



2020-2021

Central Decatur  
Student Handbook

# *Central Decatur CSD*

LINKING LEARNING TO LIFE

BY EMPOWERING  
**EVERY STUDENT**  
**EVERY DAY**

TO BE **RESPECTFUL**  
**EXCELLENT &**  
**DEDICATED**

## **RESPECTFUL**

- ▶ We believe students excel in a safe, nurturing and positive environment.
- ▶ We believe in and respect every individual, teaching and motivating them to become lifelong learners and leaders.

## **EXCELLENT**

- ▶ We believe in providing rigorous and relevant learning experiences for EVERY student.
- ▶ We believe in the importance of creating students that are critical thinkers, problem solvers, collaborators and engaged learners.

## **DEDICATED**

- ▶ We believe in a culture of continuous improvement where all students can and shall learn.
- ▶ We believe in the shared responsibility and partnerships of students, staff, parents and community to ensure every student's success.

## **Central Decatur School Song**



CD High forever  
Back of you we'll stand  
For the Red and White will always  
Lend a helping hand  
Rah, Rah, Rah

Do not be discouraged  
Hope will never slight  
For we'll be right in there fighting  
For the Red and White



## **School Colors**

Red and White

## **School Mascot**

Cardinal

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*Due to the COVID-19 pandemic, there are certain policies within and elements of this handbook that may be temporarily suspended or altered in order to be in compliance with the District's Return to Learn and/or Return to School policies and procedures, as well as ongoing guidance from the Iowa Department of Public Health, the Centers for Disease Control, the Office of the Governor, the Iowa Department of Public Education, and other relevant agencies. Any policy or procedural change will be communicated to students and staff.*

# Central Decatur Community School District

## Mission Statement

Linking learning to life by empowering every student, every day to become respectful, excellent and dedicated.

### School Information at a Glance

CD Secondary (7-12th Grade)

Schedule

Rudy Evertsen, Principal

1201 NE Poplar

Arrival/Breakfast:

7:45 AM

Leon, Iowa 50144

Tardy Bell:

8:05 AM

(641) 446-4816

Dismissal:

3:20 PM

Visit Central Decatur's web site at:

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

### Central Decatur Administration

Mr. Chris Coffelt, Superintendent

(641)446-4819

Ms. Becky Wood, Board Secretary

(641)446-4819

Mr. Mark Huppert, Technology Coordinator

(641)446-4816

Mrs. Juliette Kline, Special Education Coordinator

(641)446-4452

Mrs. Joy Evertsen, Nutrition Services Director

(641)446-4452

Mr. Brian Broich, Transportation Director

(641)446-6565

### Board of Education,

Amber Swartz, President

Cassy Allen

Cayle Buckingham

Andrew Sullivan

Jolene Petty

### **FORWARD**

This handbook has been prepared to serve as a useful guide for all students and parents attending the Central Decatur Schools. While this handbook is beneficial in helping you familiarize yourself with the school, it also outlines many important policies at Central Decatur. Please take the time to go over the handbook carefully.

### **WELCOME**

The entire staff at Central Decatur MS/HS School extends a sincere WELCOME to each and every student. We hope that you will have many happy, exciting, and worthwhile experiences. Your success in school will be directly proportional to the effort you put forth. Work hard to be the best and take pride in everything you do.

We expect that all students attending Central Decatur will take pride in the building and facilities and make every effort to keep them clean and attractive.

We expect that you will always be conscious of traditions and requirements. Central Decatur will be whatever you make it. Anything is possible when a school has SPIRIT and PRIDE.

We are excited about working with you and hope you are excited about this school year.

## **PHILOSOPHY**

It is the purpose of Central Decatur MS/HS School staff to provide the educational experiences that stimulate the highest degree of personal growth for each student. The school will provide a varied curriculum to encourage development based on the abilities and interests of the student and the needs of society. All courses and school-sponsored activities will contribute to the total development of the individual and provide a foundation for continued growth.

## **MISSION STATEMENT for the CENTRAL DECATUR SCHOOLS**

The Central Decatur Schools will provide students the opportunity for a quality education to achieve the highest academic, technical, reasoning and social skills that challenges and prepares all students to reach maximum potential in the classroom, in society and in future endeavors.

## **COMMUNICATION**

For the educational welfare of all students, it is important that an effective triangular system of communication be maintained between student, teacher, and parent. We welcome all student-parent-teacher conferences. We also welcome parental visits to our school and hope you will feel free to call upon us with your suggestions and questions at (641) 446-4816 or [rudy.evertsen@centraldecatur.org](mailto:rudy.evertsen@centraldecatur.org).

## **SCHOOL / OFFICE HOURS**

The first period begins at 8:05 a.m. and the last period ends at 3:20 p.m. Buses leave at 3:25 p.m. Town students are requested to report to the school no earlier than 7:45 a.m. The MS/HS Office is open at 7:45 a.m. and closes at 4:00 pm Monday through Friday during the school year. All students should vacate the building by 3:45 unless under the direct supervision of school personnel.

## **STUDENT VISITORS**

Parents, Alumni, and friends are always welcome to visit our schools. Encourage your parents to come and observe your classes. All visitors will report to the office upon arrival. No one is allowed in the building without prior approval from the principal or designee and are required to display a Visitor Badge at all times.

It is requested that no child under middle school age visit school unless accompanied by their parents. Students must notify the principal 1-week in advanced for approval. Except in cases of family emergencies, student visitors will not be allowed during the opening and closing week of school or the day preceding or following a holiday.

## **CANCELLATION OF SCHOOL**

Notice of school cancellation for reasons of adverse weather or other emergencies will be

broadcast over radio stations KIIC-97.9 FM (Osceola), KAAN-95.5 FM (Bethany), and TV stations KCCI-8 (Des Moines), WHO-13(Des Moines), and WOI-5 (Des Moines), and Textcaster starting at approximately 7:00 a.m. DO NOT call the superintendent or principal.

### **GRADING REGULATIONS:**

The grading scale for all Central Decatur High School courses shall be as follows:

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 and Below	F

Teachers will establish the grading criteria for each of their courses and communicate those criteria to students on the first day of class. A copy of the criteria shall be given to the building principal prior to the first day of classes. All grades become final 30 days after the end of the semester.

### **HOMEWORK**

Completion of homework is essential to the academic success of students in the MS/HS. Students who accurately complete and turn in assignments when due place themselves in a position to succeed. Students will be expected to turn in assignments when due. Missed work will need to be completed in a timely fashion. Teachers will allow 2 days for work completion for every day missed, up to a maximum of 6 days for full credit. Partial credit will be assigned for work that exceeds this timeline, dropping by 10% for each additional day. If incomplete work has not been completed by the end of a grading period, the student becomes ineligible to participate in non-academic school activities until work is completed.

Special consideration will be given in exceptional cases of hardship and the time extended if necessary.

### **CHEATING**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. When cheating occurs the student(s) will meet with teacher(s) and principal; student(s) will rework/redo the assignment/test and suspension or expulsion from class or school may result depending on the severity of the incident.

### **Plagiarism:**

The Scott-Foresman Advanced Dictionary (1983) states plagiarism is to "take and use as one's own the thoughts, words, writings of another." Plagiarism is an extremely serious problem. Federal copyright laws protect published materials and if you are using them and claiming that information as your own either in writing or speaking, you are guilty of plagiarism and breaking federal law. Plagiarism is copying someone's words directly and not giving the source credit, and/or copying someone's ideas or thoughts indirectly by changing one or two words and not giving the source credit.

What you write or speak should be in your own "voice" or "style." Each of you has a unique

style of writing and manner of speaking if we suspect something is not your original “voice” but we can’t find the original source, it will be the teachers’ decision to discuss this with you and possibly lower your grade.

Plagiarism also includes finding material on the Internet and cutting and pasting it into your work without giving the original source credit. Anytime you take anyone’s work (even your friend’s) and copy it and say it is yours you are committing plagiarism. If any faculty or staff member can prove that a student plagiarized by finding the original source of work, that student will be subject to disciplinary action as outlined the teacher and/or administrator. ***DO YOUR OWN WORK. IF YOU USE SOMEONE ELSE’S, GIVE THAT PERSON OR SOURCE CREDIT.***

## **SEMINAR**

To learn best, young adolescents need to be connected, feel a sense of personal relationship with the teacher, and be recognized as individuals. Therefore, a small group advisory program has been established. This program provides a time and place for a small group of students and a teacher to interact. Each seminar is composed of a teacher and group of 8 to 15 students.

The specific objectives of Seminar at Central Decatur are:

- To give students a common forum, place for discussion, and homeroom.
- To provide a small group setting for students to improve skills in important academic areas.
- To aid the student in making a smooth transition from one grade level to another.
- To provide each student the opportunity to become part of a group of his or her peers with emphasis upon development of a positive self-concept.
- To strengthen communication between home and school.
- To provide each student the opportunity to develop goals for life and an understanding of how to attain those goals.
- To provide each student with an adult advocate within the school building.

## **PROGRESS REPORTS**

This is an individual report that will be sent out by teachers at each mid-quarter and quarter mark. This report is a measure of progress to date in the subject indicated. Staff will contact parents anytime there has been a significant change in student performance. Additional information or help is available through the counselors and teachers, or online with PowerSchool

## **ACADEMIC “C”**

Central Decatur School District awards academic letters to those HS students who qualify. To attain a letter, the student must have a 3.5 grade point or above. The first year students qualify, they receive an academic letter and thereafter they receive a bar to put on their academic letter if they earn a 3.5 or above grade point for each subsequent year.

## **HONOR ROLL**

The honor roll is prepared at the close of each nine-week period. In order to qualify for the honor roll, a student must have a B average. For several years the Leon Lions Club has honored those High School students who have made the honor roll all three quarters at a banquet after the close of the third quarter. A President’s Education Award is also presented to the students in the eighth and twelfth grade whose grade point average is 3.5 or better and who score above the 85th percentile on a standardized test.

## **PHYSICAL EDUCATION EXEMPTIONS**

All physically able students are required to participate in physical education classes during each semester they are enrolled with the exceptions listed below. The parent must request the exemption in writing.

### **Students in Grade 12 may request exemption if:**

- The student is enrolled in a cooperative, work-study or other educational program authorized by the school that requires the student's absence from the school premises during the day.
- The student is enrolled in academic courses not otherwise available because of scheduling conflict or due to academic deficiencies.
- The student is participating in an organized athletic program which requires at least as much time in participation per week as the physical education requirement.

### **Students in Grades 9-11:**

A student in grades 9-11 may be excused by the principal for up to two quarters per year and only during a sports season in which they participate. If the student is a participant in an organized and supervised athletic program, that program must require at least as much time as the physical education requirement participation per week. A parent/guardian must request the exemption in writing.

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by MARCH 1 of the school year preceding the school year in which they wish to open enroll. If there is good cause as defined by the law; then the application may be accepted after March 1 and before the third Thursday in September. Open enrolled students from low-income families may qualify for transportation assistance.

Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact Becky Brioch, School Board Secretary, for information and forms.

## **GRADUATION REQUIREMENTS**

A minimum number of credits are required of each candidate for graduation. A class that meets five periods each week for a semester carries one credit. The minimum requirements for graduation are 50 credits. Credit will also be given in the following areas: Physical Education (with senior year option) - (Sem =1/2 credit) (1 Yr.=1 cr.) (4 Yrs.=4 cr.), Band - (Sem =1 cr.) (1 Yr.=2 cr.) (4 Yrs.=8 cr.), Chorus - (Sem =1 cr.) (1 Yr.=2 cr.) (4 Yrs.=8 cr.).

Every pupil in the high school is required to carry seven (7) full-credit courses and physical education, unless exempted, each semester. Each student will earn 1/2 credit for each semester enrolled in P.E. (grades 9-12). Students enrolled as regular students may enroll in correspondence courses under the supervision of school personnel. All costs involved in such study will be borne by the individual student. The superintendent, the high school principal, and the guidance counselor shall as a group evaluate all requests for correspondence study and have final authority in approving or rejecting all such requests.

A student is classified as Freshmen if they have earned less than 13 credits. A student will be classified as sophomore if they have earned 13 to 25 credits. To be classified as Junior, a student must have earned 26 credits. To be classified as Senior, 36 credits must be earned. A student must also be enrolled in enough credits at the beginning of their senior year to meet the minimum graduation requirements to be eligible to participate in graduation exercises. Any student who does not complete his/her final semester courses will **not** be eligible to participate in commencement exercises with their class. The student will receive his/her diploma when all credits are complete and may participate in the next available commencement exercises.

### **EARLY GRADUATION POLICY**

As a general practice, a student must formally apply to the Central Decatur Community School District Board of Education for permission to graduate early/before his/her class at least one (1) semester in advance of the student's desired final year.

Students should receive written approval from the secondary school guidance counselor, high school principal, and superintendent before making written application to the School Board. The Board may require the student and his/her parents/guardians to meet with them before the Board acts on the request.

Students and his/her parents/guardians who do choose early graduation must also agree to the following:

- You will attend the class meetings of the class that you started as a freshman.
- You must complete or show evidence of completing all graduation requirements as prescribed by the Board of Education before being recommended for early graduation.
- You must have the counselor approve your credits and then present written documentation to the administration that you have successfully completed the credit required.
- With your early graduation, you will lose the right to participate in all school/class activities.
- Early graduates may elect to return and participate in the graduation exercises, complete with cap and gown, and presentation of diploma. Although the individual's records will show the actual date of graduation, the diploma will not be awarded until the graduation of the entire class.

### **SILVER CORD REQUIREMENTS**

Those students who have completed 50 hours of community service each of their freshman, sophomore, junior and senior years will receive and wear Silver Cords at their graduation ceremony. These community service hours must be done without any compensation. The hours must be done for someone other than an immediate family member or relative. Community service hours that a student is required by law to complete cannot count towards the annual 50 hours. All hours must be pre-authorized by the guidance or principal counselor at the end of each school year.

### **STUDENT PHOTOGRAPHS**

Very early in the year all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance. Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Candid student photographs from classroom and school activities may be published in school newsletters, and school internet accounts (website, Facebook, etc). Personally identifying (last name, age, grade) info is not included to protect the safety of all students. Parents who prefer their child's photo not to be published online or in school newsletters, will have the opportunity to "opt out" via a form that is provided to all parents at school registration. Parents may also indicate a change in their wishes at any time during the school year.

### **VIDEO TAPING**

Occasionally, a teacher will video tape a lesson or classroom performance of the students. Teachers may use these tapes to have the students do a self-analysis of their reading performance, or as an artifact in the teacher's portfolio. If you do not want this please send a note.

Central Decatur supports the use of video cameras on school buses and in hallways as a means to monitor and maintain a safe learning environment for students and employees. Central Decatur Community School District Board of Directors has authorized the use of video cameras on school district buses and in school hallways. The video cameras will be used to monitor student behavior to maintain order on the school buses and in hallways to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child. A parent may view the video without consent from any student or parent of a minor student also shown in the video if the other students are bystanders. If there is an altercation between students, then all parents must give consent in order for the video to be viewed by the parents. Parent and other staff viewing of the videotape is at the discretion of the administrator.

### **RETENTION POLICY FOR MIDDLE SCHOOL STUDENTS Grades 7 & 8.**

**Definition:** Retention means repeating a subject or entire grade for the entire year.

**Policy:** Any student who receives a grade below 60% will be failing. A student in grades 7 to 8 must pass all core subjects for the year. The core classes include, Language Arts, Math, Science, Reading, and Social Studies. A student that fails any single core class will be required to repeat that class the next year with a passing grade or attend summer school. Any student who fails the three core areas (Math, Reading, Science) may be retained in that grade the following year. For any student who fails the same subject or grade in two consecutive years, the administration will hold a meeting with parents and supportive services to determine placement.

### **ACCESS TO STUDENT RECORDS**

A student's parents/guardians may have access to the student's educational records during the regular business hours of the school district. For a student who has reached the age of majority or who is attending a post-secondary institution, his/her records may be seen by the parent/guardian only with the student's permission.

Information from the student's educational records, designated as directory information by the

school district may be released without the consent of the student and/or parent/guardian. Parents/guardians may have the opportunity to deny the release of directory information without their consent.

**Note: One school district may release a student's records without parental consent to "officials of another school (or) school system... where the student seeks or intends to enroll" provided the sending school has a policy that "includes a notice that the (school) forwards educational records to other (schools) that have requested the records and in which the student seeks or intends to enroll" or provided the parent or eligible student is the person who initiated the request to forward the records. 34 CFR 99.31 and 99.34 (federal regulations implementing the Family Education rights and Privacy Act, 20USC 1232g.)**

### **GENERAL EDUCATION INTERVENTIONS**

Central Decatur Community School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, Central Decatur will enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations, and modifications. Professional staff from GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GHAEA may assist through their work with our team of teachers, in a particular building, through observations of a child in the child's classroom, and through review of a student's education record. Prior to any direct involvement (i.e. talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GHAEA staff is to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child.)

### **STUDENT DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by October 1st of this school year to the principal. The objection needs to be renewed annually.

Name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

## **POST-SECONDARY ENROLLMENT**

Students in grades eleven (11) through twelve (12) may receive academic credits that count toward the graduation requirements for courses taught in post-secondary institutions. (Designated talented and gifted students are eligible grades 9-12.) Enrollment in concurrent/ college courses will be based on entrance requirements of that institution. Courses shall be approved on a case-by-case basis. Students must have exhausted high school courses offered in the same subject area prior to taking concurrent/college courses or be taking high school courses at the same time in the same subject area.

The grades and credits earned will be included on the high school transcript. Grades earned will impact eligibility requirements for extra-curricular activities, but will not impact a students' high school grade point average, class rank, or honor roll. Students who receive a final grade of an "F" will be required to pay back the costs of the course to the school if the course is designated PSEO. Transportation to or from a concurrent/ post-secondary institution will be the responsibility of the parent/student. Students wishing to withdraw/drop concurrent courses must have signed permission from a building administrator prior to doing so. Failure to have signed permission to withdraw/drop courses will result in the student being assessed any fees charged by that institution.

## **FEES**

Students pay a fee in the amount of \$35 for book rental with a family max of \$100. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

## **FEE WAIVERS**

Students whose families meet the income guidelines for free and reduced price lunch, Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact BECKY WOOD, SCHOOL BOARD SECRETARY, at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **BULLETINS AND POSTERS**

Obtain approval from the principal to post materials on the bulletin boards or walls.

## **CELL PHONES**

Cell phones have become a necessity in today's society. Central Decatur recognizes that parents want to be in contact with their students to manage a busy lifestyle. CD also has a responsibility for an appropriate academic environment in our school. To balance both needs, cell phones are not to be used in any manner that is disruptive to the classroom environment. They should be turned to silent/vibrate so that classes and other students are not disturbed. If a cell phone becomes disruptive to a class, the teacher may ask to hold the phone until the end of the period.

## **LIBRARY**

All books, magazines, and other media taken from the library must be checked out through the circulation desk. You are responsible for damage to books and other media checked out to you. Most fiction and non-fiction books can be checked out for two weeks unless marked otherwise. A book may be renewed once. Reference books are to be used only in the library.

## **SCHEDULE CHANGES**

Students have the months of March and April to register for classes. Any schedule changes that take place after the start of the school year must be approved by the instructors involved and the counselor.

## **STUDENT APPEARANCE**

The District and the Board believe 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.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to come to school looking clean and neat, dressed in a manner which is accepted as being in good taste, and consistent with an attitude and atmosphere that is conducive to study and learning. Extreme hairstyle and dress that is unduly immodest, distracting or inappropriate for a school environment will not be allowed. Clothing or other apparel promoting or referring products illegal for use by minors, (i.e. alcohol, tobacco, drugs) and/or clothing displaying obscene material or profanity or referring to inappropriate or prohibited conduct are not allowed. Low riding pants and low cut tops are not acceptable. Bare midriffs will not be acceptable for boys or girls. Clothes with holes or tears in inappropriate places are not acceptable. Hats or any head coverings may not be worn in the building during school time. Any accessories deemed unsafe (such as chains or jewelry/accessories with spikes) will not be allowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of a principal or designee, 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.

## **STREET SHOES ON GYM FLOOR**

Please help protect the gym floor by not playing on the floor in street shoes.

## **RADIOS, CD/TAPE PLAYERS, ELECTRONIC GAMES OR SIMILAR DEVICES**

Electronic games or similar devices must be kept in student lockers during regular school hours. Ipods or CD players may be allowed, at the discretion of any staff member, if they do not disrupt the educational environment. The school will not be responsible for lost, stolen or damaged items. If a student abuses the use of these items, the school may confiscate the device.

## **DANCE POLICY**

The Central Decatur Schools may sponsor student dances. The middle school will have dances and parties separate from the high school with the exception being Homecoming, which is open to the public. Dances are open to Central Decatur students and their guests. Guests must be registered with the office at least one (1) day before the dance. Students attending any dance must arrive within the first hour of the dance to be admitted. There will be no passes out and no

late arrivals, unless the person has prior approval from the sponsors/office on the day of the dance. No beverages will be brought into the dance.

### **FIRST AID AND ILLNESS**

If you suffer an injury or become ill at school report to the teacher in charge, the school nurse, or the office.

### **MEDICATION POLICY PROCEDURES**

No over-the-counter medication shall be administered at school, unless the school has the parent/guardian's written permission.

Prescription medication will be dispersed to students during a school day only if the following requirements are met:

1. Medication must be in the original container, from the pharmacy with the directions clearly stated. This serves two purposes: signifies permission from the doctor and includes directions from the pharmacist. Pharmacists will supply another labeled container for school upon request when the prescription is filled. **NO BAGGIES OR ENVELOPES WILL BE ACCEPTED AT SCHOOL**
2. Parents/guardians must give written authorization for the administration of the medication.

Students are to bring all medications to the school office immediately upon their arrival at school. Students are not to carry over-the-counter medications with them during the school day unless approved by the school nurse. Students are not to carry prescription medication with them during the school day unless ordered by the physician and cleared by the school nurse.

Please contact Justine Buckingham, the school nurse at 446-4816 if there are any questions.

### **STUDENT INSURANCE**

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

### **RETURN TO LEARN/PLAY**

**Board Policy #550.2** Central Decatur utilizes the Return to Learn/Play protocol known as REAP after a student suffers a concussion. Concussions can occur in many situations and are not limited to athletes. REAP will be utilized for all students after a concussion.

Did You Know...

- More than 80% of concussions resolve very successfully if managed well within the first three weeks post-injury.
- REAP sees the first three weeks post- injury as a “window of opportunity.”
- Research shows that the average recovery time for a child/adolescent is about three weeks, slightly longer than the average recovery time for an adult.

- REAP works on the premise that a concussion is best managed by a Multi-Disciplinary Team that includes: the Student/Athlete, the Family, various members of the School Team and the Medical Team. The unique perspective from each of these various teams is essential!
- The first day of the concussion is considered Day 1. The first day of recovery also starts on Day 1. REAP can help the Family, School and Medical Teams mobilize immediately to maximize recovery during the entire three week “window of opportunity.”

To maximize your child’s recovery from concussion, double up on the Rs, REDUCE and REST! Insist that your child rest, especially for the first few days following the concussion and throughout the three-week recovery period. Some symptoms of concussion can be so severe on the first day or two that your child may need to stay home from school. When your child returns to school, request that he/she be allowed to “sit out” of sports, recess and physical education classes immediately after the concussion. Work with your Multi-Disciplinary Concussion Management Team to determine when your child is ready to return to physical activity, recess and/or PE classes (see PACE). Don’t let your child convince you he/she will rest “later” (after the prom, after finals, etc.). Rest must happen immediately! The school team will help your child reduce their academic load (see Adjust/ Accommodate). However, it is your job to help to reduce sensory load at home. Advise your child/ teen to:

- avoid loud group functions (games, dances)
- limit video games, text messaging, social media, and computer screen time
- limit reading and homework

A concussion will almost universally slow reaction time; therefore, driving should not be allowed pending medical clearance. Plenty of sleep and quiet, restful activities after the concussion maximizes your child’s chances for a great recovery!

The Brain Injury Alliance of Iowa provides Neuro-Resource Facilitation, a free and confidential service offered to individuals with brain injury and their families. This program offers support in coping with the issues of living with brain injury and transition back to school and the community. Additional supplemental information about concussion and other brain injuries can be found at [www.biaia.org/ICC](http://www.biaia.org/ICC)

## **PRIVATE MOTOR VEHICLES**

Driving motor vehicles to school in the state of Iowa is a privilege and not a right. The parking areas are for the convenience of students and patrons alike. It is a privilege to drive a private vehicle to school and use the parking facilities provided.

- The south parking lot is adequate for student parking and should be used during regular school hours and after school activities. Students are not to park on the east side or behind the school building during regular school hours.
- Exhibition, hazardous, or careless driving by students entering, leaving, or in the parking areas is prohibited.
- Driving carelessly or recklessly on NE Poplar by students is prohibited; many students use the crossings and sidewalks to get to and from school.
- The upper parking lot is for the convenience of school patrons during and after school hours and for emergency vehicles.
- Students are not to go to the parking area during the school day
- Students who do not park legally in the parking lot may have their driving privileges revoked, or their vehicle towed from school property.

## **STUDY HALL RULES**

1. Come to study hall prepared to study or read. Bring writing utensil and work for the entire period. NO passes to locker.

2. NO talking without permission or disruptive behavior.
3. ALL students will return to study hall 5 minutes before the end of the class.
4. Any student wishing to go to another teacher's room must bring a pass from that teacher to study hall and give to the study hall teacher at beginning of study hall.
5. 1 person allowed at the restroom at a time
6. ALL students must sign in and out of study hall to leave.

## **LUNCH ROOM GUIDELINES**

Students are asked to walk through the hall to lunch. They are to remain in the commons area during their lunchtime to visit with their friends. This will assist classes that are in session during the lunch periods. Students who bring their own sack lunches to school are to place them in the milk cooler inside the door of the kitchen. This is an informal setting for eating and visiting with students much like in a restaurant. Excessive or loud conversation should be kept to a minimum. Students are to clean and stack trays in the dish window and place all trash in the garbage cans before leaving the commons. Connect to the lunch program on Twitter @Cardinalcafe16 to see the daily breakfast/lunch menu, or the daily student bulletins that are emailed to each student. For health safety reasons, food purchased from outside vendors is discouraged.

Ala Carte items will be sold on a cash only basis. These items may not be charged to a student's lunch account. This money will be accepted at the meal period. All payments for other amounts owed should be taken to the computer operator at breakfast time or to the lunch office before 9:00 A.M. No money will be accepted at lunchtime except for cash purchases of Ala Carte items. If a student does not have money in their account, they may charge one meal per day. Students may charge up to \$4.00. When a student has charged \$4.00, they may not eat hot lunch until the amount is paid.

### **Negative Balances**

Negative balances will be carried over to the following school year. These negative balances must be taken care of prior to the start of the school year as a part of the school registration process. Parents/guardians with accounts in the arrears will be asked to send a lunch/breakfast from home until negative balances have been taken care of or a payment schedule arranged and adhered to. All seniors (even if they have siblings) lunch account balances must be at zero or with a positive balance before graduation and sign out paper is signed by the nutrition director.

### **Negative Balance Policy- 7<sup>th</sup> -12<sup>th</sup> Grade**

Students will be notified at the point of sale each day when their family lunch account has reached a \$5.00 balance or below. Once their account goes negative, 2<sup>nd</sup> lunches will not be allowed to be purchased. After a student's account is in arrears - \$15 or more notification will be sent to the parent/guardian. If the parent/guardian does not make payment to the nutrition account, the Nutrition Services Department will provide a peanut butter or cheese sandwich and Milk for lunch. Payment for these items will be charged to the students account. Items at the Ala Carte may not be allowed, to be purchased, until the lunch account is brought current with a positive balance. The Ala Carte is a privilege and does not have to be offered.

If the student has the cash to cover a reimbursable lunch in hand they may purchase a lunch through the line that day, but arrangements must be made ahead of time with the point of sale operator or nutrition director.

## **FOOD AND BEVERAGE CONTAINERS**

As a general rule, no food or beverages will be allowed in the academic wings of the school building with the exception of water, this includes student lockers. All consumption of food and beverages will remain in the student commons. All food or beverages must meet the USDA smart snack standards to be consumed during the school day (pop, energy drinks, candy, etc. are not allowed) Violations may result in food or beverage confiscated by school personnel.

## **ATTENDANCE POLICY**

### **COMPULSORY ATTENDANCE (Code No. 513)**

Parent/guardians within the school District who have children over age six (6) and under age sixteen (16) by September 15, in proper physical and mental condition to attend school, will have the children attend the school District at the attendance center designated by the Board.

### **PHILOSOPHY:**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for an absence from class.

Absences always cause some disruption in the educational progress of the student who was absent. Irregular attendance or tardiness by students not only interferes with their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Lifelong patterns of responsibility and self-discipline are fostered by attention given to school attendance.

### **ATTENDANCE OF CLASSES AND INSTRUCTIONAL TIME (Code No. 515)**

Middle School and High School Attendance

The Board and faculty of the Central Decatur Community School District consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the middle school and the high school.

#### **General Attendance Policies**

All absences will be coded as:

##### **Unexcused categories:**

- 1- Unexcused, parent called
- 2- Unexcused

##### **Excused categories**

- 1- Parent Call
- 2- Medical/Mental note
- 3- Field trip
- 4- College visit (pre-excused thru Counselor)
- 5- Suspension- In/Out

**Chronic Absenteeism** is closely monitored and tracked by Central Decatur School District and the Iowa Department of Education. Students may be considered attendance at-risk if they meet any of the following criteria:

1. Missing 8 or more days of previous school year
2. 5 or more tardies in previous school year
3. 2 absences in first 2 weeks of school
4. 2-3 absences in first 4 weeks of school
5. 4 absences in first 8 weeks of school

### **Attendance Cooperation Process (ACP)**

If a student meets one of the above criteria, the school office may contact the parents, by mail or phone. The school administration may then request a meeting in order to identify and remove barriers to consistent attendance. This may include the development of an attendance contract. After 8 missed days- school administration may involve juvenile court authorities, Decatur County attorney and/or other officials as appropriate. Families receiving FIP benefits may also be reported to DHS per board policy #514.

### **TRUANCY (Code No. 514)**

The principal or designee shall investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance after three (3) documented occurrences per school year, the case shall be referred to the county attorney for mediation or prosecution.

### **Character Education**

School-wide Positive Behavior Interventions and Supports (PBIS) is a framework or approach comprised of intervention practices and organizational systems for establishing the culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students. Students are directly taught The **RED** Way expectations, as well as what their behavior should look like in each setting of the school. After teaching these expectations, students practice and are reinforced for demonstrating positive behaviors. Inappropriate behaviors are proactively corrected with teaching, modeling, and practicing as opposed to a reactionary or punitive approach.

## **STUDENT CODE OF CONDUCT**

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students should conduct themselves in a manner fitting to their age and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

Students who fail to abide by this and other school district policies, rules, and

administrative regulations supporting the school district policies may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the educational program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to obtain their education or participation in educational activities;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

### **Impermissible Conduct**

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules); Insubordination
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;

13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment in any form of another person; including harassment via technology.
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet;
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.
21. Academic Dishonesty, which may include but not limited to plagiarism or cheating.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school operated transportation; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

The Principal, or designee, may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct and the imposition of discipline will be within the discretion of the individual responsible for imposing the discipline.

In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

## Sanctions for Student Misconduct

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building principal.

Suspension means either an in-school suspension or an out-of-school suspension. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to classes and activities, for a period of time set by the Board but no longer than one school year.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (I.E.P.) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in-school or out-of-school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the student's I.E.P. is appropriate.

## **POSSESSION OR USE OF ILLEGAL CONTROLLED SUBSTANCE**

The District and the Board recognize the following as serious violations of the school's disciplinary policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official

school events at other schools.

Each violation of this policy shall be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and their parents shall have the opportunity to discuss the matter with the administrator before the administrator makes a decision.

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the District. It shall be the responsibility of the student and/or their parent to enroll in the program of substance abuse evaluation. School officials will notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools, unless reporting would jeopardize the District's at-risk or student assistance program. Such reports must be made before the incident becomes part of the student's record, i.e., before it is written down.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of the athletic department or other departments.

### **POSSESSION OF WEAPONS**

The Board believes weapons, look-a likes, other dangerous objects and any instrument used as a weapon in District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the District premises or property within the jurisdiction of the District.

District facilities are not an appropriate place for weapons, look-a-likes, dangerous objects or any instrument used as a weapon. Weapons, look-a-likes, other dangerous objects, and any instrument used as a weapon shall be taken from students and others who bring them onto District property or onto property within the jurisdiction of the District or from students who are within the control of the District. Students bringing a weapon, look-a-like, other dangerous object or any instrument used as a weapon onto school property or onto property within the jurisdiction of the school may be suspended or expelled from school.

Parents/guardians of students found to possess a weapon, look-a-like, dangerous object or any instrument used as a weapon on school property shall be notified of the incident. Confiscation of weapons, look-a-likes, dangerous objects or any instruments used as a weapon shall be reported to the law enforcement officials, and students shall be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent/designee shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive,

incendiary or poison gas.

For purposes of this policy, the term “dangerous object” includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term “dangerous object” also includes any instrument or device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous objects therefore include, but are not limited to, clubs, nunchucks, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.

Weapons, firearms or other dangerous objects under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

#### **DUE PROCESS RIGHTS OF STUDENTS**

When violations of statutes, regulations or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action; AND
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

#### **FREEDOM OF EXPRESSION**

Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenities or indecencies. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored or related to an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary actions. School district personnel shall be responsible for insuring students’ expression in keeping with this policy.

## **STUDENT LOCKERS**

Student lockers are the property of the District. Students shall use the lockers assigned to them by the District for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal/designee of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched at any time and without advance notice, in compliance with Board policy regulating search and seizure.

## **SEARCH AND SEIZURE**

School District property is held in public trust by the Board. School District authorities may, without a search warrant, search students or protected student areas, based on a reasonable and articulable suspicion that a school District policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school District facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school District property or on property within the jurisdiction of the school District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school District. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school District premises or property within the jurisdiction of the school District.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

## **SEARCH AND SEIZURE REGULATIONS**

### **I. General Searches**

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or
4. The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. The age of the student;
2. The gender of the student;
3. The nature of the infraction; and
4. The existence of an emergency requiring the search without

delay. II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender present, when feasible.
  - b. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees or visitors are threatened. Such a search may only be conducted in private by a school official of the same gender as the student, with an adult of the same gender present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

1. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to

law enforcement officials.

2. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

#### C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises

may be searched if the school official has reasonable and articulable suspicion

to believe that illegal, unauthorized or contraband items are contained inside.

### **QUESTIONING OF STUDENTS**

School District officials and employees may interview students during the school day.

Generally, persons other than parents and school District officials and employees may not interview students during the school day. For purposes of this policy, the school juvenile court officer shall be considered a school employee.

Requests from law enforcement officers and from persons other than parents, school District officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will determine whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal. Administration will follow the policy guidelines set forth in Board Policy 545.1.

### **CONDUCT AT ACTIVITIES**

The following regulations will be in effect at all contests and activities, which will include but not limited to band/vocal concerts, athletic events, and organizational activities.

- Students must have activity pass or pay admission.
- Activity passes are not transferable and will be confiscated if misused.
- Students leaving the building during an activity will not be readmitted. The activity pass is good for only one admission per night.
- Students are expected to conduct themselves in a manner that reflects well on the school and community.
- While at school-sponsored activities, students are to be guided by the student handbook.

### **STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district (including buses).

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including, suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

**Students who feel that they have been harassed should:**

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harasser does not stop, or the student does not feel comfortable confronting the harasser, the student should: Tell a teacher, counselor, or principal; and Write down

exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when, and where it happened;
- Who was involved?
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Any MS/HS student who believes that they have been harassed shall notify **Kimberly Elsberry**, the designated investigator. The Elementary investigator is **Amy Whittington**. The investigator may request that the student complete the HARASSMENT COMPLAINT FORM and turn over evidence of harassment. A copy of this form is included at the end of this handbook. Information received during the investigation shall be kept confidential to the extent possible.

### **BUS AND TRANSPORTATION DISCIPLINE**

School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. Student and parents will be notified of inappropriate behavior before suspension or expulsion from the bus.

Students are not allowed to ride a bus other than their assigned bus unless a WRITTEN request is received from the parent or guardian. This request must be presented to the Transportation Director or Principal and then presented to the bus driver as the student boards the bus.

Central Decatur Community School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. The bus driver is responsible for pupils and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses as set forth in board policy

School bus transportation is a privilege that may be withdrawn for inappropriate and unacceptable behavior. Student and parents will be notified of inappropriate behavior before expulsion from the bus. Parents may become responsible for transportation of children who lose their bus privileges.

Video cameras are utilized on school buses, for additional information see policy under videotaping. If you have a concern regarding bus services, please call Brian Broich, Transportation Director, at the Bus Barn – (641) 446-6565.

The Principal reserves the right to modify any and all discipline measures based on individual circumstances.

(FROM BOARD POLICIES)

## CO-CURRICULAR ACTIVITIES ELIGIBILITY

### REGULATIONS

**Definition:** These co-curricular activities and organizations include all athletic programs, band and choir optional performances, Jazz Band, Swing Choir, speech contest, Cheerleading, student council, FHA, International Club, FFA, TSA, NHS and all other school activities, clubs, and organizations wherein students participate on a volunteer basis.

**Philosophy:** School activities are a major source of school entertainment and also provide a wholesome outlet for physical and emotional energies for young people. The activities program stimulates pride, promotes cooperation, and teaches the value of fair play. The courts have consistently held that a higher standard of moral behavior can be expected from those students who participate in co-curricular activities and represent the school.

### Policies and Rules:

- Student body spectators and participants will conduct themselves in a manner so as NOT to interfere with the enjoyment of others during organized activities and contests. **An infraction of this rule will result in the removal of the violators from the school premises and they may be subject to the school suspension policy and suspension from attending school activities.**
- Any student who is absent from school on the day of an interscholastic contest for any part of or all the class day shall be ineligible to compete in interscholastic activities or practices scheduled for the day unless the cause of his/her absence is of the type for which an excuse may be authorized. The student must be in attendance for a minimum of 1/2 the school day unless the absence has been pre-excused. Authorization for absences on the days of interscholastic contests should be obtained from the principal's office in advance of the absence. The provision of above regulations shall apply to student's participation in all extracurricular activities of the school. Friday's attendance determines Saturday's eligibility.
- Students must pass all classes taken for credit.
- Any student that receives an F at the end of a semester grading period will go on the weekly ineligibility list until the end of the next quarter.
  - Grades will be checked by Monday AM to determine eligibility for that week.
  - Any F will result in the student being ineligible for the entire week. A week runs Monday to Sunday.
  - Students on the ineligibility list are required to use the study table for 30 minutes each night Monday – Thursday if they wish to regain their eligibility for the following week. The student must attend all 4 nights in a given week to not add an additional week to their period of ineligibility. A student has to attend study table only during those weeks that they would be ineligible.
  - A student may get off the ineligibility list by attending study table during the week and raising their grade to a passing level. If they drop back to an F for a class, they go back on the weekly ineligible list.
  - Eligibility for athletics, music, and speech will also be based upon guidelines set down by the Department of Education.
  - An incomplete grade on a report card will be considered an F until the work is completed and the grade changed to a passing mark.
  - Students in 8<sup>th</sup> grade who fail at the end of the school year and participate in HS Softball or Baseball will be ineligible for two weeks.

- Central Decatur guidelines apply to athletics and all other extra curricular activities and organizations.
- For any school year any student who causes herself/himself to be permanently dropped from an extracurricular activity for disciplinary reasons will forfeit any claim for any award in that activity for the year.
  - Before any sponsor or director of any activity may drop an individual from an activity, the case must be fully reviewed by the principal and athletic director. Both must be in agreement with the content of the action.
  - A student wanting to quit an activity will have a conference with the sponsor/coach of that activity prior to quitting. He/she must return all equipment that has been assigned to him/her. Only with a release from the head coach of that sport will he/she be allowed to practice for another sport.
- Activity transportation: All students participating in co-curricular activities will be expected to ride transportation provided by the school. A pep bus may be provided depending upon the number of fans that sign up. A fee may be charged to cover the cost of transportation for a pep bus. When vehicles belonging to or leased by this district are used for the purpose of going to out-of-town activities, students will in all cases go and return by the same means of transportation with the following exceptions:
- If the parent or legal guardian **PERSONALLY** requests and obtains permission from the authorized faculty representative of the school in charge of the group to return their child themselves in a private vehicle owned or controlled by said parent or legal guardian, they may do so.
- If a parent or legal guardian of a student who has not obtained their drivers license wishes that their child ride home with another **PARENT**, they may do so if the following conditions are met:
  - Parent must call the high school and make their request to the Activities Director or Principal. This call must be made the day before the event or prior to 8:35 a.m. on the day of the event. The A.D. or Principal will notify the coach or sponsor of the request.
  - This exception is intended only so that parents would not have to return to Leon to pick up their child if the mileage involved is redundant. (Where the parent lives and where the game or activity is held are the two determining factors.)
- If a child misses an activity bus or has an appointment that has been pre-excused, they may ride to an activity with **their** parent or guardian. They may not drive themselves or ride with others to the event and be eligible to participate.
- Individual training rules will be the decision of the activity sponsor or coach, provided they are within the guidelines of the board policy. These rules will take effect the first day of the activity and end with the last day of the activity. The activity training rules must be filed with the athletic director's office one week before the rules take effect, and they must be presented to each participant at the beginning of the activity. Training rules may include but are not limited to: grooming, hours, conduct, practice requirements, and penalties for the violation of the training rules.
- Any member of the Central Decatur staff who has information regarding the improper conduct of any student participating in extracurricular activities shall advise the school activities director. Any student who is being considered for activity ineligibility because of improper conduct must be given the opportunity to contact her/his parents before any action is taken.
- If any student participating in co-curricular activities admits to or is found to have violated

the co-curricular activities policy or is found by court of law to have broken the law, except for misdemeanor traffic violations, or violations of Chapter 321 and 321G, 106, 109, 110 or 110A, and 111 that are classified as simple misdemeanors; the student will be ineligible to participate in school co-curricular activities. This includes the use or possession of alcohol, tobacco, controlled substances or drug paraphernalia that could be used for illegal purposes. A student who commits theft, vandalism, or other offenses that would violate the Iowa Code would also be included.

- Students consuming alcohol during a religious ceremony supervised by a clergyman, consuming in a family situation under the direct supervision of the student's parents or guardian is exempt.
- The penalty for
  - **First offense** for an athlete during a training season will be suspension from the sport for one-third (1/3) of the season.
  - **Second offense** the penalty will be suspension from the activity for two-thirds (2/3) of the season.  
*Both of these penalties will carry over to the next sport for a twelve (12) month period if needed to achieve this total.*
  - **A third offense** will cause the student to be dropped from athletic participation for a period of one (1) year.
- For all other activities, the first offense will cause the student to be suspended for three (3) weeks. For the second offense the student will be suspended for eight (8) weeks. For the third offense the student will be suspended for one (1) year.
- The number of offenses will accumulate from one sport or activity to the next for a period of twelve (12) months. None of the above penalties will keep a student from participating in the regular class activities or practices.
- Students that are under a school suspension are ineligible for activities or practice for that day or evening.
- All Contestants must be enrolled and in good standing. Transfer students must be in good standing with their former school and meet other transfer requirements in order to have immediate eligibility.
- Non-school Team Participation: A student who is participating in a sport sponsored by the local district may not participate in that sport as a member of a team or an individual in an outside school event or on a non school team during the same season during the school year without written permission of the Superintendent or their designee.
- The penalty for participation on a non-school team, without permission, is suspension of one-third of the season of that sport. A second offense would result in a suspension of two-thirds of the season.
- The enforcement of training rule violations will be the responsibility of the head coach. The student, parents, or guardian may appeal the coach's decision to the superintendent within five (5) days of the ruling. The superintendent will return his decision within five (5) days in writing to the person who submitted the appeal. The superintendent's decision may be appealed within five (5) days to the Board of Education by delivering a written appeal notice to the superintendent. The superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within ten (10) days after the receipt of the appeal notice.
- The enforcement of the Board Policy shall be the responsibility of the principal or his designee. The student, the parents, or the guardian may appeal the principal's or the

principal's designee's decision to the superintendent in writing within five (5) days of the decision. The superintendent will return within five (5) days of his decision in writing to the person who submitted the appeal. The superintendent's decision may be appealed within five (5) days of the Board of Education by delivering a written appeal notice to the superintendent. The superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within ten (10) days after receipt of the appeal

### **MIDDLE SCHOOL Eligibility**

- All students entering 7th grade for the first time are automatically eligible for activities.
- A student loses their eligibility to participate in MS activities once they have reached their 16th birthday.
- A student must present a certificate signed by a licensed physician showing that they have been examined and may safely engage in athletic competition.
- A student is granted four semesters of eligibility during their middle school years. If for some reason a student wishes to participate and they would be in their 5th or 6th semester and have not reached age 16, they must have permission from the principal and Activities Director.
- Academic eligibility for the middle school will be determined on a quarterly basis. If a student is not passing all 5-core courses the previous quarter, they are placed on the weekly ineligibility list until the end of that quarter. Grades will be checked by Monday AM to determine eligibility for that week. An F = ineligibility for that week. A week runs from Monday to Sunday. Students on the ineligibility list are required to use the study table for 30 minutes each night from Monday thru Thursday. Failure to do so will result in the student being ineligible for an additional week. The student must attend all 4 nights in a given week to not add on another week to their period of ineligibility. A student has to attend study table only during those weeks that they would be ineligible. An incomplete grade on a report card will be considered an F until work is completed and the grade changes to a passing mark. A student may get off the ineligibility list by attending study table during the week and raising their grade to a passing level. If they maintain passing grades then they stay eligible for activities. If they drop back to an F for a class, they go back on the weekly ineligible list.

### **HIGH SCHOOL**

The Board of Education of the Central Decatur School District, following the guidelines of the Iowa Department of Education, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and sponsoring associations, states that a student may become eligible for competitive sports, or competition in any association contest, if the student:

- Is less than 20 years of age.
- Meets following state requirements

### **State Requirements-Athletics**

- Each student shall be passing all coursework for which credit is given and shall be making adequate yearly progress toward graduation requirements at the end of each semester grading period. A student must receive credit in at least 4 subjects, each of one period or the equivalent thereof, at all times.
- If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next

occurring interscholastic athletic contests for 30 consecutive calendar days.

- Any student who is fulfilling their ineligibility requirement must attend all practices and games for the duration of the sporting season. If they fail to attend all practices and games, the student's ineligibility will be enforced during the next activities season.

### **State Requirements-Music & Speech**

If at the end of a grading period a participant receives a failing grade in any course for which credit is given, the participant is ineligible to participate in any event sanctioned by the IHSMA that is non-graded. The period of ineligibility shall be 30 consecutive school days and starts at the beginning of the semester once grades have been issued.

### **Central Decatur Requirements-All Extra-Curricular Activities**

- A student must pass all classes taken for credit.
  - Any student that receives an F at the end of a semester grading period will go on the weekly ineligibility list until the end of the next quarter.
  - Grades will be checked by Monday AM to determine eligibility for that week.
  - Any F will result in the student being ineligible for the entire week. A week runs Monday to Sunday.
  - Students on the ineligibility list are required to use the study table for 30 minutes each night Monday-Thursday if they wish to regain their eligibility for the following week. The student must attend all 4 nights in a given week to not add an additional week to their period of ineligibility. A student has to attend study table only during those weeks that they would be ineligible.
  - A student may get off the ineligibility list by attending study table during the week and raising their grade to a passing level. If they maintain passing grades then they stay eligible for activities. If they drop back to an F for a class, they go back on the weekly ineligible list.
  - An incomplete grade on a report card will be considered an F until the work is completed and the grade changed to a passing mark.
  - Central Decatur guidelines apply to athletics and all other extracurricular activities and organizations.
- Has not participated in more than eight continuous semesters for high school and four semesters for middle school.
- Presents a certificate signed by a licensed physician, to the effect that the student has been examined and may safely engage in athletic competition.
- Receives only the customary ribbon or medal for participation in an interscholastic athletic contest. A student will be allowed to receive from the student's school, for participation in the interscholastic athletic program, only a trophy, plaque, cup, medal, unattached letter monogram, or other insignia of the student's school.
- Does not receive any award from an individual or outside organization for high school participation while enrolled in high school or middle school.
- Does not accept any trip or excursion of any kind by an individual, organization, or group other than the customary awards issued by the school. Nothing in the above rules shall preclude giving a complimentary dinner by local individuals, organizations, or groups with approval or the superintendent to members of the local high school athletic squad. Nothing in the above rules shall preclude or prevent the awarding and the acceptance of an inexpensive, unmounted, unframed paper certificate of recognition as an award, or an inexpensive table favor which is given to everyone attending the banquet

- If a student participates in an outside school activity during the school year, or during the summer months, the student may accept a statuette, trophy, plaque, or cup for participation in a particular event as long as the award is not in violation of the amateur sanctioning body for that sport and has received permission to participate from the local superintendent or his designee. At no time may any student accept an award of money or any form thereof.
- Has not trained with or been a member of a college squad or participated in a college contest. The enforcement shall be the responsibility of the principal or his designee. Parents will be notified in writing of any violation of these sections. An appeal of a violation in this matter would have to be made to the governing body that has jurisdiction in the matter.

### **NCAA Requirements**

Student athletes who want to participate in NCAA Division I or II sports during their freshman year of college must fill out a Student Release Form, usually by the beginning of their senior year of high school. This form authorizes high schools to release transcripts, including test scores, proof of graduation, and other academic information to the NCAA Clearinghouse. NCAA requirements state that to be allowed to play during your freshman year in a Division I college, you must have graduated from high school with a GPA of at least 2.5 and scored at least 68 on the ACT sub-tests. Division II requires a GPA of at least 2.0 and at least 68 on the ACT sub-tests. Students desiring further information should contact the guidance counselor.

### **TITLE IX STATEMENT**

The Central Decatur Community School does not willfully or knowingly discriminate on the basis of sex in the education programs or activities that it operates. The Central Decatur School District is required by Title IX of the Education Amendment of 1972 and the regulations hereunder not to discriminate in such a manner. The requirement extends to employment therein and to admission thereto.

### **MULTICULTURAL NONSEXIST POLICY STATEMENT**

It is the policy of the Central Decatur Community School District of Decatur County, Iowa, to provide equal educational opportunities and not to illegally discriminate on the basis of gender, race, national origin, religion, age, marital status, creed, sexual orientation, gender identity, or physical/mental disability in its educational programs and activities. Affirmative steps shall be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender, and physical/mental disability.

This agency shall provide program activities, a curriculum and instructional resources that reflect the racial and cultural diversity of the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the school program, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias, prejudice and discrimination on the basis of gender, race, creed, national origin, religion, age, marital status and physical, mental or handicap disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of the pluralistic society.

If you have questions or grievances related to this policy please contact the school district

Affirmative Action Coordinator/Compliance Officer, Chris Coffelt, 1203 NE Poplar, Leon, Iowa

50144, 641-446- 4816. Or the Office of Civil Rights, U.S. Department of Education, 111 N. Canal St. Suite 1053, Chicago, IL 60606 - 7204, (312) 886-8434 or Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515-281-5294. Inquiries may also be directed to the Director of the Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

### **STUDENT ABUSE BY SCHOOL EMPLOYEES**

To insure the safety of students the Board of Education has appointed a level one investigator, Brian Carson, and a level two investigator, Chief of Leon PD, to comply with requirements of the Iowa Administrative Code, in the event of student abuse by a school employee.

**Investigator (level one)** Brian Carson may be contacted at: (641) 446-4816.

**Alternate Investigator** (level one) is Rudy Evertsen may be contacted at (641) 446-4816.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop disturbance, to obtain a weapon or dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

### **MCKINNEY-VENTO HOMELESS EDUCATION ACT**

This act was authorized by Congress in December, 2001, as part of the No Child Left Behind Legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless /transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child who lacks fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth, transitional housing programs and children in foster or temporary placements.

What are the educational rights of homeless children and youth? McKinney-Vento eligible children and youth have specific rights that include:

- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently residing.
- Assistance with transportation. Parent(s) may be reimbursed for the cost of transportation to and from school of origin.
- Assistance obtaining needed records and documentation.
- Appropriate support services and programs for which they are eligible.
- Academic assistance through the district's federally funded Title I program.
- Parent or guardian involvement in school activities.
- Maintain enrollment in the current school for the remainder of the school year (transportation assistance as needed)

The homeless liaison coordinator for the school district will arrange for transportation and will facilitate the entry of a homeless student to any school in the district. Enrollment will be immediate and will not be contingent upon receipt of records from the student's last school. If a dispute arises over school enrollment, the homeless education liaison will expeditiously carry out the dispute resolution process, guided by the Department of Education's resolution process.

## **TECHNOLOGY/INTERNET - APPROPRIATE USE**

Because technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

No student nor visitor shall capture unapproved video, pictures, or audio on school property.

### **Responsibility for Technology/Internet Appropriate Use.**

All students will be informed of district expectations and student responsibilities as defined in the school acceptable use policy. Students and parents will sign the policy indicating they have been informed.

## Central Decatur Harassment Reporting Form

Harassment of students by other students will not be tolerated in the school district. Harassment includes, but is not limited to, race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, gender identity, or physical attribute.

Name of Student reporting harassment: \_\_\_\_\_

Time & Date of incident: \_\_\_\_\_ Is the reporter: Bystander or Victim

Location of harassment: \_\_\_\_\_

Circle the type of harassment: Physical Sexual Verbal

Name of harasser: \_\_\_\_\_

Write a brief description of what happened; include before, during, and after the harassment.  
(Use back of form if needed).

List all other students who witnessed this event.

(School Personnel Only) Describe school response:

After completing this form, please return to Mrs. Elsberry or Mr Evertsen. Remember, that this form keeps you anonymous. Your name will not be used during the investigation.

