

2026-2027 Central Decatur Student Handbook

Central Decatur Community School District



Secondary Handbook

Mission Statement:

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

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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.

Section I: Welcome, District Identity & Daily Logistics

School Information at a Glance

- **CD Secondary Administration (7-12th Grade):**
 - Dan Johnson, Principal
 - 1201 NE Poplar
 - Leon, Iowa 50144
 - (641) 446-4816 | dan.johnson@centraldecatur.org
- **CD Elementary Administration (PK-6):**
 - Amy Whittington, Principal
 - North Elementary (641) 446-4452
 - South Elementary (641) 446-6521
- **Central Decatur Administration:**
 - Mr. Chris Coffelt, Superintendent: (641) 446-4819
 - Ms. Becky Broich, Board Secretary: (641) 446-4819
 - Mr. Mark Patience, Technology Coordinator: (641) 446-4816
 - Mr. Zach Clark, Special Education Coordinator: (641) 446-4816
 - TBD, Nutrition Services Director: (641) 446-4452
 - Mr. Brian Broich, Transportation Director: (641) 446-6565
 -
- **Board of Education:**
 - Amber Swartz (President), Cassie Allen, Nick Tharp, Sean Saxton, Joetta Frank
- **Website:** www.centraldecatur.org

Forward & Welcome

This handbook serves as a guide for students and parents to familiarize themselves with the important policies, traditions, and requirements at Central Decatur. The staff extends a sincere welcome to each student; your success will be directly proportional to the effort you put forth. Take pride in your building, keep it clean, and bring your spirit and pride to everything you do.

School Philosophy

It is the purpose of the Central Decatur MS/HS School staff to provide educational experiences that stimulate the highest degree of personal growth for each student. The school provides a varied curriculum to encourage development based on student abilities, interests, and societal

needs.

School Identity

- **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

Communication & Student Visitors

- **Communication:** Effective communication between student, teacher, and parent is vital. Parental visits and conferences are welcomed.
- **Visitor Protocols:** All visitors must report to the office upon arrival, receive prior approval from the principal or designee, and display a Visitor Badge at all times.
- **Child Visitors:** Children under middle school age must be accompanied by parents. Students requesting outside student visitors must notify the principal one week in advance for approval. Student visitors are barred during the opening/closing weeks of school and immediately before or after a holiday.

Cancellation of School

Notice of school cancellation for adverse weather or emergencies will be broadcast starting at approximately 6:30 AM over:

- **Radio:** KIIC-97.9 FM (Osceola), KAAN-95.5 FM (Bethany)
- **TV:** KCCI-8, WHO-13, WOI-5 (Des Moines)
- **Digital:** PowerSchool Messenger
 - *Note: Do NOT call or email the superintendent or principal.*

Fees, Waivers, & Media Policies

- **Book Fees:** Students pay a \$45 book rental fee (family maximum of \$120). Replacement or damage fees apply if books are not returned in reasonable condition.
- **Fee Waivers:** Full or partial waivers are available based on free/reduced price lunch guidelines, SSI, open enrollment transportation aid, or foster care status. Temporary

waivers can be requested via Becky Broich for financial hardships. Applications must be completed annually.

- **Student Photographs:** Portrait sessions require advance payment and are optional. Candid photos may be used in school materials without identifying information; parents can submit an "opt-out" form at registration.
- **Video Taping:** Classroom recording may occur for self-analysis or portfolios (parents may opt-out via note). Video cameras are operational on all school district buses and hallway networks. Footage is confidential but may be introduced as evidence in student disciplinary proceedings. A parent may view a disciplinary video showing their child alongside bystander students without external consent. However, if a video records a physical altercation between multiple students, all involved student parents must grant written consent before any party may view the tape. Review authorization is granted at administrative discretion.

Master Bell Schedules

Town students should report to school no earlier than 7:45 AM. The MS/HS Office is open from 7:30 AM to 4:10 PM, Tuesday through Friday. Students must vacate the building by 4:15 PM unless under direct supervision of an activity sponsor, coach, teacher or other school personnel.

Central Decatur Schools follows a variety of schedules which can be referenced [here](#) or in the appendix section of this handbook.

Section II: Attendance & Student Support Services

Attendance Policy (Board Policy No. 515)

Regular attendance is highly important and tracked tightly by the district and the Iowa Department of Education under mandatory procedures dictated by state legislation (SF 2435).

- **Attendance Coding Categories:**

- **In Attendance:** Present, Field Trip, In-School Suspension (ISS).
- **Excused Absences:** Parent call for family emergency (max 2 days), medical/mental health note, pre-excused college visit, out-of-school suspension (OSS), verified court appearance, Parent illness notification without medical note (max 5 days), religious holiday, or family wedding/funeral.
- **Unexcused Absences:** Personal, vacation (per state law), shopping/haircuts, family outings, illness with no medical note (after 5 incidences per semester), arriving more than 14 minutes late to period 1, or more than 10 minutes late to periods 2–8.

- **Truancy Definition:** Iowa Truancy Law is defined as missing 20% or more of school days unexcused (30 days a year or 15 days a semester) and bars students from non-academic activities (dances, athletics, drama).
 - A student who is in the building but chooses to leave a class or the building for no excused reason. **Result:** No make-up work permitted; a grade of zero is assigned for the absence.
- **Iowa Code Section 299.1B:** Any individual of compulsory attendance age who fails to attend school and does not meet private instruction exceptions shall not receive an intermediate or full driver's license until age 18.

Chronic Absenteeism & Progressive Interventions

Chronic absenteeism is defined as missing 10% or more of school days (15 days a year or 7.5 days a semester) in unexcused absences. Attendance is monitored by period; missing the same class more than 8 periods a semester or 15 periods a year constitutes chronic absenteeism.

- **Step 1 (3 Unexcused Absences in any class):** Meeting with student; warning letter sent home.
- **Step 2 (Exceeding 7.5 periods unexcused in a semester):** Letter sent to parent/guardian; copy sent to county attorney. Each additional absence requires the student to make up time at Monday School or lunch detention. Failure to attend results in

2 days of ISS.

- **Step 3 (10 Unexcused Absences in the same period):** Mandatory meeting with parent/guardian, student, and school officials to create an
 - **Absenteeism Prevention Plan** to identify barriers and map interventions. Additional absences require Monday School or 3 days of ISS. Students are barred from school-day field trips. Administrative action may involve juvenile court or the Decatur County Attorney.
- **Step 4 (15 or more unexcused periods in the same class):** Student is deemed truant; automatic referral generated to the county attorney and/or juvenile court.

Tardy Disciplinary Policy

Promptness is an essential component of a student's educational responsibility. To discourage chronic lateness and minimize disruption to the learning environment, tardies are tracked cumulatively per semester across all classes.

Exceeding the baseline tardy threshold will result in progressive disciplinary action:

- **5th Tardy:** The student will be assigned **one (1) lunch detention**.
- **Subsequent Tardies:** For every **three (3) additional tardies** accumulated within the same semester, the assigned lunch detention time will double.

Tardy Progression Scale

Total Semester Tardies	Disciplinary Action
5 Tardies	1 Lunch Detention
8 Tardies	2 Lunch Detentions
11 Tardies	4 Lunch Detentions

Multi-Tiered Systems of Support (MTSS) & Seminar

- **Seminar Program:** Small-group advisory (8 to 15 students per teacher) establishing

homeroom connection, positive self-concept, life goal setting, and a designated adult building advocate. All students must participate unless explicitly excused by the principal.

- **MTSS Intervention Period:** Structured time within the school day providing opportunities to retake tests, receive extra help, engage in Social-Emotional Learning (SEL), or access extended learning. Staff prioritize assignments based on progress; students up-to-date on work have learning choices.
- **Flexisched:** Teachers pull students into their intervention period or students identify which course or subject area they need assistance with and schedule themselves into that intervention.

Social, Emotional, & Mental Health Supports

- **Counseling & Systems:** PBIS and BIST frameworks set classroom expectations. SEL lessons are delivered weekly during MTSS.
- **School Social Worker:** AEA-shared professional available for specialized support. Parent permission is required for individual sessions, which are scheduled to minimize loss of core instructional time.
- **Student Assistance Program (SAP):** Provided via Employee & Family Resources (EFR). Free, confidential 24/7 service (800.327.4692) offering limitless telephonic support, live web chats, and 6 sessions of in-person clinical counseling.
- **Infinity Health Partnership:** Permits students who see an Infinity Health counselor to attend appointments directly at school to minimize family disruptions.

Health, Medications, & Naloxone (Narcan) Protocol

- **First Aid & Illness:** Injuries or illnesses must be immediately reported to the teacher in charge, school nurse, or office.
- **Medication Administration:** Over-the-counter medications require written parent permission. Prescription medication requires a parent-signed authorization and must arrive in its original pharmacy container with clear directions (no baggies or envelopes). All medications must be handed to the office or nurse upon arrival.
- **Use of Naloxone (Narcan):** To manage opioid-related emergencies, trained school personnel are authorized to administer intranasal Naloxone on school grounds. It is safely stored alongside emergency supplies (like AEDs). Emergency services (911) are called

simultaneously, followed by professional medical evaluation and immediate parent notification. Iowa law protects personnel administering Naloxone in good faith.

- **Health Contacts:** Direct inquiries to Justine Buckingham, School Nurse, at (641) 446-4816.

Section III: Academics & Secondary Educational Pathways

Grading & Homework Regulations

The standard high school grading scale is as follows:

<u>A: 93-100</u>	<u>A-: 90-92</u>	<u>(4.0 GPA)</u>
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<u>B+: 87-89</u>	<u>B: 83-86</u>	<u>B-: 80-82</u>	<u>(3.0 GPA)</u>
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<u>C+: 77-79</u>	<u>C: 73-76</u>	<u>C-: 70-72</u>	<u>(2.0 GPA)</u>
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<u>D+: 67-69</u>	<u>D: 63-66</u>	<u>D-: 60-62</u>	<u>(1.0 GPA)</u>
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F: 0-59

Teachers establish course criteria and distribute syllabi on day one; criteria are filed with the principal. Grades become final 30 days after the semester ends.

- **Homework Timelines:** Assignments are expected when due. Excused absences allow 2 days of make-up time per day missed (maximum 6 days) for full credit. Beyond this window, credit drops by 10% daily. Unexcused absences trigger an automatic 10% reduction, with only partial credit available.
- **Incompletes:** Any incomplete grade ("I") at the quarter or semester mark results in immediate extracurricular ineligibility until the work is evaluated and passing. Hardship extensions may be granted administratively.

Academic Integrity Policy

Students must complete their own schoolwork. Violations result in teacher/principal interventions, parent notification, and mandatory rework options or potential suspension/expulsion depending on severity.

- **Plagiarism:** Defined as taking and using the thoughts, words, or writings of another as one's own without clear source credit. This includes direct copying, minor paraphrasing without attribution, cutting and pasting from the internet, or borrowing a peer's work. Writing must be in your unique "voice"; if non-original style is suspected, teachers may lower grades or refer the matter for disciplinary action.

- **Use of Artificial Intelligence (AI) or Plagiarism:** Submission of content generated by AI tools (e.g., ChatGPT, essay writing utilities) or copying someone else's work and submitting it as one's own work without proper attribution constitutes plagiarism. All AI-generated material must be explicitly attributed, and teachers dictate acceptable parameters per assignment.
- **AI Misuse Consequences and Plagiarism:** Progressive sanctions include:
 1. Warning, mandatory assignment redo, and parent contact.
 2. An automatic zero score and an administrative parent meeting.
 3. Loss of course credit with an "F" grade stamped on the official transcript.
 4. Suspension and a permanent violation entry noted in academic records.

Progress Reports & Academic Letters

- **Progress Reports:** Sent home by teachers at mid-quarter and quarter marks via PowerSchool. Staff contact parents directly for significant performance drops or concerns.
- **Academic Letter (HS):** Awarded to high school students maintaining a GPA of 3.5 or above. The first qualifying year earns the letter; subsequent qualifying years earn an additional bar insert. Grades 10–12 are recognized publicly during halftime of a football game.
- **Honor Roll (MS):** Formulated at the close of each semester for students maintaining a 3.5 GPA or above.
- **Report Cards (MS and HS):** Report Cards will be mailed home at the end of each semester to the address(es) listed in PowerSchool.

Schedule Changes & Middle School Retention

- **Schedule Alterations:** Registration occurs in the spring. Post-start adjustments must occur within the first week of classes and require dual instructor, counselor, and administrator approval, contingent on roster space.
- **Middle School Retention (Grades 7 & 8):** Core classes include Language Arts, Math, Science, Reading, and Social Studies. A final grade below 60% constitutes a failure. Failing a single core class requires repeating the course or attending summer school. Failing three core areas (Math, Reading, Science) may result in full grade-level retention. Consecutive-year failures prompt mandatory multi-disciplinary placement meetings.

Secondary Graduation Pathways

- **Class Classifications:**
 - Freshman (<13 credits);
 - Sophomore (13–25 credits);
 - Junior (26–35 credits);
 - Senior (≥36 credits).
- **Graduation Credit Requirements:** Minimum requirement is **50 credits**.
 - Course weighting: Semester PE (1/2 credit), Semester Band (1 credit), Semester Chorus (1 credit).
 - High school students must carry seven full-credit courses plus PE per semester.
 - Eligible seniors on track may reduce to 5 credits plus PE (or 4 academic classes plus daily PE).
 - Seniors must enroll in enough credits to finish all requirements to participate in commencement. Failing to complete final courses bars students from walking; diplomas are awarded once credits are completed.
- **Early Graduation Policy:** Requires formal application to the Board of Education at least one full year in advance and prior to the senior year starting. Prior written clearance from the counselor, principal, and superintendent is required. Early graduates must attend original class meetings, complete all Board requirements, lose the right to school/class activities (including speaking at graduation and senior trip), but may return to attend Prom or walk in cap and gown with administrative approval.

Physical Education Exemptions

All students must participate in physical education each semester unless a written exemption is requested by a parent/guardian and approved by the principal.

- **Eligibility (Grades 9–12):** Students may be excused for up to two quarters per school year, strictly during an active sports season.
- **Athletic Requirement:** The organized, supervised athletic program must require a weekly time commitment that meets or exceeds the physical education class requirement.
- **Logistics:** Exempted students will be assigned to a mandatory, supervised study hall for the duration of the exemption period.
- **Silver Cord Volunteerism:** Students completing 50 hours of uncompensated community service during each of their four high school years earn Silver Cords for graduation. Service must benefit individuals outside immediate relatives and cannot be legally mandated. Documentation must be student-submitted.

Advanced Coursework: Senior Year Plus (SYP)

The SYP umbrella provides qualified grade 9–12 students part-time access to college-level credit courses within Iowa post-secondary institutions, demanding strong self-discipline and time management.

- **AP Courses:** College-level high school courses via The College Board; testing performance dictates potential university advanced standing.
- **PSEO Enrollment:** Access to nonsectarian college courses for eligible juniors/seniors, or gifted freshmen/sophomores. *Note: Students receiving a final grade of "F" must fully reimburse the school district for PSEO course costs.*
- **Concurrent Enrollment & Career Academies:** Contractual shared district-to-community college tracks (such as Southwestern Community College - SWCC)
 - **SWCC Prerequisites & Logistics:** Students must be in grades 9–12 and demonstrate statewide assessment proficiency in English, Math, and/or Science starting in 8th grade. Requires submission of online SWCC admission application, signed registration documents, and official high school transcripts. Roster limits may apply.
- **Career Academies** are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs.
- **Academic Awareness Rules:** Courses are approved case-by-case by the counselor/principal and last 1 semester. Grades build permanent college transcripts/GPAs and factor directly into high school GPA, class rank, and eligibility. Courses are monitored bi-weekly by CD staff; parents receive email notifications for D/F grades. Seniors taking online courses must attend at least one study hall period in the building daily. Course withdrawals require signed administrative permission, or students face institutional fees. Transportation is the sole responsibility of the parent/student. Students must exhaust local high school offerings in a subject area before seeking concurrent equivalents.

Section IV: Student Life, Code of Conduct & Safety Regulations

Character Education & PBIS

Central Decatur operates under the School-wide Positive Behavior Interventions and Supports (PBIS) framework. Students are directly taught **The RED Way** behavioral expectations for classrooms and common areas. Positive behaviors are reinforced; inappropriate conduct is corrected proactively through modeling and practice rather than reactive punishment.

Student Code of Conduct

Inappropriate conduct that disrupts the educational environment, interferes with the rights of others, or threatens safety will result in discipline. Conduct rules apply on school premises, during transportation, and at all school activities away from campus. Minor classroom discipline is handled by teachers; substantial disruptions are escalated to administration.

- **Impermissible Conduct Categories:** Discipline may be imposed for:
 - Insubordination or open defiance of school personnel.
 - Any conduct that disrupts or interferes with the educational program, the orderly operation of the district or school activities, or the rights of other students to learn and participate.
 - Assault, threatened assault, extortion, intimidation, coercion, or harassment.
 - Vandalism, gambling, theft, or possessing stolen property.
 - Manufacturing, selling, distributing, possessing, or being under the influence of illegal drugs, alcohol, look-alike controlled substances, tobacco, nicotine, or drug paraphernalia.
 - Possession or use of weapons or look-alike dangerous objects.
 - Profanity directed toward adults or peers, or possession of pornographic material.
 - Academic dishonesty, cheating, plagiarism, or AI misuse.
 - Manipulating or damaging school hardware, software, or network systems.
 - Inappropriate sexual conduct or visible displays of affection.
- **Assault Against an Employee:** Any student committing an assault against a school employee on school grounds, transportation, or activities will be immediately suspended by the principal, and the Board will review the incident for potential expulsion.
- **Range of Disciplinary Sanctions:** Administered based on frequency and severity:
 - *Removal from Classroom:* Student sent directly to the principal's office.
 - *Detention:* Mandatory presence during non-school hours (before or after school).
 - *Suspension:* In-School (ISS) or Out-of-School (OSS) up to 10 consecutive days. Special education students triggering cumulative suspensions of 10 days require a staffing team review to evaluate their I.E.P. appropriateness.
 - *Probation:* Conditional suspension of a penalty based on specific terms; failure to comply reinstates the penalty.
 - *Expulsion:* Action taken by the Board removing a student from the environment for up to one school year.

- *Restitution:* The school reserves the right to seek financial restitution from parents/guardians for property damage. Law enforcement will be contacted for legal violations.

Safety & Compliance Restrictions

- **Possession of Illegal Substances:** Administering officials will review violations within a reasonable time. Students and parents may discuss the matter before a final decision. Penalties include suspension/expulsion and activity bans. Re-entry requires enrollment in an approved substance abuse evaluation program. Law enforcement is notified prior to written documentation entering a student's permanent record. Exemption applies to religious ceremonies or parental direct supervision off-campus.
- **Possession of Weapons:** Weapons, look-alikes, or dangerous instruments will be confiscated, reported to police, and trigger suspension or expulsion. Parents are notified immediately. Bringing or knowingly possessing a firearm requires a mandatory expulsion of no less than one year (superintendent retains case-by-case modification authority). "Dangerous objects" include clubs, nunchucks, brass knuckles, knives of any blade length, stun guns, and BB/pellet/toy guns displayed as real. Law enforcement personnel and approved educational displays are exempt.
- **Due Process Rights:** Students are guaranteed accuracy regarding rules, clear awareness of behaviors prompting a penalty, and an opportunity to express their views to the decision-making authority.
- **Freedom of Expression:** Viewpoints are permitted if responsibly conveyed. Expression cannot encourage illegal acts, defamation, obscenity, or material disruption of school operations.

Crisis Response Plan

In evacuations, Central Decatur's Crisis Plan will be followed to move students to designated safe zones. CD utilizes materials from the "I Love You Guys" foundation as a framework for all emergency operations plans (EOP).

Critical Safety Note: In an active emergency situation, students will **not** be released to parents until emergency management officials have determined the environment is safe to do so.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Search, Seizure, & Locker Inspections

School property is held in public trust. School authorities may search students or protected areas without a warrant based on a reasonable and articulable suspicion that a policy or law has been broken.

- **Locker & Desk Inspections:** Lockers and desks remain school property. They are subject to periodic, unannounced inspections for maintenance and cleanliness, conducted in the presence of the student or a witness. Lockers do not possess an expectation of privacy.
- **Personal Searches:** A student's person or personal effects (backpacks, purses) may be searched under reasonable suspicion. Searches are performed in private by an official of the same gender with an adult witness of the same gender present when possible. Intrusive emergency searches are restricted to safety crises. Metal detection wands may be used. Contraband (drugs, alcohol, weapons, stolen goods) will be seized and turned over to law enforcement and charges pressed.
- **Automobile Searches:** Parking is a privilege. The school conducts routine parking lot patrols. The interior of a student's vehicle may be searched if officials hold reasonable and articulable suspicion of contraband inside.

Student Progress Discipline Matrix: BIST & Administrative Discretion Framework

This matrix integrates the Student Code of Conduct, the State of Iowa Model Discipline Policy, and the Behavior Intervention Support Team (BIST) continuum. It replaces the traditional recovery room with direct relocation to the Office and embeds explicit administrative discretion guidelines to balance objective boundaries with situational context.

Section 1: Administrative Discretion & Safeguards

While the progressive discipline matrices outline standard baselines, school administrators retain full **administrative discretion** to modify outcomes based on specific mitigating or aggravating factors. This ensures responses remain context-specific and legally compliant.

Mitigating Factors (May Decrease Sanction)	Aggravating Factors (May Increase Sanction)	Mandatory Compliance & Due Process Rules
● First-time or highly infrequent violation.	● Repeated, chronic, or escalating history of	● Assault on an Employee: Mandatory immediate suspension by the Principal and direct escalation

Mitigating Factors (May Decrease Sanction)	Aggravating Factors (May Increase Sanction)	Mandatory Compliance & Due Process Rules
• Self-reporting or immediate, genuine cooperation. • A clear act of self-defense or extreme provocation. • Behavior is a direct manifestation of a documented disability (requires IEP/504 review).	the same offense. • Premeditated, coordinated, or malicious intent. • Intentional safety risk to a large group of students or staff. • Refusal to cooperate, open defiance, or tampering with evidence.	to the Board for an expulsion review. • Knowing Possession of a Firearm: Mandatory minimum 1-year expulsion (Superintendent holds sole authority to modify case-by-case). • Iowa HF 604 24-Hour Rule: Incidents involving injury or property damage must be reported by the teacher to the Principal within 24 hours, and parents must be notified within 24 hours of that report. • IEP 10-Day Rule: Special education students reaching 10 cumulative suspension days require an immediate manifest determination and staffing team review. • Due Process: Students are guaranteed clear awareness of the rules and an opportunity to present their views to the deciding authority before final sanctions are permanent.

Search, Seizure, & Lockers Note: Lockers and desks remain school property and are subject to periodic, unannounced inspections for maintenance and cleanliness without a warrant. Personal effects (backpacks, purses, cars) may be searched based on reasonable, articulable suspicion. Pat-downs must be performed in private by an official of the same gender with an adult witness of the same gender present.

Section 2: Progressive Discipline Matrices

Middle School Matrix (Grades 7–8)

Focus: Developmental redirection, moving through the BIST placement continuum, and teaching foundational missing skills.

Offense Category	Tier 1 Intervention (Classroom BIST)	Tier 2 Intervention (Escalated Placement)	Tier 3 Intervention (Administrative & Severe)
Minor Classroom Disruption Profanity to peers, minor defiance, academic dishonesty.	- One-time Caring Confrontation. - Move to Safe Seat (in-class). - Complete Think Sheet & process with teacher. - Parent notification.	- Move to Buddy Room (partner class). - Daily Triage check-ins established. - Implement Target Behavior Sheet. - Teacher-led detention.	Relocation to the Office. - Administrative Detention. - Mandatory parent-principal conference. - Academic restitution/redo work. <i>Admin Discretion: May adjust to ISS for chronic non-compliance.</i>
Substantial Disruption & Property Vandalism, theft, network/hardware damage, severe insubordination.	- Direct move to Buddy Room. - Immediate processing with adult. - Restitution agreement drafted. - Official Office referral documented.	Relocation to the Office. 1–2 periods or days of In-School Suspension (ISS). - Behavior Intervention Plan (BIP) review. - Mandatory parental financial restitution.	Relocation to the Office. 1–5 days Out-of-School Suspension (OSS). - Disciplinary Probation activated. - Law enforcement contact if a legal violation occurred. <i>Admin Discretion: Up to 10 days OSS pending expulsion board review for severe property damage.</i>
Substance & Controlled Items Tobacco, nicotine, alcohol, look-alikes, paraphernalia.	- Immediate confiscation. Relocation to the Office. 1–3 days ISS or short-term OSS. - Mandatory re-entry processing in Office.	Relocation to the Office. 3–5 days OSS. - School activity ban (30 days). - Mandatory enrollment in approved substance abuse evaluation program.	Relocation to the Office. - Up to 10 days OSS. - Long-term or season-long activity ban. - Police notified prior to permanent record entry. - Board review for potential expulsion. <i>Admin Discretion: Re-entry parameters heavily contingent on evaluation program compliance.</i>
Safety Threats & Weapons Assault,	Immediate emergency Relocation to the Office.	Relocation to the Office. 5–10 days OSS. - Extended school	Relocation to the Office. - Mandatory 1-Year Expulsion for firearms. - Immediate Board Expulsion

Offense Category	Tier 1 Intervention (Classroom BIST)	Tier 2 Intervention (Escalated Placement)	Tier 3 Intervention (Administrative & Severe)
intimidation, harassment, weapons, look- alikes, clubs, knives.	• Weapon confiscation & police report. • 3–5 days OSS. • Mandatory threat assessment before re-entry.	activity ban. • Staffing team review (mandatory if IEP student to check placement appropriateness).	Hearing for severe assault or dangerous weapons. • <i>Admin Discretion: Allowed only as granted by Superintendent case-by-case for firearms.</i>

Track B: High School Matrix (Grades 9–12)

Focus: Personal accountability, systemic alignment with policy, and community safety.

Offense Category	Tier 1 Intervention (Classroom BIST)	Tier 2 Intervention (Escalated Placement)	Tier 3 Intervention (Administrative & Severe)
Minor Classroom Disruption Cheating/AI misuse, mild profanity, passive defiance.	• Direct instruction to move to Safe Seat. • Zero on assignment (Academic Dishonesty). • Post-class Processing & parent contact.	• Move to Buddy Room. • Behavioral contract activated. • Administrative Detention. • Parent-Principal conference.	• Relocation to the Office. • 1–2 days In-School Suspension (ISS). • Permanent removal from that specific class section. • <i>Admin Discretion: Chronic disruption may escalate to short-term OSS under persistent insubordination.</i>
Substantial Disruption & Property Hardware/Network damage, extortion, theft, visible public displays of affection.	• Direct move to Buddy Room or Office depending on scale. • Mandatory parental financial restitution plan drafted. • Office referral documented.	• Relocation to the Office. • 1–3 days ISS or OSS. • Protective Plan framework assigned. • Law enforcement report filed.	• Relocation to the Office. • 5–10 days OSS. • Disciplinary Probation activated. • Exclusion from senior activities, dances, or graduation ceremonies. • <i>Admin Discretion: Restitution terms heavily weigh on the final operational return date.</i>

Offense Category	Tier 1 Intervention (Classroom BIST)	Tier 2 Intervention (Escalated Placement)	Tier 3 Intervention (Administrative & Severe)
Substance & Controlled Items Illegal drugs, distribution, look-alikes, under the influence.	- Confiscation & immediate police notification. Relocation to the Office. 3–5 days OSS. - Re-entry requires mandatory Office processing.	Relocation to the Office. 5–10 days OSS. - Season-long or full semester activity ban. - Permanent record entry documented. - Required substance abuse evaluation for re-entry.	Relocation to the Office. 10 days OSS pending Expulsion hearing. - Board review for full exclusion (up to 1 school year). <i>Admin Discretion: Distribution offenses bypass Tiers 1-2 and result in immediate Tier 3 action.</i>
Safety Threats & Weapons Assault on peer, firearm, brass knuckles, knives, toy guns displayed as real.	- Confiscation & immediate arrest/police report. Relocation to the Office. 5–10 days OSS. - Immediate parent notification.	Relocation to the Office. 10 days OSS pending Expulsion. - Strict comprehensive activity ban. - Re-entry requires formal manifest review and threat assessment.	Relocation to the Office. - Mandatory 1-Year Expulsion for firearms. - Board Expulsion Hearing for severe assault or dangerous weapons. <i>Admin Discretion: Superintendent retains sole authority to modify firearm expulsions case-by-case.</i>

Section 3: The Operational BIST Processing Protocol

When executing this matrix, staff must maintain the core processing rules to ensure behavior changes before environment resets:

- **The Placement Continuum:** Disruptive students are given *one* Caring Confrontation. If the behavior continues, they move to the **Safe Seat**. Disrupting the Safe Seat leads to the **Buddy Room**. Disrupting the Buddy Room leads to direct **Relocation to the Office**.
- **The Processing Step (The Gatekeeper):** A student never returns to regular classroom seating simply because a timer ends. Before re-entry, the student must complete a *Think Sheet*, verbally accept accountability, and practice a replacement skill with the teacher.
- **The Goals for Life:** All processing, triage, and behavior plans must coach the student on three core missing skills:
 1. *"I can make good choices, even if I am mad."*
 2. *"I can be okay, even if others are not okay."*

3. *"I can do something, even if I don't want to (or even if it's hard)."*

Personal Electronic Devices & Technology Use

Students may not use personal electronic devices during instructional time (defined as any time under staff guidance, including independent study, restroom breaks, or office visits when class is in session).

- **Definitions:** Includes mobile phones, smartwatches, wearable transmit devices, tablets, gaming units, media players, and wireless headphones. Medical/documented safety devices are exempt. Chromebooks and wired headphones are the approved educational standards. Access is permitted exclusively during passing periods and lunch.
- **Emergency Contact:** Parents must communicate via the school office during emergencies. Broad emergencies will utilize School Messenger alerts. Personal devices must remain stored in lockers, backpacks, or vehicles.
- **Privacy & Camera Restrictions:** Devices capable of capturing images are completely banned from locker rooms and restrooms at all times. Video or audio recording of individuals on school grounds without administrative or teacher consent is strictly prohibited (excluding public concert/sporting events). Violations result in device confiscation until a parent conference occurs.
- **Grade 7, 8, and 9 Mandatory Storage:** Students in these grades must place phones in a designated classroom storage area for every period, including PE and study hall. Non-compliance requires checking the device into the main office daily.
- **Progressive Discipline Matrix for Device Violations:**
 - 1st Offense: Device held in office for the remainder of the day (carries over to next day if intercepted post-midday).
 - 2nd Offense: Device checked into office for the day plus one additional day; parent notified.
 - 3rd Offense: Device confiscated; mandatory daily check-in/out to the office for 1 full week.
 - Further Offenses: Parent-administrator conference required; device held/checked into office for the remainder of the semester or 3 weeks (whichever is greater).
 - Note: Falsely claiming a device is not on campus when it is will result in at least 30-minute detention. Friday violations require check-in on Monday morning. The district assumes no responsibility for loss, theft, or damage.

Student Dress Code

Student Appearance & Dress Code

The District and the Board believe that inappropriate student appearance causes a **material and substantial disruption** to the school environment or presents a threat to the health and safety of students, employees, and visitors. While the primary responsibility for appearance lies with students and their parents, attire or grooming that disrupts the educational program will not be tolerated.

To maintain an atmosphere conducive to study and learning, students are expected to adhere to standards of cleanliness and dress compatible with a good learning environment and generally acceptable to the community. Under established legal standards, the district regulates appearance when it is reasonably forecast to cause a substantial disruption or compromise campus safety.

A. Substantial Disruption & Decency Standards

Extreme hairstyle or dress that is unduly immodest, distracting, or inappropriate for a school environment is prohibited. To prevent material disruption and maintain baseline standards of community decency, clothing must adhere to the following requirements:

- **Torso & Midriff:** Bare midriffs are not acceptable for any student; shirts and tops must fully cover the abdominal area.
- **Chest & Upper Body:** Low-cut tops are not acceptable and must provide adequate coverage of the chest.
- **Lower Body:** Low-riding pants are prohibited. Furthermore, clothes with holes or tears in inappropriate places (areas meant to be covered by undergarments or standard clothing) are not allowed.

B. Safety Hazards & Disruptive Items

The following apparel, messaging, and accessories are prohibited because they objectively disrupt the educational process or threaten school safety:

- **Regulated Substances:** Clothing or apparel promoting or referring to products illegal for use by minors (e.g., alcohol, tobacco, vaping, or drugs).
- **Obscene Material:** Clothing displaying profane language, obscene graphics, or referring to inappropriate or prohibited conduct.
- **Headwear:** Hats, hoods, or any head coverings may not be worn inside the building during school time.
- **Safety Risks:** Any accessories deemed unsafe, including heavy chains or

jewelry/accessories with spikes.

C. Enforcement & Compliance

- **Administrative Judgment:** 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 will be required to make modifications.
- **Corrective Action:** Students found in violation must immediately remedy the disruption by changing into appropriate attire, turning the garment inside out, or contacting a parent/guardian to provide a change of clothing.
- **Disciplinary Action:** Failure to comply with an administrator's request to modify dress will be handled as insubordination.

Campus Protocols: Study Hall, Vehicles, & Dining

- **Study Hall Rules:** Arrive prepared with work/utensils; no talking without permission. No lounging or unauthorized device usage. Students must return to the study hall 5 minutes before the period ends. Movement to other classrooms requires a pre-approved Flexipass entry. Restroom limit is 1 person at a time. Sign-outs must use the Flexipass system.
- **Senior & Junior Release Periods** Central Decatur operates as a closed campus; unauthorized departures (including at lunch) will result in disciplinary action. However, as an earned privilege aligned with The RED Way, eligible upperclassmen may apply for release periods each semester. This privilege can be revoked for violations and may be appealed through school Due Process procedures.

A. Baseline Eligibility (All Applicants): To qualify at the start of any grading period, students must meet the following criteria:

- **Academics:** Enrolled in at least 5 full credits, maintaining a current GPA of 2.0, with no D, F, or incomplete grades in the previous grading period.
- **Behavior & Attendance:** Zero suspensions, zero unexcused absences, and fewer than 5 tardies in the previous quarter.
- **Approval:** A completed semester application signed by a parent, counselor, and the principal.

B. Senior vs. Junior Rules

- **Seniors:** May apply for release periods during any part of the day when they do not have an academic class. If they choose to stay on campus, they must study quietly in the commons or use an approved, supervised facility.
- **Juniors:** Are restricted to an **8th-period release only** (replacing an 8th-period study hall) and **must leave campus completely** during this time.

C. General Regulations & Automatic Revocation

- **Academic Priority:** All academic obligations take priority. Privileges are immediately restricted if a student's current grades drop to a D, F, or incomplete.
 - **Restricted Areas:** Release students may not loiter in academic wings, the gym, weight room, or locker rooms without authorization and passes.
 - **Assemblies:** Students are responsible for tracking and attending mandatory assemblies at the start or end of the day.
 - **Revocation:** Privileges are suspended immediately if a student fails to maintain any of the behavioral, attendance, or academic criteria listed in Section A.
-
- **Private Motor Vehicles:** Parking on campus requires vehicle registration and an official permit displayed from the rearview mirror. Students driving on a School Permit must park exclusively in the gravel lot east of the stadium. The south lot is reserved for staff and regular-licensed students. No parking behind the school or on circle drives. Careless, hazardous, or exhibition driving on campus or NE Poplar triggers a minimum 1-week loss of parking privileges. Loitering in parking lots before/after school is banned; park and enter immediately. Illegal parking results in ticketing, revoked driving rights, or towing at the owner's expense. All vehicles parking on campus must be registered with the school and will be issued a parking tag at no cost. Lost, damaged or destroyed tags will cost \$5.00. White tags may be exchanged for red tags for free when the student obtains an intermediate license (not a school/work permit)
 - **Lunchroom Guidelines:** Students must walk to lunch and remain inside the commons. Sack lunches may be kept in the milk cooler. Excessive or loud noise is prohibited. Trays must be cleaned/stacked and trash discarded. Outside vendor food purchases are discouraged.
 - **Lunch Balances & Ala Carte:** Ala Carte items are cash-only or pre-deposited funds. Account payments must occur at breakfast or before 9:00 AM. Students may charge up to \$4.00 max (1 meal per day). Once the \$4.00 limit is hit, hot lunch privileges are suspended until paid. Negative balances carry over annually and must be resolved at registration. Seniors must hold a zero or positive balance to graduate. When family accounts fall to \$5.00 or below, point-of-sale warnings are given; negative accounts block second lunch options. Accounts in arrears by \$15 or more trigger parent letters, and the kitchen will substitute an alternative meal of a peanut butter or cheese sandwich and milk (charged to the account). Cash-in-hand satisfies single-day line tracking if pre-arranged.
 - **Food in Academic Wings:** No food or smart-snack standard violations are allowed in hallways, lockers, or academic wings. Consumption is restricted to the commons. Classroom teachers may restrict beverages, but water is globally permitted.

- **Other Building Rules:** Obtain principal approval prior to posting materials on bulletins or walls. Street shoes are prohibited on the gym floor; rubber soles that do not leave marks are required. Library materials must be checked out at the desk. Two-week limits apply to fiction/non-fiction; reference items have a 1-day checkout limit. Bluetooth headphones, speakers, or electronic games must remain in lockers during school hours.
- **School Dances:** MS and HS dances are kept separate (except public Homecoming events). Open to CD students and pre-registered guests (registered 1 day prior, under age 21). Arrival must occur within the first hour; no outside beverages or unapproved re-entry passes permitted.

Student-to-Student Harassment Framework

Harassment based on race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender identity, or disability is not tolerated. This applies on school property, transportation, and activities.

- **Definitions:** Includes bullying, hazing, demeaning remarks, implied/explicit academic or property threats, jokes, or creating a hostile learning environment. Sexual harassment covers unwelcome sexual advances or requests that interfere with performance or impact academic decisions.
- **Cease and Desist Orders:** Students may be placed on a **Harassment Order to Cease and Desist (HOCD)** to document and stop behaviors before escalating to suspension or alternative placement. Harassment is defined by the victim, not the harasser. Retaliating with harassment is prohibited.
- **Reporting Steps:** Communicate to the harasser to stop if comfortable. If it continues, notify a teacher, counselor, or principal and document the timeline, names, actions, and witnesses.
- **Designated Investigators:** Secondary complaints must be filed with Cayle Buckingham, Secondary Investigator. Elementary complaints go to Amy Whittington. The **Harassment Complaint Form** (see Appendix) should be utilized. Investigations remain confidential to the extent possible.

Section V: Extracurricular Activities & State Compliance

Co-Curricular Activities Regulations

Co-curricular tracks include athletics, optional band/choir, Jazz Band, Swing Choir, speech, cheerleading, student council, FHA, International Club, FFA, TSA, and NHS. Higher behavioral and moral standards apply to participants representing the school.

- **Spectator Conduct:** Spectators interfering with the enjoyment of others will be removed and face activity bans or school suspensions.
- **Game-Day Attendance:** Students absent for any part of a class day are ineligible to compete or practice that evening unless pre-excused. A minimum of 1/2 day attendance is mandatory. Friday attendance determines Saturday eligibility.
- **General Conduct Violations:** Violating the policy or breaking laws (excluding minor traffic simple misdemeanors) results in activity ineligibility. This includes possession/use of alcohol, tobacco, controlled substances, theft, or vandalism.
- **Activity Penalties (Athletics):**
 1. 1st Offense during training season: Suspension from 1/3 of the season.
 2. 2nd Offense: Suspension from 2/3 of the season.
 3. Note: Carries over across sports for a 12-month window to satisfy totals.
 4. 3rd Offense: Total drop from athletic eligibility for 1 calendar year.
- **Activity Penalties (Non-Athletic Activities):**
 1. 1st Offense: 3-week activity suspension.
 2. 2nd Offense: 8-week activity suspension.
 3. 3rd Offense: 1-year activity suspension.
- **Suspension Impacts:** Students under school suspension are barred from practices and activities that day. Permanent disciplinary removal from an activity forfeits all annual award claims.
 1. Removals require Principal and AD review.
 2. Quitting requires a coach conference and equipment return before entering another sport.
 3. Students facing ineligibility for conduct must be given an opportunity to contact

parents before action is taken.

- **Activity Transportation:** Participants must ride school-provided transportation to and from events. Exceptions:
 1. Parent personally requests and signs out their child with the faculty representative to drive them home in a private vehicle.
 2. Parent calls the AD, Principal or school office before 8:35 AM the day of the event to authorize their unlicensed child to ride home with another specified parent (intended only to eliminate redundant travel mileage).
 3. Pre-excused students missing the bus may ride with a parent/guardian; they may not drive themselves or ride with peers.
- **Outside Team/Non-School Participation:** Students cannot compete on an outside team in the same sport during the school season without written permission from the superintendent. Penalty is a 1/3 season suspension for a first offense, and a 2/3 season suspension for a second offense.
- **Appeals Process:** Training rule enforcement rests with the head coach. Decisions can be appealed to the superintendent in writing within 5 days; the superintendent issues a written decision within 5 days. Board policy appeals follow the same 5-day window to the superintendent, who schedules a Board review within 10 days.

Academic Eligibility Comparison Matrix

Rule Parameter	Middle School Regulations (Grades 7–8)	High School Regulations (Grades 9–12)
Initial Eligibility Status	Automatically eligible upon entering 7th grade for the first time.	Must be under 20 years of age and in good standing. Transfer students must meet state transfer guidelines.
Academic Tracking Window	Evaluated on a Quarterly basis.	Evaluated on a Semester basis. Must receive credit in at least 4 subjects at all times.

Rule Parameter	Middle School Regulations (Grades 7–8)	High School Regulations (Grades 9–12)
Failing Grade Penalty	Placed on the weekly ineligibility list if not passing all 5 core courses.	State Requirement: Automatic 20 consecutive calendar days ban from dressing or competing in interscholastic sports.
Music & Speech Impact	Follows the same core course guidelines.	State Requirement: Automatic 20 consecutive school days ban from non-graded IHSMA-sanctioned events.
Weekly Check Routine	Grades checked Monday morning; any "F" makes the student ineligible Monday through Sunday.	Central Decatur Requirement: Checked Monday morning; any "F" triggers a weekly activity ban.
Incomplete Grade Status	Counts as an "F" until work is completed and evaluated.	Counts as an "F" until work is completed and evaluated.
Continuous Semester Limits	Granted 4 semesters of eligibility; extra semesters require Principal/AD variance.	Restricted to 8 continuous semesters of eligibility maximum.
Summer/Year-End Violations	8th graders failing year-end courses are ineligible for HS Softball/Baseball for 2 weeks.	High school athletes serving penalties must attend all practices and games, or the ban pauses and carries over to the next sport.

Rule Parameter	Middle School Regulations (Grades 7–8)	High School Regulations (Grades 9–12)
Medical Requirements	Requires a physician-signed athletic examination certificate annually.	Requires a physician-signed athletic examination certificate annually.
NCAA Clearinghouse Rules	N/A	Division I: Min 2.5 GPA + 68 ACT subtests. Division II: Min 2.0 GPA + 68 ACT subtests. Submit form at senior year start.

Field and Academic Trips

Field and/or academic trips are a privilege designed to enhance real-world learning. To participate, students must adhere to the following academic and behavioral requirements:

A. Academic Standing & Eligibility

- **Passing Status:** Students must be in good academic standing and passing **all** classes.
- **Teacher Signatures:** Teachers will not sign permission forms if a student is currently failing or has missing work.
- **Trip Frequency:** Students are generally limited to **one** field or academic trip every two weeks per organization.
- **End-of-Semester Restrictions:** Academic and field trips should be avoided entirely during the final **three weeks** of the semester.

B. Assignments & Deadlines

- **Advance Completion:** All regular classwork that will be missed during the trip must be completed and turned in **before** departure.
- **Fixed Deadlines:** Due dates for assignments given prior to or on the day of the trip remain unchanged; field trips do not grant extensions.

C. Process & Deadlines

- **Submission Window:** Completed, signed permission forms must be submitted to the main office at least **24 hours prior** to the trip's departure.
- **Appeals:** Any eligibility disputes or special circumstances must be appealed directly to both the classroom teacher and the principal.

D. Conduct & Violations

- **Signature Forgery:** Forging a teacher's signature on a permission slip is a major violation. Students caught forging signatures will be barred from participating in **all** field trips for at least **one semester**.
- **Disruptive behavior:** Students who engage in behavior that is not permitted at school would no longer be able to attend field and/or academic trips for at least one semester.

Open Enrollment

Allows transfer to another district upon parental request. Low-income families may qualify for transportation assistance. Applications must be submitted prior to the state deadline of March 1st. Open enrollment can result in the loss of athletic eligibility. Contact Becky Broich, School Board Secretary, for information and forms.

Required Legal & Compliance Statements

- **Title IX Statement:** The Central Decatur Community School does not willfully or knowingly discriminate on the basis of sex in its education programs, activities, admissions, or employment, as required by Title IX of the Education Amendment of 1972.
- **Multicultural Nonsexist Policy:** Equal educational opportunities are provided without illegal discrimination on the basis of gender, race, national origin, religion, age, marital status, creed, sexual orientation, or physical/mental disability. Curriculums and resources are structured to reduce stereotyping and foster cultural appreciation. Direct grievances to Affirmative Action Coordinator Chris Coffelt (1203 NE Poplar, Leon, IA; 641-446-4816) or the Office of Civil Rights.
- **Student Abuse by School Employees:** To ensure student safety, the Board has appointed Level One Investigator Brian Carson (641-446-4816) and Alternate Level One Investigator Cayle Buckingham (641-446-4816). The Level Two Investigator is the Decatur County Sheriff's Department. Physical force is prohibited for discipline but permitted to stop disturbances, obtain weapons, for self-defense, or to protect property/individuals from

harm.

- **McKinney-Vento Homeless Education Act:** Removes educational barriers for homeless/transitional students lacking a fixed, regular, or adequate nighttime residence (including shared housing due to economic hardship or temporary foster placements). Eligible youth retain rights to attend their school of origin or local center, receive transportation assistance/reimbursements, access Title I academic support, and enroll immediately without waiting for past records. Enrollment disputes are managed by the school district's homeless liaison coordinator.
- **Technology/Internet Appropriate Use:** The district utilizes technology protections to filter obscenity, child pornography, or content harmful to minors. Staff monitor activity. Individual email accounts are checked for appropriate use. No student or visitor may capture unapproved video, pictures, or audio on school property. Students and parents must sign an acceptable use policy annually.

Appendix: Handbook Forms & Exhibits

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 Johnson. Remember, that this form keeps you anonymous. Your name will not be used during the investigation

Central Decatur Parking Tags

Student's Name: _____

D.L. #: _____

Parent's Name: _____

Ins. Co.: _____

Vehicle Information #1

Vehicle Make: _____

Vehicle Model: _____

Color: _____

Year: _____

License Plate: _____

Vehicle Information #2

Vehicle Make: _____

Vehicle Model: _____

Color: _____

Year: _____

License Plate: _____

I understand parking on campus is a privilege and may be revoked at any time if I violate expectations noted in the student handbook. Vehicles found to be parking inappropriately may be ticketed or towed at the owner's expense. Additionally, I understand that if I lose my parking permit a replacement tag will cost \$5.00.

Student signature

Tag #

Central Decatur Parking Tags

Student's Name: _____

D.L. #: _____

Parent's Name: _____

Ins. Co.: _____

Vehicle Information #1

Vehicle Make: _____

Vehicle Model: _____

Color: _____

Year: _____

License Plate: _____

Vehicle Information #2

Vehicle Make: _____

Vehicle Model: _____

Color: _____

Year: _____

License Plate: _____

I understand parking on campus is a privilege and may be revoked at any time if I violate expectations noted in the student handbook. Vehicles found to be parking inappropriately may be ticketed or towed at the owner's expense. Additionally, I understand that if I lose my parking permit a replacement tag will cost \$5.00

Student signature

Tag #



Release Period

Permission Form 2026-2027

Central Decatur High School

Student Name: _____ G _____

Student ID: _____ Grade Level: _____

Number of Credits: _____

As the parent/guardian of the student above, I am aware of the “Release” privilege available to my student. **This privilege is only available to 12th grade students with open periods or 11th grade students with 8th period open.**

By signing this form, I consent to my student leaving campus during their open periods and fully understand that the school will not provide supervision off-campus, nor will the school be responsible for my student during the time they are off campus. Seniors who take advantage of this privilege must leave school grounds or report to a supervised classroom. Students may not wander the building or remain in an unsupervised area which includes the parking lot or the gym. Juniors who wish to take advantage of the release period must leave the school campus.

I further understand that this is a privilege and conditioned upon the following expectations:

- Mature and responsible conduct while off campus.
- Respect for the property and personal rights of others and the community.
- Stay in good academic standing by maintaining a C or better in all classes
- Arriving back on campus in time for class.
- Not encouraging, transporting, or socializing off campus with students that do not have off campus permissions.
- Maintain a good attendance record as related to absences and tardies

I understand and agree that should my student act inappropriately while off campus by violating any of the expectations above or engaging in inappropriate or illegal conduct, that this privilege shall be revoked and my student will be assigned to a supervised study hall.

If you have any questions or concerns, please contact Mr Johnson or your student’s counselor at 641-446-4816.

As the parent/guardian, I understand the expectations of this privilege and judge that he/she can handle it.

Date

Signature of parent/guardian

As a student, I understand the expectations of this privilege and agree to comply with all of them. I will be accountable for my actions while off campus.

Date

Signature of student

Release period will only occur after verification of meeting the requirements listed above.

Date

Administrator/Counselor signature

Central Decatur Elementary School

Harassment Order to Cease and Desist



Date: _____

The following student is required to cease and desist all harassment behaviors against the student(s) listed below.

Student: _____

Grade: _____

Student(s) Against Whom All Harassment Must Cease: _____

Harassment is defined by the victim, not by the harasser. ANY action that causes the victim to feel threatened, belittled, afraid, ashamed, angry, hurt or in any other way upset must cease. It may be necessary for the parties listed above to have no further contact with each other(s), to the extreme that they may even need to not look at to talk to each other(s).

Responding to harassment with harassment is not acceptable. If you can't make it stop, involve an adult and take no action.

While students have rights to freedom of speech, rules of conduct expressly forbid menacing, fighting, profane or obscene language, and any other behaviors meant to cause harm or will likely provoke disorderly response. Students who violate this order will be subject to further disciplinary action which may include Out of School Suspension, Alternative Education Placement or other appropriate disciplinary action as determined by the District Discipline Policy.

Harassment Behaviors may include, but not limited:

Verbal Aggression - Name Calling - Mocking, teasing or using sarcasm - Intimidating phone calls - Spreading rumors - Threats - Making noises at someone	Physical Aggression - Pushing - Kicking - Punching - Slapping - Tripping - Pinching - Spitting	Cyberbullying: Facebook, Kick, Snap Chat, Twitter, Instagram, Txt and other forms of apps including public, private and anonymous. Threats Anonymous Comments Verbal Aggression Intimidation Emotional Sexual Racial These kinds of sites falsely empower the users to commit these types of harassment online.
Intimidation - Publically challenging other to do something they don't want to do - Playing a dirty trick - Taking things - Demanding money or other things	Sexual - Touching - Dirty jokes or sexual language - Unwanted flirting - Inviting out on dates or to go steady when they've said they are not interested - Nickname	
Emotional - Excluding - Tormenting - Hiding or taking things - Threatening gestures - Ridicule	Racial Derogatory comments or nicknames about physical, behavioral or cultural difference	

These situations will be investigated by the school when they have an impact on a student's education.

By signing, I acknowledge my receipt of this notice, though I may not agree to its contents.

Student Signature

Parent Signature

Administrator Signature

Central Decatur Secondary Bell Schedule

8 Period day

Period 1: 8:00 - 8:52 (52)

Period 2: 8:55 - 9:45 (50)

Period 3: 9:48 - 10:38 (50)

Intervention 10:41 - 11:06 (25)

Period 4: 11:09 - 11:59 (50)

Period 5: 11:59 - 1:15

Lunch A: 11:59 - 12:23 (24)

Class - 12:25 - 1:15 (50)

Class - 12:02 - 12:26 (24)

Lunch B: 12:26 - 12:49 (23)

Class -12:51 - 1:15 (24)

Class - 12:02 - 12:52 (50)

Lunch C - 12:52 - 1:15 (23)

Period 6: 1:18 - 2:08 (50)

Period 7: 2:11 - 3:01 (50)

Period 8: 3:04 - 3:55 (51)

Central Decatur Secondary Bell Schedule

8 Period day Celebration Assembly

Period 1: 8:00 - 8:52 (52)

Period 2: 8:55 - 9:45 (50)

Period 3: 9:48 - 10:38 (50)

Period 4: 10:41 - 11:31 (50)

Period 5: 11:34 - 12:48

Lunch A: 11:31 - 11:55 (24)

Class - 11:58 - 12:48 (50)

Class - 11:34 - 11:58 (24)

Lunch B: 11:58 - 12:21 (24)

Class -12:24 - 12:48 (24)

Class - 11:34 - 12:24 (50)

Lunch C - 12:24 - 12:48 (24)

Period 6: 12:51 - 1:41 (50)

Period 7: 1:44 - 2:34 (50)

Period 8: 2:37 - 3:28 (51)

Celebration Assembly 3:30 - 3:55 (25)

Central Decatur Secondary Bell Schedule

8 Period day Homecoming

Period 1: 8:00 - 8:46 (46)

Period 2: 8:49 - 9:33 (44)

Period 3: 9:36 - 10:20 (44)

Period 4: 10:23 - 11:07 (44)

Period 6: 11:10 - 11:54 (44)

Period 5: 11:54 - 1:04

Lunch A: 11:54 - 12:18 (24)

Class - 12:20 - 1:04 (44)

Class - 11:57 - 12:18 (21)

Lunch B: 12:18 - 12:41 (23)

Class -12:43 - 1:04 (21)

Class - 11:57 - 12:41 (44)

Lunch C - 12:41 - 1:04 (23)

Period 7: 1:07 - 1:51 (44)

Period 8: 1:54 - 2:38 (44)

Homecoming Prep: 2:40 - 3:55

Central Decatur Secondary Bell Schedule

8 Period day Veteran's Day

Period 1: 8:00 - 8:47 (47)

Period 2: 8:50 - 9:36 (46)

Period 3: 9:39 - 10:25 (46)

Veterans Day Assembly
10:30 - 11:30

Period 5: 11:30 - 1:04

Lunch B: 11:30 - 11:54 (24)

Class - 11:57 - 12:47 (50)

Class - 11:33 - 11:57 (24)

Lunch A: 11:57 - 12:20 (23)

Class -12:23 - 12:47 (24)

Class - 11:33 - 12:23 (50)

Lunch C - 12:23 - 12:47 (23)

Period 4: 12:50 - 1:34 (44)

Period 6: 1:37 - 2:21 (44)

Period 7: 2:24 - 3:08 (44)

Period 8: 3:11 - 3:55 (44)

2 HOUR LATE START

Period 1: 10:00 - 10:39

Period 2: 10:42 - 11:21

Period 3: 11:24 -12:03

Period 5: 12:03 - 1:05

Lunch A: 12:03 - 12:23

Class - 12:25 - 1:07

Class - 12:25 - 12:45 (20)

Lunch B: 12:25 - 12:45

Class -12:47 - 1:07

Class - 12:06 - 12:47

Lunch C - 12:47 - 1:07

Period 4: 1:10 - 1:49

Period 6: 1:52 - 2:31

Period 7: 2:34 - 3:13

Period 8: 3:16 - 3:55

2 Hour Early Out

Period 1: 8:00 - 8:39

Period 2: 8:42 - 9:21

Period 3: 9:24 -10:03

Period 4: 10:06 - 10:45

Period 6: 10:48 - 11:27

Period 5: 11:30 - 1:05

Lunch A: 11:27 - 11:48

Class - 11:50 -

Class - 11:30 - 11:50 (20)

Lunch B: 11:50 - 12:11

Class -12:13 - 12:33

Class - 11:30 - 12:13

Lunch C - 12:13 - 12:34

Period 7: 12:37 - 1:16

Period 8: 1:19 - 1:58

1:00 PM Dismissal

Period 1: 8:00 - 8:34

Period 2: 8:37 - 9:09

Period 3: 9:12 - 9:44

Period 4: 9:47 - 10:19

Period 5: 10:23 - 10:55

Period 6 10:58 - 11:30

Period 7: 11:33 - 12:06

Period 8: 12:09 - 12:40

Lunch:12:40 - 1:00 PM