DCSD Equity Coordinator, 1606 Brady Street, Davenport, IA 52803 or by phone at 563-336-3805 for appropriate action. Complaints will be kept confidential to the extent possible given the need to investigate. An investigation of the complaint will be undertaken promptly.

Photo Release and Media Contact

As a public entity, the Davenport Community School District promotes an open-door philosophy that includes welcoming the news media to visit schools. News reporters and photographers frequently are invited to cover student and staff administrative as well as innovative programs in our schools. This is done so the community will better understand and support our important mission of education. The school administrator or a designee supervises all media visits to the school, ensuring they are conducted in a way that does not disrupt nor detract from classroom learning and student welfare. The best interests of students always are a top priority during such visits. Administrators will assist media representatives in choosing students to interview or photograph/videotape, being sensitive to obtain at least verbal parent/guardian permission if there is any question in mind that the parent/guardian may or may not approve of their student participating. To assist in this process, parents/guardians who do not want their students to be interviewed or photographed/videotaped at anytime or for any reason at school are encouraged to contact the school office so this fact can be recorded.

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Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against person with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Davenport Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs, practices or activities sponsored by the school. The Davenport Community School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, s/he has the right to a hearing.

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. District employees are mandatory reporters. They do not investigate abuse allegations. If there is a suspicion of abuse, District employees are required to report the incident. If you wish to report the alleged abuse of a Davenport student by a school employee, please contact the school principal or the alternative investigator.

Internet Acceptable Use Agreement

Davenport Community School District Computer Systems – Terms and Conditions

Technology is a vital part of the school district curriculum and appropriate and equitable use of computer systems and the Internet shall allow employees and students to access resources unavailable through traditional means. Internet access is coordinated through the Davenport Community Schools wide area network and the Mississippi Bend AEA 9 access to the Internet. To ensure the smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, acceptable, ethical and legal usage. Employees and students shall be instructed on the appropriate use of the Internet prior to being allowed access through school facilities. Employees and students shall sign a form annually acknowledging they have read and understand the Internet Acceptable Use Agreement.

Acceptable User: The use of district computer systems and the Internet – including the use of email, chat, or instant messaging – must be in support of education and research and consistent with the DCSD Strategic Plan, educational objectives, and the terms and conditions of this agreement. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmissions that violate any district, state, or U.S. regulations are prohibited. These transmissions include but are not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities or political lobbying is prohibited.

Privilege: The use of district computer systems and the Internet is a privilege, not a right, and inappropriate use may result in cancellation of that privilege and possible additional actions.

Netiquette: (Network Etiquette) – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Language - Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.

Privacy - Note: Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities. Illegal activities are forbidden. This includes, but is not limited to, threats, harassment, stalking and fraud.

Disruption - Use of the network in such a way that you would disrupt or limit the use of the network by other users is prohibited. This includes distribution of jokes; lists, chain mail and other unauthorized uses of the system. Remain on the system long enough to get needed information, then exit the system.

Private Property: Assume that all communications and information accessible via the network are private property. Credit all sources and respect all copyright laws.

No Warranties. The Davenport Community School District makes no warranties of any kind, whether expressed or implied, for the information or services provided through the network. The District will not be responsible for any damages. This could include loss of data or service interruptions. While the District maintains an Internet Filter to restrict access to inappropriate sites – including those with visual depictions that include obscenity, pornography, or are harmful to minors – no filter system is perfect. Ultimately, it is the users' responsibility to comply with the terms and conditions of this agreement.

Security. Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account without written permission from that individual. Attempts to access the network as anyone other than your assigned User id may result in cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

Vandalism. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures.

Safety. Do not reveal your personal (home) address or phone number or those of other students or colleagues.

References. Children's Internet Protection Act, 47 U.S.C. §254(h) Iowa Code § 279.8(1995). Board Policy 605.06 Internet: Appropriate Use (Revised 5/28/02; Board Policies 101.01 Board-Community Relations; 101.02 Information Dissemination; 103.02 Use of District Communications Systems; 504.6 Parent and Student Rights and Responsibilities; 501.13 Attendance Records; 604.11 Professional and Curriculum Library; 605.13 Technology and Instructional Materials.

INTERMEDIATE SCHOOLS BULLYING PREVENTION RESOURCES

The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Following are the rules for students to follow:

1. We will not bully others.

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2. We will help students who are bullied.
3. We will include others who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home and expect them to do something about it.

To that end, the District has in place policies, procedures, and practices designed to reduce and eliminate bullying as well as processes and procedures to deal with such incidents when they occur. Students who believe they are being bullied or harassed by other students, employees, parents or volunteers shall report their concerns to any staff member including teachers, counselors, or administrators.

The following are web-based resources and books for parents and their students to learn more about preventing bullying and how to handle bullying should it be an issue for your child. **Web Resources for Young Teens and their Parents**

www.facebook.com/hullysmart A local Facebook page dedicated to providing information and resources to the Davenport Community on how to deal with bullying in a healthy way.

www.stopbullyingnow.hrsa.gov Newer federal website that combines government agencies to support reducing bullying.

www.cyberbullying.us Provides cyber bullying research, stories, cases, downloads, fact sheets, tips and strategies, news headlines, a blog, and a number of other helpful resources on their comprehensive public service website.

www.STOPCYBERBULLYING.org Has a fun quiz to rate your online behavior, information about why some people cyber bully, and how to stop yourself from cyber bullying.

www.wiredsafety.com Provides information about what to do if you are cyber bullied.

www.stopbullyingnow.com Has information about what you can do to stop bullying.

Books for Parents

Safe and Healthy Schools: Practical Prevention Strategies by Jeffrey R. Sprague and Hill M. Walker

Schools Where Everyone Belongs by Stan Davis

Bullying at School: What We Know and What We Can Do (Understanding Children's Worlds) by Dan Olweus

Mom, They're Teasing Me: Helping Your Child Solve Social Problems by Michael Thompson

Homeless Youth: McKinney Vento Homeless Education Act

Davenport Community Schools follows the McKinney Vento Homeless Education Act and has a designated homeless liaison for the entire district and a homeless point of contact in each school building. Homeless students must be given access to the same public education, including preschool education, provided to other children. The goal of the homeless program is to ensure every student, regardless of their living situation, is prepared to come to school every day and learn. The main focus of the McKinney Vento Act is to make sure a homeless student's education is not interrupted due to moving, lack of transportation, or other barriers to their education. Referrals for homeless services can be made to Ellen Reilly, Homeless Education Liaison, Davenport Schools 563-336-3832. For more information on McKinney Vento Homeless Education Act, please visit the web at <http://center.serve.org/nche/>