

**Student name:** \_\_\_\_\_

# **DECORAH HIGH SCHOOL**

## **2020-2021**

### **Student Handbook & Planner**

**Kim Sheppard**  
**Principal**

**Adam Riley**  
**Associate Principal/Activities Director**

**David Waskow**  
**Student Support Coordinator**

**100 Claiborne Drive**  
**Decorah, IA 52101**

**Phone: 563-382-3643**

**Fax: 563-382-3107**

**[www.decorah.k12.ia.us](http://www.decorah.k12.ia.us)**

It is the policy of the Decorah Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. & 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. & 206 et seq.), Title IX (Educational Amendments, 20 U.S.C. & 1681 – 1688, Section 504 (Rehabilitation Act of 1973, 29 U.S.C. & 794), and the Americans with Disabilities Act (42 U.S.C. & 12101, et seq.). Inquiries about this policy and its practices should be made to Sarah Tobiason, Principal, Carrie Lee Elementary, 210 Vernon Street, Decorah, IA 52101, or by phone at 563-382-3771.

# DECORAH HIGH SCHOOL 2020 - 2021 BELL SCHEDULES



Breakfast: 7:00 to 8:05 a.m.

MONDAY & THURSDAY Hours 1, 3, 5, 7		
Hour	Time	
Tier 1 (1st hr.)	7:55 to 8:55	
1st	8:15 to 9:40	
3rd	9:45 to 11:10	
5th A Lunch	11:15 to 11:55	
5th A Class	12:00 to 1:30	
5th B Class	11:15 to 12:00	
5th B Lunch	12:00 to 12:40	
5th B Class	12:45 to 1:30	
7th	1:35 to 3:00	

TUESDAY & FRIDAY Hours 2, 4, 6, Homeroom & Flextime		
Hour	Time	
Tier 1 (2nd hr.)	7:55 to 8:55	
2nd	8:15 to 9:40	
4th	9:45 to 11:10	
6th A Lunch	11:15 to 11:55	
6th A Class	12:00 to 1:30	
6th B Class	11:15 to 12:00	
6th B Lunch	12:00 to 12:40	
6th B Class	12:45 to 1:30	
Homeroom	1:35 to 1:55	
Flextime A	2:00 to 2:30	
Flextime B	2:30 to 3:00	

WEDNESDAY All Classes/Hours Meet		
Hour	Time	
Tier 1 (1st hr.)	8:55 to 9:55	
1st	9:15 to 9:55	
2nd	10:00 to 10:40	
3rd	10:45 to 11:25	
5th A Lunch	11:25 to 12:03	
5th A Class	12:08 to 12:45	
5th B Class	11:30 to 12:08	
5th B Lunch	12:08 to 12:45	
4th	12:50 to 1:30	
6th	1:35 to 2:15	
7th	2:20 to 3:00	

**DECORAH HIGH SCHOOL**  
Pride • Tradition • Excellence



*Flextime*

Homeroom and Flextime are on Tuesdays and Fridays.  
Flextime is designed to provide students access to work with their teachers to receive assistance and support with coursework, make-up work, or have enrichment opportunities.  
All students are required to attend Homeroom and each Flextime session unless they have an approved work experience placement or an off campus PSEO or PICC class at that time.

## **Welcome**

The students, faculty, and administration extend to you a sincere welcome. We hope that you have many happy and worthwhile experiences at Decorah High School.

## **P.R.I.D.E.**

### **Participation, Responsibility, Integrity, Determination, Excellence**

All of our students are proud of Decorah High School. This is a feeling that has been established not by a single student but by the entire student body and has become a part of the proud tradition of our school. Pride builds school morale and this is displayed in one's conduct in and out of school. Conduct in the halls before and after school as well as between periods and a pleasant and profitable study hall or class has a spirit of cooperation and respect between students and teacher. Good sportsmanship is a matter of attitude rather than rules. The spirit of pride and fair play should govern the spectators as well as the players and coaches. All of these factors help to make our high school one of the outstanding schools in the state and we are proud to say that!

## **EACH STUDENT HAS A RESPONSIBILITY**

- To observe the constitutional rights of other individuals whether they are students, parents, teachers, school officials, or other participants in the educational process.
- To be informed of, and adhere to, rules and regulations established by the Board of Education and implemented by school administration and teachers for the welfare and safety of all students.
- To recognize individual and cultural differences and work to acquire knowledge as to how to use those differences for the improvement of society.
- To maintain the best possible level of academic achievement.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment.

## **SCHOOL SONG**

On Decorah! On Decorah! Best bunch in the state,  
We have pep enough to last through victory or defeat. Rah! Rah! Rah!  
On Decorah! On Decorah! Boosting for our fame;  
Fight, Vikings Fight! Fight! Fight  
We'll win this game.

**SCHOOL COLORS: SCARLET & ROYAL SCHOOL MASCOT: VIKING**

## **NORTHEAST IOWA CONFERENCE**

Decorah has been a member of this conference for many years. Interscholastic competition is maintained in basketball, softball, tennis, wrestling, track, cross-country, baseball, volleyball, and golf. Iowa High School football has been utilizing a District format since 1992 in which District qualifiers advance to state play-off competition.

The eligibility and training regulations are those of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, and the Decorah Community Schools. Music events have occurred on a non-competitive basis.

## **VICTORY BELL**

The victory bell may be rung for all varsity victories.

Any student of the Decorah High School may ring the victory bell in a manner to denote its purpose. This victory bell was used in one of the rural schools for many years. The bell is made of solid brass and is dated 1856.

# **DECORAH COMMUNITY SCHOOL DISTRICT VISION**

Adopted May, 1994

The vision of the Decorah Community School District is to create a student-centered environment where:

- individual needs are addressed,
- cooperation and teamwork are valued,
- competent professionals lead,
- community partnerships flourish,
- a commitment to excellence prevails,
- and life-long learning continues

We believe that education is the responsibility of all residents of the Decorah Community School District. An important part of that responsibility is to create a student-centered environment where individual needs are addressed and students are encouraged to take responsibility for their own learning.

We believe in the value of cooperative teamwork among students, teachers, support staff, parents, administrators, and the community.

These partnerships begin with an attitude of openness and mutual respect, honest listening and expression, the flexibility to respond to change, and the ability to compromise.

We believe that the strengths of each school and community member should be recognized and used to their fullest potential. Community resources should be maximized to meet student needs and professional development of school staff should be encouraged.

We believe that all residents of the Decorah Community School District share a commitment to excellence and a responsibility to support life-long learning.

## **THE DECORAH HIGH SCHOOL VISION**

The vision of the DECORAH HIGH SCHOOL is to provide a safe learning environment where each student to be the best of her/his abilities will achieve and demonstrate:

- a positive self-worth
- mental and physical well being
- commendable citizenship qualities
- healthy interpersonal relationships
- strong work ethics
- effective communication skills
- creative expression
- high academic standards
- solid career preparation
- a desire for life-long learning

# DECORAH HIGH SCHOOL'S MISSION STATEMENT OF EDUCATIONAL PHILOSOPHY

We believe that education is the right, privilege, and responsibility of every individual as a preparation for life in a complex and changing society. With the cooperation of community resources, we wish to enrich and enlarge the total experience of students.

We believe that an extensive curriculum and appropriate assessment will provide for individual differences and challenge students to realize their potential. Both curricular and co-curricular programs will develop students' ability to think constructively, to decide responsibly, and to work cooperatively.

We believe students should accept the rights and responsibilities of citizenship and realize the necessities of life-long being. We believe that students should understand the privilege and practice the responsibility of citizenship.

## DECORAH HIGH SCHOOL STUDENT CODE

The success of the democracy in which we live depends upon the degree of responsibility each individual accepts in the various areas of society, including education.

In order for our school, as an educational institution, to run as effectively and efficiently as possible, guidelines are necessary so that students know their rights and what responsibilities are expected of them. Because we believe in the right to make choices, we also expect each person to accept the responsibility that accompanies choice.

This student code is not to act as an infringement on personal rights, but rather as a guideline for all individuals of our school. In cases where a disagreement arises, a compromise must be made and that compromise respected by both parties. Each student is strongly urged to accept responsibility in exercising his/her freedoms and to realize above all else that this freedom, when used properly, is truly liberty, but should never become license.

**DRESS CODE:** There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may 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 school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing: clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco. This includes hats, bandanas, or other head attire that are not to be worn in the school by students upon arrival to school until the end of school day; shoes with cleats except for outdoor athletic practices; and clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

**CONDUCT:** The law, the right of each student to pursue knowledge uninterrupted, are to serve as the criteria in determining appropriate conduct. All students will refrain from the use of or possession of drugs, tobacco, and alcoholic beverages while in school, on school grounds, or while under the jurisdiction of the school.

Every student who attends Decorah High School is expected to comply with this student code. Failure to comply will result in disciplinary action being taken, the degree of which will be determined by the infraction involved.

# **DECORAH HIGH SCHOOL ATTENDANCE POLICY**

The following procedures have been established at Decorah High School in accordance with our attendance policy as approved by the Board of Education of the Decorah Community Schools. These guidelines reflect Iowa Code requirements and regulations.

## **STATEMENT OF PHILOSOPHY**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and technical schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance in school indicates dependability in an employee.

The education that goes on in the classroom builds from day to day and, as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent miss out on learning activities designed to help them build important skills. This then impacts their ability to complete related assignments and projects. In order to maintain interest and understanding in the program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only has a negative impact on their class work, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school.

Students may be excused from attending class for the following reasons:

1. personal illness – to make a student's return from an extended illness or hospitalization as successful and helpful as possible, information needs to be shared regarding opportunities to provide support or possible adjustments to the student's school day. Prior to the return from an extended illness or hospitalization, it is important that students and parents communicate with either the school counselor, nurse, or with administrators regarding the student's educational needs. A meeting may need to occur to develop a plan that will assist the student.
2. professional appointments
3. court appointments
4. parent or guardian request when vital to the family welfare
5. bereavement
6. religious observances
7. pre-arranged and approved absences
8. pre-arranged college visits (only w/ guidance approval) - upon returning from a college visit, students will be required to submit a letter on college letterhead or an email from the college indicating the date of their visit and the individuals with whom they met. This letter is to be signed by an official from that college.

Normal errands, hair appointments or work schedules do not fall in the excused category unless approved by the administration.

Decorah High School does not have a sanctioned "skip day" and students participating will not be excused from classes.

Absences for reasons other than those listed previously will be unexcused. As defined by Iowa Code (In re Blaess, 4 D.P.I. App. Dec. 118), the final determination of an absence being excused or unexcused rests solely with the school.

Teachers have the flexibility to assign participation points for attending class. Participation points may be earned by being in attendance or turning in makeup work for absences. Lack of attendance with insufficient makeup will result in lowered participation point totals and final grades.

## **GUIDELINES AND PROCEDURES**

When absent:

1. All parents/guardians are asked to call the principal's office before 12 noon of the day of the absence unless parents are able to communicate the intended absence before the day the student will be gone. If there is no communication, the absence will be considered unexcused.
2. For professional appointments during the school day.
  - A. Students must sign out in the office before leaving.
  - B. Students must obtain a professional appointment form from the office of the appointment or from the Principal's office.
  - C. This form must be signed by an official at the appointment. The signed form will be returned to the principal's office in order to constitute an excused absence. A maximum of fifteen minutes will be allowed before and after the appointment for local travel time.
  - D. If the appointment is of sensitive nature and the parent prefers privacy in the matter, the parent/guardian is asked to contact a high school administrator or counselor in lieu of the signed appointment form prior to 12:00 noon of the day of the absence.

## **PROFESSIONAL APPOINTMENT FORM**

Student's Name: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

Special Restrictions for Activities: \_\_\_\_\_

Time of appointment: \_\_\_\_\_

Professional office of: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Time left appt.: \_\_\_\_\_

3. Any time class is missed, regardless of the reason, work missed in that class must be made up. Participation points will be issued at the discretion of the teacher.
4. When a student returns to school, an admit from the principal's office will be issued. This will be the pass back to class and must be presented to the teacher(s) of the class(es) missed. Teachers will not admit students back to class without a proper admit from the principal's office.

## **MAKE-UP POLICY FOR DAYS MISSED**

If students are absent from class, they may be allowed a maximum of two days for every day absent to make up any assignments. No student's grade should be penalized for any absence unless makeup work is not completed. It is the responsibility of the student to secure makeup work and complete assignments before the due date.

## **CONSEQUENCES FOR UNEXCUSED ABSENCES**

An unexcused absence in a course will result in contact with the parent(s) by the office to determine the reasons for the unexcused absences and to outline a plan for intervention.

## **TARDIES**

A student is tardy for a class period when he/she arrives at the assigned room after the tardy (second) bell. If a student is not present after 15 minutes from the start of the class, he/she will be marked as absent. Each tardy will result in 3 (three) demerit points. Demerit points will accumulate toward detention. Detention may take the form of in-school, out of school, or Saturday school.

## **APPEALS PROCESS**

1. When notified that the student has three (3) unexcused absences, the parent should be prepared to discuss positive changes that will prevent further unexcused absences.
2. When notified that the student has five (5) unexcused absences, the student may be removed from the class with the possibility of alternative class placement; i.e. online class. The student and parent may file a written appeal with the high school associate principal within (2) two days of notification.
3. The student will remain in the class or in school pending completion of the appeals process.
4. The formal appeals hearing will be scheduled within two (2) school days after the appeal is filed. The associate principal will consider the following in reaching a decision:
  - a. absences caused by extenuating circumstances as outlined in the Guidelines and Procedures related previously in this document;
  - b. attendance history of the student;
  - c. circumstances particular to the student;
  - d. educational alternatives to removal from class or school; or
  - e. the total educational program of the individual student.
5. The decision of the associate principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **PHYSICAL EXAMINATIONS**

Parents are encouraged to have their son or daughter complete periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the assistant principal/activities director or principal.

### **DENTAL SCREENING**

Effective July 1, 2008, Iowa law states that all students entering elementary, high school, or transferring to a new school must have a dental screening. Students are to use the Certificate of Dental Screening form that can be acquired from the school nurse's office, which is to be completed and turned into the high school nurse's office. For high school students, a screening completed within one year before they begin school is acceptable.

If your child does not have a dentist or if you need assistance in making an appointment, please contact Julie Goedken, school nurse. For additional information, please visit the Iowa Department of Public Health, Oral Health Bureau website at [www.idph.state.us/hpcdp/oral\\_health\\_school\\_screening.asp](http://www.idph.state.us/hpcdp/oral_health_school_screening.asp), or by phone (866) 528-4020. This site also contains a copy of the certificate you can download for documentation purposes.

### **MENINGOCOCCAL VACCINE REQUIREMENT**

At the beginning of the 2017-18 school year and thereafter, students entering seventh grade born after September 15, 2004, shall have one dose of meningococcal conjugate vaccine (A, C, W, Y); students entering twelfth grade born on or after September 15, 1999, shall have two doses of meningococcal conjugate vaccine (A, C, W, Y); or one dose if the dose was previously received when the student was sixteen years of age or older. There is no provisional period to implement this requirement if the seventh-grade or twelfth-grade student has received no meningococcal conjugate vaccine. Health requirements for school enrollment can be located on the Iowa Department of Education's Student Health Requirements webpage.

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide



written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or her designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student, name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **STUDENT ILLNESS OR INJURY AT SCHOOL**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment. If a student is injured either at school or when involved in a school related activity, the teacher or staff member in charge must complete and file an accident report with the school nurse within 24 hours. Students who have seen a doctor for an injury while participating in a school related activity must have medical clearance from a physician or his/her designee to resume participation in that activity.

### **DECORAH SCHOOLS FOOD SERVICE PROGRAM INFORMATION AND GUIDELINES:**

The following information about the School Lunch Program has been compiled by Cathy Dietzenbach, Business Manager.

The Decorah Community Schools Food Service uses a computerized hot lunch accounting system. School Dining Systems utilizes a permanent lunch ticket with his/her own bar code number. Lost or damaged tickets will be replaced for a fee of \$5.00 since the machine does not accept bent or damaged tickets. Students must use the current school year's card.

Students at the middle school and high school can purchase food a la carte (at a separate lunch line if they wish) and their lunch account will be charged accordingly per item. A la carte is available only if they have their card and money in their account. A la Carte is anything selected that does not constitute a meal under the federal guidelines [meal comprised of 3 components: Fruit, Vegetable, Milk or Protein] such as choosing 2 of the meal options. If they wish, parents/guardians may block a la carte or put on a spending limit in place.

Students at the elementary schools can purchase semester milk. Milk is offered in the afternoons in that building and building secretaries collect for this milk.

Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all their children for all schools.

At registration, you may make a deposit into the family lunch account for your child(ren). You will also have the ability to notify the nurse of any food allergy at that time. Payments for meals can also be made during the school year in each school office or directly in the school kitchen. Students not possessing their lunch card may still eat but will be asked to go to the back of the line so that the students who do have their cards may get through the line quicker. Only correct change will be accepted if paying for a la carte items with cash.

Deposits to the lunch account may also be made through the School Dining System from a link on the schools website: [www.decorah.k12.ia.us](http://www.decorah.k12.ia.us). If you do not have a user name or password, please contact the Central Administration Office at (563) 382-4208.

The money remains in the family lunch account until one of the following happens:

1. Family moves out of the district
2. All students under the family account graduate or are no longer considered a student

At that time, if the account is under \$5.00, the senior student will receive the funds on the last day of their attendance. An amount over \$5.00 will be issued a check to the parent. If a student does not pick up their funds on the last day, a check will be issued to the parent and sent out.

Each building in the school district has a building “Cafeteria Rules” to be followed.

**INSURANCE**

Information on a low-cost accident policy that is sponsored by an insurance company is offered as a service by the school. Complete details of the insurance, its coverage, and cost will be given to each student. The school is only performing a service for the student and is in no way responsible for the collection of claims.

**FIRE DRILLS**

State safety and school regulations require all schools to have fire drills and emergency evacuation procedures. A drill is a serious undertaking and has precedence over every school activity. The fire alarm is a continuous loud horn. Know your exits for every room. The exit information is posted above every room door. Walk at a rapid pace. When you are out of the building, students are to remain with their class and move far enough away for complete safety.

**SURVEILLANCE SYSTEMS**

Decorah High School utilizes a camera surveillance system both inside and outside the school buildings to assist in maintaining a safe and secure educational environment, to assist in maintaining discipline, and to assist in protecting the District’s physical assets from theft and vandalism.

Surveillance cameras are not placed in restrooms or locker rooms or similar areas. Surveillance systems extend to school parking areas that may capture persons in their private vehicles on school property.

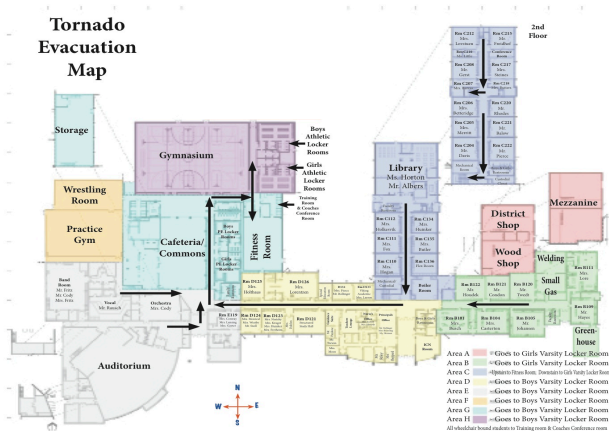
Information obtained from surveillance systems may be utilized in student disciplinary hearings or in criminal or civil actions in court. No person may monitor any of the information captured without the approval of the superintendent.

**RECKLESS USE OF FIRE OR EXPLOSIVES**

Any person who shall so use fire or any incendiary or explosive device or material as to recklessly endanger the property or safety of another may be guilty of a serious misdemeanor and be referred to law enforcement. A person convicted of a serious misdemeanor may be sentenced to imprisonment for no more than one year, or may be fined one thousand dollars, or may be both fined and imprisoned.

**TORNADO ALARM**

The tornado alarm system consists of a tornado signal on the P.A. system. When the alarm sounds, you are to go immediately to the designated areas. Sit down, draw your knees up under you, and cover the back of your head with your hands or a book. Keep away from large open areas. Stay in your area until all clear is sounded; all clear will be given through the use of the P.A. system.



## **SCHOOL CANCELLATION OR DISMISSAL**

If school is going to be cancelled because of inclement weather, or some other emergency condition, it will be announced on KVIK-FM (DECORAH) and other area news sources, posted on our school website [www.decorah.k12.ia.us](http://www.decorah.k12.ia.us) and a text message notification sent through PowerSchool's School Messenger system.

If school is dismissed because of inclement weather, parents will be notified by the same means as listed above. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Co-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal and/or activities director, may determine, in a special instance, whether to hold co-curricular activities or practices. If the co-curricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **STANDARDS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

### **I. GENERAL PROVISIONS**

#### **A. PURPOSE**

The purpose of this policy is to establish and provide for the enforcement of Academic Standards and Conduct Standards for students participating in co-curricular activities in grades 9 through 12 of the Decorah Community School District.

#### **B. STATEMENT OF PHILOSOPHY**

It is the belief of those concerned with the development of the youth of the Decorah Community Schools that membership and participation in co-curricular activities has a very positive effect in the development of constructive attitudes of citizenship. Among which may be listed are principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others and one's own health and physical well-being, development of leadership, group pride and teamwork, self-discipline, and values of self-sacrifice. It is also the District's belief that the individual family should be the guiding influence and determinant of student behavior.

It is further deemed important that participants, before starting in any of these programs, should be aware of the philosophy, opportunities, and policies and procedures under which they will be participating. Co-curricular activities are offered as an option and a privilege based not only on demonstration of a particular talent or ability, but also on demonstration of character embodying the values contained in this Policy.

Those who participate are expected to assume responsibility for maintaining high standards as defined by this Policy and the rules established by the activity's sponsor. Standards have been set for students who wish to participate at Decorah High School. Included are provisions to promote honesty and cooperation so that each student is able to have a positive learning experience as a participant in the co-curricular activity program. In order to retain eligibility for participation in these activities students must exemplify high standards of behavior and conduct themselves as good citizens both in and out of school at all times. Students who represent the District in an activity are expected to serve as role models to other students and to members of the community. They are also expected to show respect toward the District they represent and to the fellow students and sponsors with whom they participate.

The other policies in regard to co-curricular participation will also be enforced. The Board strongly believes co-curricular activities are a privilege and not a right, and as a result students who participate in co-curricular events are held to a higher standard of academic performance and conduct.

#### **C. ACTIVITIES SUBJECT TO THIS POLICY**

All activities, clubs or organizations, other than regularly scheduled academic classes, that are approved by the Board of Education will be considered Co-Curricular activities. Examples of Co-Curricular activities subject to this policy include, but are not limited to: Art Club, Band, Baseball, Basketball, Cheerleading, Choir, Community Club, Cross Country, "D" Club, Dramatics, Envirothon, Fire Squad, FFA Chapter, Flag

Corps, Football, Gay/Straight Alliance, Golf, Mock Trial, Orchestra, National Honor Society, Science Club, Soccer, Softball, Special Olympics, Speech, Student Council, Swimming, Tennis, Track, Viking Yearbook, Volleyball, and Wrestling.

#### **D. ATTENDANCE**

A student must attend school for the afternoon, arriving by 11:30 a.m., of the same day he/she is to participate in any co-curricular activity, unless the activity is on a non-school day. Extenuating circumstances, when presented to the administration, will be evaluated and examined on an individual basis. If both the high school principal and activity director and/or his/her designee agree, permission to deviate from this Policy may be granted.

#### **E. ESTABLISHMENT OF ACTIVITY-SPECIFIC RULES**

Directors of activities subject to this Policy may make reasonable rules as they relate to their activities as long as the rules are approved by the high school principal or his/her designee, and are not in violation or contradiction of this Policy. Violation of these rules may result in limitation, suspension, or revocation of privileges or participation in these activities. Any consequence for violation of the rules of a specific activity will only be applied as to that activity.

### **II. ACADEMIC STANDARDS**

In providing for the establishment and enforcement of academic standards for students participating in co-curricular activities, both local and state guidelines have been put in place to provide assistance to students and support the state law requirements. These guidelines are listed below.

#### **A. STATE GUIDELINES**

1. Students in grades 9-12 participating in interscholastic athletic competition for the IGHSAU (Iowa Girls High School Athletic Union) and IHSAA (Iowa High School Athletic Association) shall be subject to the Iowa Department of Education Scholarship Rules regarding academic eligibility. Students in grades 9-12 participating in interscholastic speech competition shall be subject to the IHSSA (Iowa High School Speech Association) rules regarding academic eligibility. Students in grades 9-12 participating in interscholastic music competition shall be subject to the IHSMA (Iowa High School Music Association) rules regarding academic eligibility.
2. The Department of Education, the IHSSA and the IHSMA rules require that:
  - a. Student must receive credit in at least 4 subjects (each of one period or "hour" or the equivalent therefore) at all times.
  - b. Student must pass all coursework and be making adequate progress toward graduation to remain eligible. Coursework taken from a post-secondary institution and for which District grants academic credit toward high school graduation shall be used in determining eligibility.
  - c. If not passing all coursework at the end of the grading period in which a grade will appear on a transcript, student is ineligible to dress for and compete for the first 30 consecutive calendar days in the interscholastic activity in which the student is a contestant from the first legal competition date of that activity. Students in baseball and softball have the same penalty as other students. Any student declared ineligible according to state guidelines may be permitted and/or required to practice under the discretion of administration and the activity sponsor.
  - d. If not passing all coursework at the end of the grading period in which a grade will appear on a transcript, student is ineligible for the first period of 30 consecutive calendar days in any event sanctioned or sponsored by the IHSSA or the IHSMA and those events that are competitive or evaluative in nature and are not sponsored by the IHSSA and the IHSMA in which the student is a contestant.
  - e. A student with a disability and an IEP shall not be denied eligibility based on scholarship if the student is making adequate progress toward the student's IEP goals, as determined by District officials.
  - f. Summer school or other means may not be used to make up failing grades for eligibility purposes. All original failing grades (even those remediated for purposes other than eligibility) must be reported to any school which the student transfers.

- g. Cheer participants are treated in line with the Athletic Rule (30 Calendar Days)
- h. All music and drama activities are treated in line with the Speech and Music Rule (30 Calendar Days)
- i. Students may participate in the event if the public performance constitutes part of a grade for a course.
- j. The grading period shall be the final grading period of the semester and shall not include mid-term grades.
- k. Grades of a, "P", "D-" or better and "W" (withdrawn in a timely fashion) are passing grades.
- l. Grades of "F" and of "WF" (withdrawn, failing) are failing grades.
- m. A student who receives an "I" (incomplete) who then completes work by the deadline established by the teacher and administration to obtain a passing course grade shall remain eligible, including during the period of time the student has to obtain the passing grade. A student who does not complete the work by the established deadline to obtain a passing grade and receives a failing grade shall be subject to the academic eligibility rules.
- n. Students must pass at least four (4) courses in the preceding semester to be eligible to participate at all in the current semester.
- o. Courses taken under the Post-Secondary Enrollment Option including Contracted Classes are included in the required four (4) courses.
- p. Incoming 9th grade students are eligible immediately even if they enter with a failing grade from the 8th grade.
- q. A transfer student from an in-state or out-of-state school is subject to all academic eligibility guidelines.

The first date of ineligibility for a student who becomes ineligible while in an activity will begin with the first school day following the day that the report card is mailed home.

## **B. DHS GUIDELINES**

- 1. A student must be passing all classes at the midterm of each quarter and at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter. In an attempt to assist students with academic performance, Decorah High School will require students who are not passing all classes at the mid-terms and end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter to attend a weekly study table. This study table will be available to all students and is mandatory for students involved in activities who have received a failing grade at one of the assigned grading check periods. Once students are able to show the administration evidence that their grade is above failing, they will not be required to attend the study table.
- 2. Study table will be offered from 3:00 until 4:30 PM on Wednesdays. Students will be required to attend the study table for its entirety and may be allowed to return to practice after they are finished with the study table at 4:30. Students will be allowed to practice and compete during this time period. Any student involved with activities who does not attend study table when failing a class will be withheld from their current or future activities until their study table obligations are met.

For more information and examples, see Appendix 1, attached to this Policy.

## **III. CONDUCT STANDARDS**

### **A. POLICY VIOLATIONS**

- 1. A student may lose eligibility under this Policy for any of the following behaviors:
  - a. possession, use, or purchase of tobacco products, including e-cigarettes;
  - b. possession, use, purchase, or attempted sale/purchase of illegal drugs or look a-likes, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs without a prescription;
  - c. engaging in any act that would be a violation of local, state, or federal law or grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or curfew violations) regardless of whether the student is cited, arrested, convicted, or adjudicated for the act(s);

- d. other inappropriate, disruptive or offensive conduct in violation of school district policy, regulation or student handbook provisions and/or interferes with the orderly operation of the school or the rights of any member of the student body, faculty or staff, including but not limited to, assault; refusing to cooperate with school officials or law enforcement authorities, acts of vandalism, hazing, bullying or harassment of other students and staff in any form, including inappropriate posts on social media.
2. Any violations of this Policy may be reported to law enforcement.
3. Any violation(s) of school rules which aggregate to a total of 40 in-school suspension points, third offense truancy, and/or a suspension according to the student handbook.

## **B. ADMINISTRATIVE DETERMINATION OF VIOLATION**

1. If it is alleged by any person that a student has violated these Conduct Standards, the principal or his/her designee shall promptly investigate such allegations. This investigation shall not be limited by a formal rules of evidence or procedure. The student shall be given notice, oral or written, of the allegations and will be given an initial opportunity to respond to the allegations as part of the investigation.
2. The principal, or his/her designee, shall make a preliminary determination based on a preponderance of the evidence whether the student has violated these Conduct Standards. The totality of the evidence, including the number, credibility and consistency of the witness(es) alleging that the student has violated the Conduct Standards shall be taken into consideration when making such determination. A determination that a student has violated the Conduct Standards shall be made without regard to whether the student is prosecuted or convicted for any alleged acts under Section IIIA.2 above.
3. A violation may include, but is not limited to:
  - a. If a student is found guilty by a court of law (however, a violation may be found without regard to whether a student is charged or convicted of any crime by authorities).
  - b. If a student is referred to juvenile court services.
  - c. If a student admits violating this policy.
  - d. If a student was witnessed breaking this policy by one or more staff members, students or law enforcement.

## **C. NOTICE AND DUE PROCESS**

1. The high school principal and assistant principal shall make a preliminary determination whether the student has violated this Policy, and shall notify the parent/guardian of their decision in a written Notice of Violation of Policy of Standards and Eligibility which shall contain the following:
  - a. The student's name and the names and address of the student's parents or guardians.
  - b. A statement as to the time, place and circumstances of the violation the student is alleged to have committed.
  - c. A statement describing the sanction to be imposed upon the student for violating the Policy and the effective date on which such sanction shall commence.
  - d. A statement that the principal's determination as to the student's violation of the Policy and the punishment imposed shall become immediately effective.
2. If timely requested, a student and his/her parent(s) or guardian(s) shall be provided a hearing with the high school principal. During the hearing, the student and his/her parent(s) or guardian(s) may present any information or argument against the preliminary determination. Within three (3) working days of the hearing, the Principal shall provide written notification of whether the preliminary determination is upheld, modified or reversed. The punishment imposed shall become final and effective, unless the parent(s) or guardian(s) of the student request a review by the superintendent within three (3) working days.

3. If timely requested, a student and his/her parent(s) or guardian(s) shall be provided a hearing with the superintendent. During the hearing, the student and his/her parent(s) or guardian(s) may present any information or argument against the determination made by the high school principal. Within three (3) working days of the hearing, the Superintendent shall provide written notification of whether the determination made by the high school principal is upheld, modified or reversed. The punishment imposed shall become final and effective, unless the parent(s) or guardian(s) of the student request a review by the Board of Education within three (3) working days by delivering a written appeal notice to the board secretary. .
4. If timely requested, a student and his/her parent(s) or guardian(s) shall be provided a hearing before the Board of Education. The secretary shall schedule the appeal for the next regular or special meeting of the Board of Education, unless otherwise agreed to by parent(s) or guardian(s) of the student involved. During the hearing, the student and his/ her parent(s) or guardian(s) may present any information or argument against the determination made by the superintendent. The decision of the Board of Education shall be set forth in the written minutes of the Board and may affirm, reverse or modify the decision of the Superintendent. The decision of the Board of Education shall be the final determination of the Decorah Community School District.
5. All consequences will remain in force and effect during an appeals process unless or until they are reversed or altered by the appropriate authority.

#### **D. SANCTIONS**

1. Violations of the Conduct Standards will result in suspension of the privilege to participate for a period of time as described in Appendix 2. The maximum period of ineligibility for a first offense shall be six (6) weeks. The maximum period of ineligibility for a second offense shall be twelve (12) weeks. The maximum period of ineligibility for a third offense is one calendar year from the date of the third violation. The maximum period of ineligibility shall run only during those weeks in which interscholastic competition takes place and in activities in which the student normally participates.
2. An individual making a truthful report of a violation of the Conduct Standards to a school administrator within four (4) calendar days of the occurrence of the violation is a self-report. In order to receive the sanction of a self-report, a student must also follow up with a written and signed statement of confirmation to the activities director or his/her designee. This statement needs to be signed by both the student and the parent/guardian. Individuals participating in a school event after violating the Policy, but prior to making a self-report or administrative discovery, will be suspended with no opportunity for a reduced suspension.
3. A student who has been declared ineligible for participation in co-curricular activities by another school district who then enrolls in the Decorah Community School District shall be ineligible for participation in co-curricular activities in the Decorah District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall generally be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the building principal to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Decorah at the time the ineligibility was imposed by the former district. The number of periods of ineligibility imposed by former districts shall be considered when imposing sanctions for a violation of Board Policy 503.6 of the Decorah Conduct Standards after enrollment in the Decorah Community School District (e.g., if the student had one period of ineligibility during that calendar year prior to enrolling in Decorah, a violation of the Decorah Conduct Standards shall be treated as a second offense).

4. If a student violates the Conduct Standards at a time when he or she is ineligible to participate in co-curricular activities by virtue of a prior violation, the period of ineligibility for such subsequent violation shall commence after the period of ineligibility for all prior violations. Individuals that are academically ineligible will not serve their suspension until regaining their academic eligibility.
5. The administration shall have the authority to exercise reasonable discretion in the interpretation and administration of this Policy.

## **E. ADMINISTRATION OF THE SANCTIONS**

1. Eligibility requirements begin at the conclusion of the 8<sup>th</sup> grade school year and end at the end of the summer following graduation.
2. Violations of the Conduct Standards are cumulative.
3. The Standards of Conduct shall be in force twelve (12) months a year, on and off school property.
4. A student found in violation of the Conduct Standards who is required to be ineligible for a public performance that is graded, will be given the opportunity to complete an alternative assignment. This assignment will be created by the coach/sponsor and will allow the student to earn full credit for the performance missed.
5. When determining the number of contests and/or public performances to be missed, the administration will round off fractions to the nearest whole number using the standard rules for rounding numbers. Any student found in violation of the District's Substance Use/Abuse Policy on school grounds and/or at a school activity will not have the opportunity to receive the benefit of the self-reporting according to the conduct standards.
6. Students must continue to participate in the activity from which they have been suspended for the length of the suspension. Failure to do so will result in the suspension being carried over to the next activity. Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension. Students will not, however, be allowed to dress and/or perform for competition and/or public performance.
7. Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities. If a period of ineligibility extends beyond the regular season, ineligibility will extend to include tournament contests until the period of ineligibility is satisfied.
8. Students found in violation of the Policy may not register for a new activity after the state mandated/district defined start date to avoid penalty at a later time from another activity.
9. Students involved in multiple activities will serve their suspension concurrently. For instance, a student involved in Basketball and Jazz Band will serve the suspension in both activities. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Conduct Standards.
10. If the student is currently not participating in an activity, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve (12) months in an activity would be eligible. If a student enters an activity in which he/she has not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor and administration, the coach/sponsor and administration shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be



deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.

**F. APPENDIX**

For more information, please see Appendix 1 and 2, attached to the Policy.

Date of Revision:

Legal References:

September 14, 2015

Chapter 279.8 Code of Iowa

To verify the reading and understanding of the preceding Standards for Participation and Eligibility in Co-Curricular Activities, the following statement must be signed by students and their parent or guardian.

**DECORAH COMMUNITY SCHOOL DISTRICT**

I am aware that there are standards for participation in and eligibility for co-curricular activities in the Decorah Community School District. In the event that I participate in any co-curricular activity, I understand the responsibilities, the expectations of me, and the implications for any violations of those responsibilities and expectations.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
(STUDENT)

SIGNED \_\_\_\_\_  
(PARENT OR GUARDIAN)

**Situational Examples.**

- Student A is a football player and fails a class first semester. Student A only participates in football. Student A is academically ineligible for the first thirty (30) calendar days of the fall from the first legal playing date. (Athletic Eligibility Rule)
- Student B (11th grade student) is a Football player and fails a class first semester. Student B has never participated in track before in high school. Student B goes out for track and will be ineligible for the first thirty (30) calendar days from the Monday of the week of the first competition in track. Student B will be eligible for the first competition in football the next fall. (Athletic Eligibility and Decorah Rule).
- Student C is a Girls Basketball Player and is in Madrigal Singers and fails a first semester course. Student C is ineligible for the first thirty (30) calendar days of Basketball in the 2nd Semester (Athletic Eligibility Rule) and the first thirty (30) calendar days of Madrigal Singers (State Music Rule).
- Student D is a Girls Basketball Player and in the Fall Drama Production. Student D fails a first semester course. Student D is ineligible for the first thirty (30) calendar days of Basketball in the 2<sup>nd</sup> Semester (Athletic Eligibility Rule) and the first thirty (30) calendar days of public performance in Drama Activities (Decorah Rule).
- Student E is a Cheerleader and in Jazz Band and fails a first semester course. Student E is ineligible for the thirty (30) calendar days of Cheerleading in the winter (Decorah Rule) and for all Jazz Band activities not associated with a grade for thirty (30) calendar days (State Music Rule).
- Student F is a Winter Cheerleader, Softball Player, and in Band and fails a course second semester. Student F is ineligible for Softball for thirty (30) calendar days from the date report cards are sent out (Athletic Eligibility Rule). She will be eligible for winter cheerleading and band once she serves her ineligibility in softball and finishes in good standing.
- Student G is a member of the Concert Choir and Boys Soccer team and fails a class first semester. Student G is ineligible for the first thirty (30) calendar days of Concert Choir (State Music Rule, Decorah Rule) and the first thirty (30) calendar days of Boys Soccer (Athletic Eligibility Rule).
- Student H is a member of the Football team. Student H passes only two courses in the second semester. Student H is ineligible for thirty (30) calendar days in the fall (Athletic Eligibility Rule).
- Student I participate in Girls Soccer and Girls Golf and fails a class first semester. Student I is ineligible for the first thirty (30) calendar days of the Girls Soccer and Golf season from the first date of competition of the sport with the first competition date (Athletic Eligibility Rule).

A complete explanation of the new guidelines may be viewed in the high school office.

**Academic Eligibility Requirements**

<b>Time Period</b>	<b>Requirement</b>
1 <sup>st</sup> Quarter Midterm	Study Table
1 <sup>st</sup> Quarter	Study Table
2 <sup>nd</sup> Quarter Midterm	Study Table
1 <sup>st</sup> Semester	30 Calendar Days
3 <sup>rd</sup> Quarter Midterm	Study Table
3 <sup>rd</sup> Quarter	Study Table
4 <sup>th</sup> Quarter	Study Table
2 <sup>nd</sup> Semester	30 Calendar Days

**1st Offense**

	Period of Ineligibility	Counseling
<b>Self-Report</b>	1/6 of Activity	Recommended
<b>Administrative Discovery</b>	1/3 of Activity	Recommended

**2nd Offense**

	Period of Ineligibility	Counseling
<b>Self-Report</b>	1/2 of Activity	Required at Student/Family Expense
<b>Administrative Discovery</b>	1/2 of Activity	Required at Student/Family Expense

Upon successful completion of period of ineligibility and approved evaluation and counseling by the administration the student will regain his/her eligibility. Student is responsible for all counseling costs.

**3rd Offense and Subsequent Offenses**

	Period of Ineligibility	Counseling
<b>Self-Report</b>	1 Calendar Year	Required at Student/Family Expense
<b>Administrative Discovery</b>	1 Calendar Year	Required at Student/Family Expense

Upon successful completion of period of ineligibility and approved evaluation and counseling by the administration the student will regain his/her eligibility. Student is responsible for all counseling costs.

The following are examples of what the penalty MIGHT be in a typical season (less post-season appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association, along with "typical" schedules for our Fine Arts Programs. These are only sample suspension periods that may be modified by the Activities Director or his/her designee and the actual number of events will be calculated annually.

**Sanctions Examples**

Activity	Dates / Games	First Offense w/ Self Report	First Offense w/ Administrative Discovery	Second Offense	Third Offense
Football	9 Games	2	3	5	1 Calendar Year
Volleyball	14	3	5	7	1 Calendar Year
Boys Cross Country	10	2	3	5	1 Calendar Year
Girls Cross Country	10	2	3	5	1 Calendar Year
Girls Swimming	12	2	4	6	1 Calendar Year
Boys Swimming	12	2	4	6	1 Calendar Year
Wrestling	15	3	5	8	1 Calendar Year
Boys Basketball	21 Games	4	7	11	1 Calendar Year
Girls Basketball	21 Games	4	7	11	1 Calendar Year
Boys Bowling	12	2	4	6	1 Calendar Year
Girls Bowling	12	2	4	6	1 Calendar Year
Boys Tennis	12	2	4	6	1 Calendar Year
Girls Tennis	12	2	4	6	1 Calendar Year
Boys Soccer	13	3	5	7	1 Calendar Year
Girls Soccer	13	3	5	7	1 Calendar Year
Boys Track	12	2	4	6	1 Calendar Year
Girls Track	12	2	4	6	1 Calendar Year
Boys Golf	12	2	4	6	1 Calendar Year
Girls Golf	12	2	4	6	1 Calendar Year
Baseball	40 Games	7	14	20	1 Calendar Year
Softball	40 Games	7	14	20	1 Calendar Year
Cheerleading*	Season Specific	TBD	TBD	TBD	1 Calendar Year
Band	TBD	4	8	12	1 Calendar Year
Vocal	TBD	4	8	12	1 Calendar Year
Orchestra	TBD	4	8	12	1 Calendar Year
Speech & Drama	8	1	2	4	1 Calendar Year
FFA	8	1	2	4	1 Calendar Year
Clubs	TBD	TBD	TBD	TBD	1 Calendar Year

\*Cheerleading will be handled relative to the season in which the student is participating.

## Non-Graded Music Activities

Band	Vocal	Orchestra
UNI All-State Workshop All-State Auditions All-State Festival NEIBA Honor Band UNI Honor Band Dorian Honor Band NEIC Honor Festival Madrigal Dinner State Jazz Festival UNI Tallcorn Jazz Festival Jazz Coffeehouse Various Community Activities	OPUS Honor Choir Homecoming Coronation Singers UNI Honor Choir All-State Workshops All-State Auditions All-State Festival December Nursing Home Performance Madrigal Nursing Home Performance Madrigal Dinner Dorian Vocal Festival NEIC Music Festival Jazz Singers Concert Iowa State University Honor Choir Solo and Ensemble Clinic at DHS State Solo and Ensemble Music Festival (Non-Graded for 2 of 3 choirs) Spring Nursing Home Performance Various Community Activities	Homecoming Coronation All-State Workshop Harvest Moon Dinner All-State Auditions Junior Honors Festival All-State Festival Madrigal Dinner NEIC Music Festival Dorian Orchestra Festival Chamber Orchestra Concert Kennedy Honors Orchestra Orchestra Trip to UW-LaCrosse National Honor Society Inductions Various Community Activities

# **SUBSTANCE USE/ABUSE POLICY**

## **DECORAH COMMUNITY SCHOOL DISTRICT**

### **INTRODUCTION**

The Decorah Community School district recognizes that chemical dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. The community and schools share in that responsibility because chemical problems often interfere with behavior, learning, and the fullest possible development of each student. Therefore, the district wants to work closely with all effective organizations dealing with chemical dependence. All contacts with substance abuse agents/agencies will be on a confidential basis.

### **STUDENTS**

Decorah Schools, wishing to intervene early in the disease process, will make every effort to contact students manifesting signs of misuse or abuse to both educate and aid them should they need help. All evidence and observations of substance abuse and behavior changes shall be reported.

Further, Decorah Schools recognize that chemical dependence is a family illness. Therefore, the school system will attempt to inform family members of support and/or services available.

### **POLICY IMPLEMENTATIONS**

In all cases, application of the student policy on substance use and abuse begins with cases involving chemicals and is defined as:

THE DISTRIBUTION, THE DISPENSATION, THE MANUFACTURE, THE POSSESSION, USE OR SHOWING THE EFFECTS OF ALCOHOL, DRUGS, OR LOOK-ALIKE SUBSTANCES (INCLUDING TOBACCO IN ALL FORMS) ON SCHOOL GROUNDS OR AT SCHOOL-RELATED FUNCTIONS.

In all cases involving chemicals (as defined above), the student will be removed from school or the activity site if the student is considered to be 1) under the influence of a chemical or 2) dangerous to others or 3) disruptive to the school/activity environment. A parent or legal guardian shall be contacted immediately unless such information could be considered detrimental to the student's welfare. Any case of possession of alcohol or other controlled drugs will be referred to the appropriate law enforcement officials. The probation office will be informed of any student's possession or use of alcohol, or other controlled drugs in case the student is currently on probation.

**First Offense:** There will be immediate notification of the student's parents/legal guardians. Three (3) days suspension with an educational project that may be completed during the suspension period. The educational project may be administered by a student assistance team member and will include the student's self-evaluation of substance usage patterns discussed with the team member and a contract specifying expectations for completing the project signed by the student, the student's parents/guardians, and the assigned team member in charge of the project. The effectiveness of this offense consequence will be evaluated at the end of one year to see if it is worth continuing.

**Second Offense:** There will be immediate notification of the student's parent/legal guardian. Two (2) to five (5) days of suspension, with the lower numbers of days to be used at the administration's discretion if 1) the circumstances merit special consideration or 2) the parents agree to take the student in for a professional evaluation to assess the degree that he/she may be harmfully involved with alcohol or other drugs.

**Subsequent Offenses:** Same as the consequences listed above under "Second Offense." However, in cases where neither the student nor the parent will cooperate in taking steps to intervene in the student's harmful involvement with chemicals, expulsion may result. If the student is actively involved in a chemical dependency program and successfully addressing his/her harmful involvement with chemicals (total abstinence), he/she may be allowed to continue in the regular school setting and to continue to participate in co-curricular activities.

**Selling or Furnishing:** Selling or furnishing alcohol or other controlled substances may lead to a recommendation for immediate expulsion and will result in referral to law enforcement officials.

Since selling and furnishing of alcohol and other drugs is often associated with personal drug use, enforcement can precipitate a crisis for the offender and create the opportunity for referral to a substance abuse counselor.

## **GUIDANCE AND COUNSELING**

Guidance and counseling is a special service of the school designed to help the individual student:

1) understand himself/herself; 2) make the most of his/her capacities, interests, and other qualities; 3) adjust himself/herself satisfactorily to the varied situations of the environment; 4) develop the ability to make his/her own decisions wisely and solve his/her problems independently; 5) make his/her own contributions to society to the fullest extent.

The guidance staff is responsible for: 1) registration of students; 2) counseling, interviewing, and testing; 3) educational, career, and personal guidance; 4) informing and interviewing parents and students; 5) maintenance of student academic and personal records.

The counselor is available to talk with you about your program of studies, vocational plans, or about any problems in or out of school.

### **ACCREDITATION**

Decorah has continuously been on the accredited list of schools issued by the Iowa State Department of Education. This means that credit earned is acceptable to colleges and universities throughout the United States. It does not mean that students with low grades or improper courses can gain entry to any college or university. Individual colleges and universities establish entrance requirements to suit individual needs. A student desiring to enter a particular college or university should, early in his high school career, determine the entrance requirements of the school of his choice and prepare to meet them. We suggest you consult the guidance office or write directly to the college or university registrar for a catalog.

### **REGISTRATION**

Registration for academic courses and co-curricular activities for the upcoming school year begins after first semester is completed. Information concerning courses and co-curricular activities is located in a special registration/planning guide booklet and can be found on the high school page of the district website. Students will select their classes with the assistance of the Guidance Dept. and their parents.

In August, final registration will take place. At this time each student will complete their portion of online eRegistration, pay registration fees, and finalize his/her first semester class schedule. Registration fees include textbook, towel and technology fees. An activity ticket may be purchased for an additional fee and will admit the student to regular season activities with the exception of plays, musicals, and post season sporting events.

### **CLASS CHANGES**

Registration is a very important administrative process. It determines the number of sections of each course to be authorized which, in turn, establishes the requirements for teachers and classroom space. Schedule changes can be made during the first two weeks of classes. Written consent from a parent/guardian, teacher(s), and a counselor may be needed before a change will be granted. A grade of (F) will be given if a course is dropped after the first two weeks of classes.

Dropping a semester course may be allowed unless it lowers the class size below the minimum limits set for the class to be offered. Adding a semester course may be allowed if the maximum class size has not yet been reached.

### **SUBJECT LOAD**

All students are required to carry a minimum of five full-time academic subjects, plus physical education unless special permission to do otherwise has been granted by the counselor or principal. Seniors must be enrolled in and complete a minimum of four classes plus physical education. PSEO, PICC, concurrent, and some career academy classes count toward the minimum course load requirements.

### **REQUIREMENTS FOR GRADUATION**

A credit is earned by obtaining a passing grade in a class for the semester. Approximately 12 credits each year are needed to make normal progress toward a high school diploma. A minimum of 48 credits is required for graduation from Decorah High School. Also, to be considered are the specific course requirements listed below.

## THE FOLLOWING ARE COURSE REQUIREMENTS FOR GRADUATION:

**English:** Eight (8) credits must be earned including:

- Two (2) credits of English 9
- Two (2) credits of English 10
- Two (2) credits of English 11

**Math:** A minimum of six (6) credits must be earned.

**Science:** Six (6) credits must be earned including:

- Two (2) credits of Physical Science 9.
- The requirement for a life science credit fulfilled either through Environmental Science or Biology.

**Social Studies:** Six (6) credits must be earned including:

- One (1) credit in World Geography
- One (1) credit in World History
- Two (2) Credits in American History
- One (1) credit in Government 12
- One (1) credit in Economics 12

**Health:** One (1) credit must be earned and CPR instruction leading to certification must be completed.

**Physical Education:** Four (4) credits must be earned (1/2 credit per semester).

Grades will be awarded which will count toward honor roll determination, but will not count in grade point averages and rank in class calculations.

**F.I.R.S.T.:** One (1) credit must be earned in F.I.R.S.T.

**FINANCIAL LITERACY:** Starting with the class of 2021, all students must successfully complete one credit of personal financial literacy. The requirement may be met through successful completion of one of the following:

- Consumer Math or Business & Finance
- Economics or Macroeconomics

**OTHER CONSIDERATIONS:** Music classes (instrumental, vocal, and orchestra) will receive one credit per semester if the class meets a minimum of 200 minutes per week. Grades will be awarded which will count toward honor roll determination, and will count in grade point averages and rank in class calculations.

### **PHYSICAL EDUCATION - (Excused from Participation)**

Authorization for being excused from P.E. classes due to illness, injury, etc., must come from the office or the school nurse. A doctor's authorization may be requested, due to certain situations. Any lengthy absence from P.E. will necessitate a doctor's authorization.

### **HEALTHY KIDS ACT PHYSICAL ACTIVITY REQUIREMENT**

Beginning July 1, 2009, school districts must ensure that physically able students in grades six through twelve engage in physical activity for a minimum of 120 minutes per week in which there are at least five school days of school.

"Physical activity" means "any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life." Students in grades six through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

1. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
2. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;

3. Non-school gymnastics, dance, team sports, individual sports; or
4. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If a student's parent or guardian files a written statement with the school principal that the CPR and/or physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. The written physical activity agreement must meet the following requirements:

1. It shall state the nature of the activity and the starting and ending dates of the activity, and
2. It shall provide sufficient information about the duration of time of the activity each week.
3. It shall be signed by the school principal or principal's designee.
4. It shall be signed by at least one parent or guardian of the student if the student is a minor.
5. It shall be signed by the student, regardless of the student's age.
6. The agreement may be no longer than one school year.

## **CPR REQUIREMENT**

Beginning with the graduating class of 2011-12, school districts must ensure that, prior to the end of twelfth grade, physically able students complete a psychomotor course that could lead to certification in cardiopulmonary resuscitation. Districts shall accept certification from any nationally recognized course in CPR as evidence that a student has met the requirement (e.g., completion of a Red Cross course). Districts shall not "accept auditing of a CPR course, nor a course in infant CPR only." A student may satisfy this requirement at any time during the student's K-12 career.

## **EARLY GRADUATION GUIDELINES**

The successful completion of any activity requires the accomplishment of certain requirements. In order to complete the Decorah High School educational program, a student must accomplish the minimum requirements as determined by our school district.

Our school district has made provisions to earn a diploma based on the completion of requirements rather than by spending a specific number of successive years in accomplishing the requirements.

The student must indicate intention of early graduation before final year classes begin (preferably during registration).

A request from both the student and the parent/guardian must be made in writing to the high school principal for administrative approval.

## **TAKING CORRESPONDENCE CLASSES**

Any high school student may be eligible to take a correspondence course (online correspondence courses are options as well) with the approval of the Guidance Department and Administration. Courses of this type involve an agreement by the student, a supervisor who is usually a teacher in our school system, and a correspondence instructor at the correspondence school itself. Costs for correspondence courses generally range from \$200.00-500.00 per course.

Prior approval is required if the class is to be considered for credit at Decorah High School. An important consideration in granting approval is whether the course is remedial or enrichment in purpose.

Remedial courses are used when prior courses have been failed. Enrichment courses are often taken in place of a subject offered in our high school. If so, it must be a comparable course.

## **TAKING COLLEGE LEVEL CLASSES**

### **Student Eligibility**

Students are required to meet all of the following conditions to be eligible to enroll in any course through a Senior Year Plus program where postsecondary credit is available to the student including PSEO, PCCC, concurrent enrollment, and certain career academy courses.

### **Requirements Established by Postsecondary Institution (281—IAC 22.2(1)):**

- The student shall meet the enrollment requirements established by the eligible postsecondary



institution.

- The student shall meet or exceed minimum performance measures on any academic assessments that may be required by the eligible postsecondary institution.
- The student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution delivering the course.

#### **Requirements Established by School District (281—22.2(2)):**

- The student shall have attained the approval of the school board or its designee and the appropriate postsecondary institution to register for the postsecondary course.
- The student shall have demonstrated proficiency in all of the content areas of reading, mathematics, and science. The assessment to be used for determining eligibility for enrollment in college credit classes for the 2020-2021 school year, will be the 2019 spring ISASPs assessments.

#### **Eligibility to Enroll in College Credit Classes for the 2020-2021 school year is as follows:**

- If the student was absent for the spring administration of the ISASPs and such absence was not excused by the student's school of enrollment, the student is deemed to not be proficient in any of the content areas. The school district may determine whether such student is eligible for qualification under an equivalent qualifying measure.
- If a student is not proficient in one or more content areas of reading, mathematics, and science on the Spring ISASPs, the following sequence of secondary measures will be used at Decorah High School for students to demonstrate proficiency and eligibility to enroll in PSEO, PICC, AP, concurrent, and certain career academy courses:
  1. The student demonstrates proficiency on the most recent administration of the MAP assessment in the area(s) in which he/she was not proficient; i.e. reading, math, or science. Proficiency is a RIT score (at his or her grade level) that correlates to the percentile score of the 41st percentile on the ISASPs assessment.
  2. The student will have the opportunity, following the most recent administration of the full version of the MAP assessment to complete the short version of the MAP assessment – one time in the area(s) in which he/she was not proficient; i.e. reading, math, or science to demonstrate proficiency. Proficiency is a RIT score that correlates to the percentile score of the 41st percentile on the ISASPs assessment.
  3. Students who do not demonstrate proficiency through the measures outlined above will not be eligible to enroll in PSEO, PICC, AP, concurrent, and certain career academy courses during the school year in which these steps were completed.
- A student who attends an accredited nonpublic school and desires access to advanced placement coursework or postsecondary enrollment options shall meet the same eligibility criteria as students in the school district in which the accredited nonpublic school is located.
- A student under competent private instruction shall meet the same eligibility criteria as students in the school district in which the student is dually enrolled and shall have the approval of the school board in that school district to register for the postsecondary course.

When an admissible eleventh or twelfth grade student wishes to take a college-level class at an eligible post-secondary institution that does not have a concurrent contract with the school district while still in high school and no comparable class is taught in the high school, the school district is responsible financially for the student's tuition under the Postsecondary Enrollment Options Act. A course taken in this manner is treated the same as any other classes. The student will receive credit for the class, and the grade earned will be recorded on the high school record. Specifics on the P.S.E.O. are available in the guidance office. If interested, students should indicate this at registration.

To summarize, the key items of P.S.E.O. are:

- admissibility • no comparable class available • grade and credit go on record
- 11<sup>th</sup> and 12<sup>th</sup> grade students (certain 9<sup>th</sup>/10<sup>th</sup> grade students may qualify)

If a comparable course is taught at our high school, a different policy applies. Now, any admissible high school student can take any class at any school if they are willing to pay the cost of doing so. Tuition costs per course range from \$200.00-800.00 per semester. Grades and credits will become a part of your record.

To summarize:

1. you are financially responsible
2. you must be admissible to your college
3. grade and credit may go on record
4. grades 9-12 are eligible

Contact the guidance office for additional details.

Because the Decorah School District has a contractual agreement for concurrent enrollment with a NICC, we are no longer eligible to register students for PSEO classes through community colleges beginning fall of 2017.

In response to this new ruling, NICC developed **PICC, Placement in College Credit**, to replace the former Post-Secondary Enrollment Option (individual registrations into on-campus or online sections at NICC.)

Registration policies for PICC align with concurrent enrollment policies:

1. Registration is open to grades 9-12.
2. Eligible students must meet or exceed minimum performance measures on any academic assessments that may be required by the post-secondary institution as well as taken appropriate course prerequisites prior to enrollment.
3. Eligible students must attain approval of the school board or its designee.
4. Eligible students must demonstrate proficiency in reading, mathematics, and science.

## **SEMESTER EXAMINATIONS**

Examinations are given at the end of each semester at the discretion of classroom teachers. Semester exams can only be taken in advance when special circumstances apply. Approval must be granted by the classroom teacher.

## **GRADE IN PROGRESS POLICY**

The first and third quarter grades are "in progress" grades and only indicate a level of performance at that time. The quarter report card sent to parents will show a grade in progress after 9 weeks of work. The semester grade will be a cumulative average during the entire 18-week semester. This plus the semester test constitute the semester grade. Midterm reports may be sent out 4 1/2 weeks into each quarter. Both students and parents have access to grade reports through PowerSchool.

## **INCOMPLETE ACADEMIC WORK**

Students who are not able to complete course work by the end of the semester due to illness, medical restrictions, or special circumstances, should talk with their teacher(s) about the possibility of being given additional time to complete the required work. The teacher will then talk with Mrs. Sheppard or Mr. Riley about the proposed timeline for work completion and complete an Incomplete Grade Form(s) that will be submitted for approval.

Students who do not complete their course work by the agreed upon deadline may receive a semester grade that reflects incomplete coursework.

## **PASS/FAIL POLICY**

The option of taking any elective course on a pass/fail basis is available to all 11th and 12th grade students according to the following guidelines:

1. Teachers have the right to deny pass/fail requests in their elective classes.
2. Contracts may be required which specifically outline the course requirements.
3. Deadline to submit pass/fail requests is the end of the third week each semester.
4. Special restrictions may apply to two semester class requests (see below). Courses in which you earn a passing grade will be marked "pass" on your record. Credit will be awarded as usual. A failure will be recorded as an "F" grade.
5. Students must obtain approval from the teacher, counselor, and parent.

## **YEAR-LONG (TWO SEMESTER CLASSES)**

Students may take the first semester of a two-semester class pass/fail only with special approval. Approval will be granted only in limited cases when conditions exist which may prevent the student from doing "C" level work or better.

Students may take the second semester of a two-semester class pass/fail without this special approval if the grade earned for the first semester is "C" or poorer. Parent, teacher, and counselor approval is required, however.

## **DHS ONLINE LEARNING PROGRAM**

The online course option is offered to students on-site through the Edgenuity Program (E2020). The Edgenuity Program is designed to provide high-quality, rigorous learning opportunities for students through direct-instruction videos that feature expert, on-screen teachers who explain concepts, model strategies, provide examples, and make real-world connections. Students complete tasks that check for understanding and are able to progress through the course at their own pace. A range of core classes, as well as elective courses are available and aligned to the local curriculum as well as the Common Core.

This option is offered at no cost to the student and provides assistance in the areas of credit recovery, skill enhancement, schedule conflicts, and offers courses otherwise not available to students on the high school campus. The credit recovery option is only available to students for the purpose of improving a previously earned semester grade of an F, D-, D, or D+. Students interested in taking an online course need to complete the Online Learning Request Form that can be accessed through the Guidance Office or the Principal's Office. As the student completes the request form, it is important for the student to reserve a period during the school day to complete his/her work in the online learning center. All completed Online Learning Request Forms should be turned in to the Registrar in the Guidance office. The DHS Online Learning Committee will meet to review all requests and make recommendations for approval. Students submitting requests will be notified as soon as possible regarding the approval or denial of their request.

Grades and credits for successfully completed online classes completed through the Edgenuity Program are awarded by our district. The online learning program is coordinated through the DHS Online Learning Committee comprised of the Guidance Counselor, Registrar, Online Supervisor, and the High School Principal. Content area teachers work with committee members to align curriculum and customize courses to meet local curriculum as needed.

## **HONOR ROLLS**

- Special Honors - 3.75 and above
  - Honors - 3.00 to 3.74
- Honor rolls are published at the end of each semester.

To be eligible for honor roll recognition, students must be enrolled in a minimum of five full-time academic subjects, plus physical education unless special permission to do otherwise has been granted by the counselor or principal. Seniors must be enrolled in and complete a minimum of four classes plus physical education. PSEO, PICC, concurrent, and some career academy classes count toward the minimum course load requirements. A list of classes that qualify for honor roll recognition is posted in the guidance office. Any questions can be directed to Mrs. Sheppard, Mr. Trewin, or Mr. Pankow.

## **GRADE POINT**

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

G.P.A. (Grade point average) = Average of all grades that are designated towards graduation.

## **ACADEMIC LETTER**

The Academic Letter is awarded to students in grades 10 through 12 who have earned a minimum GPA of 3.6 for three (3) consecutive semesters. Gold bars are presented for each subsequent semester that a student achieves a 3.6 GPA. To be eligible for this award, students must be enrolled in and complete a minimum of four classes per semester that qualify for honor roll recognition. Academic Letters are presented at the spring Awards Program.

## **NATIONAL HONOR SOCIETY**

Decorah High School is pleased to sponsor a National Honor Society Chapter. Membership in National Honor Society is based upon the student's accomplishments through the demonstration of scholarship, leadership, service, and character. To be eligible for membership, a student must first be a junior or senior and have a cumulative GPA of 3.5 or higher (scholarship). Students are notified of their eligibility through a letter and have the opportunity to meet with the sponsor to review the application process.

To demonstrate qualification in the areas of leadership, service, and character, the student must write a paper illustrating examples that help verify the student's eligibility in each of the three areas and complete an application form. Students also are required to submit the name and the contact information of a reference (an adult who can speak to the applicant's strengths in the areas of leadership, service, and character). The reference may not be a school employee or a relative. This information is then submitted to the National Honor Society sponsors, following pre-established deadlines. Following a review of the applications by the Faculty Council, students are notified of their acceptance into National Honor Society. An induction ceremony is held yearly to formally welcome new members. For more information, contact the Decorah High School office.

## **STUDENT COUNCIL**

The purpose of this organization shall be to provide for the most profitable school life for the student; develop attitudes of and practice in good citizenship; promote harmonious relations throughout the entire school; improve school morale; provide orderly direction of school activities; determine the collective will of the student body; and provide avenues of expression in matters pertaining to student life.

The student council shall be made up of the president, vice-president, secretary, and treasurer of the ninth, tenth, eleventh, and twelfth grade classes. Students interested in serving on the Student Council should contact Mr. Trewin at the beginning of the school year.

## **MID-QUARTER REPORTS TO PARENTS**

These reports are sent to parents indicating academic progress at specific times during the school year. These reports are usually sent after the fifth week of each quarter.

## **HIGH SCHOOL TRANSCRIPTS**

Requests for high school transcripts are to be made at the Registrar's office.

## **CHANGE OF ADDRESS**

If a student moves to a different residence, he/she should inform the office at once of his/her change of address and telephone number.

## **IOWA STATE ASSESSMENT OF STUDENT PROGRESS (ISASPs)**

The ISASPs are administered to all students in grades 9-11. This will include tests for students in grades 9-11 in reading, language/writing, and math. Students in grade 10 will also complete the Science assessment. The main reason students complete the ISASPs is to enable them and those concerned with their educational development to see how they are progressing in the achievement of major educational goals. The ISASPs do not attempt to measure all the important skills students have learned. That would be impractical and require an enormous amount of time. The tests do, however, focus on some of the most important areas covered in a high school curriculum. The test results indicate levels of achievement for individual students and entire classes and help teachers and counselors in planning the most appropriate educational programs for all students. Of course, teachers and counselors do not depend entirely on these test scores for their knowledge of students and their abilities. They get to know students through their class work, conversations and conferences, and through involvement in co-curricular activities. Even so, scores on the ISASPs are a particularly valuable source of information about a student's educational achievement.

Why? One reason is that the test scores provide objective evidence - they don't depend upon anyone's personal opinion. Another reason is that scores in one area can be directly compared to scores in another area. Unlike grades, they don't require that differences in teachers' grading standards or differences in courses be taken into account. The tests also provide information about your achievement in areas that you may not have studied this semester.

Still another reason the test scores are valuable is that this year's results can be compared to those of previous years. The year-to-year comparability enables teachers to review how you, and your class as a whole, have improved from one testing to another.

Finally, the tests tell students how they compare with other students in Iowa and in the nation. This information can be very helpful when you are considering plans after graduation.

### **American College Test (A.C.T.)**

The ACT test, representing the American College Testing Program, is suggested or required by every college in Iowa before final admission can be granted. The only exceptions to this are the area community colleges for those interested in career-technical programs or for those interested in private career-technical schools such as business, cosmetology or mechanic schools, etc. There are two main purposes for requiring this test. First, your academic achievement in the areas of social studies, mathematics, science, and English can be compared with thousands of other students. This enables the college to supplement your high school grades and class rank with another piece of information in determining your chances for college success. A second purpose lies in the area of course selection (placement). Again, in comparison to your high school record, you may be encouraged to take advanced course work or remedial work instead of the "typical" course level offered. Students can access registration materials online. The tests are given seven times a year on Saturday mornings at national testing centers. It is suggested that Juniors take the test for the first time during the April testing session of their junior year. Fortunately, Luther College is a testing center.

### **National Merit Scholarship Qualification Test (NMSQT/PSAT)**

The combination National Merit Scholarship Qualification Test and the Preliminary Scholastic Aptitude Test is a two-hour test battery designed for interested juniors to measure verbal and mathematical abilities important in doing college-level work. The test is administered in October to those 11th graders who have registered.

The tests are conducted under the National Merit Scholarship Corporation (NMSC) which is an independent, nonprofit organization established in 1955 by grants from the Ford Foundation and the Carnegie Corporation of New York. This Merit Program combines a yearly nationwide search for talented youth with services designed to increase financial assistance for able college-bound students.

Students are NOT required to take these tests to be eligible for financial assistance in college. The purpose of the tests is to recognize outstanding academic talent in the form of financial rewards through the National Merit Scholarship Corporation.

Each year, approximately 9,000 Iowa high school 11th graders take the test, but only 250 of the students are designated as Merit Scholars. However, since there is no criteria for eligibility to take the test, any junior may take the NMSQT.

## **DISCIPLINE**

Breach of discipline is any conduct of students which interferes with the maintenance of school discipline. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students and faculty cannot be tolerated.

### **VIOLATIONS OF RULES AND REGULATIONS**

The Board of Education does not condone violations of school rules with reference to fighting, vandalism, larceny, malicious damage to property, insubordination and other actions that may threaten the well-being of other students, and has directed the administration to deal with such violations.

### **DISCIPLINARY ACTION**

Due Process: Each student will be guaranteed private and constitutional rights. The student is expected to recognize the rights of the teacher and/or administrator. Respect, fairness, and recognition of rights and responsibilities for both parties must prevail in all relations.

Procedure: The teacher/administrator will inform the student of the alleged charges and will give the student an opportunity to present his/her side of the story. Parents will be informed orally or by written letter of the charges and the discipline action taken (except in some minor incidents). Parents and the students may contest in writing the incident with the next person in the chain of command, which is the teacher, associate principal, principal, superintendent, and Board of Education.

### **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 of breaking federal law. Plagiarism is copying someone's words directly and not giving the source credit, and/or copying someone's idea 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 in your original "voice" but we can't find the original source, it will be the teacher's 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 by the teacher and/or administrator. **DO YOUR OWN WORK. IF YOU USE SOMEONE ELSE'S, GIVE THAT PERSON SOURCE CREDIT!**

### **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated and law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## **Harassment, Bullying, and Hazing**

Decorah Community School District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of all the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences. The District prohibits acts of intolerance, harassment, bullying, or hazing because of the individual's real or perceived race, creed, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, physical appearance, socio-economic background, political party affiliation, or actual or potential parental, family or marital status. Acts of intolerance, harassment, bullying, or hazing may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

Any behavior that has the purpose or effect of causing injury, intimidation, fear, or unreasonable discomfort, or that creates an intimidating, offensive, or hostile learning environment shall be prohibited. Examples of prohibited behavior may include, but are not limited to the following:

- Verbal or non-verbal, physical, or written harassment or abuse;
- Unwelcome touching;
- Inappropriate or demeaning remarks, jokes, stories, activities, signs, or posters;
- Implied or explicit threats concerning grades, awards, property, or opportunities;
- Unreasonable interference with a student's educational opportunities;
- Requiring, explicitly or implicitly, that a student submit to harassment, bullying, or hazing as a term or condition of the student's participation in any educational program or activity;
- Submission to or rejection of such conduct is used as a basis for decisions affecting the student's education or participation in an activity.

## **Sexual Harassment**

It is the policy of the Decorah Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors, and students must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse;
- Requests or pressure for sexual activity;
- Unwelcome touching;
- Other verbal or physical conduct of a sexual nature, such as inappropriate jokes, signs and posters of a sexual nature;
- Repeated remarks to or about a person with sexual or demeaning implications.

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 administrator to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - Tell a teacher, counselor, or administrator and
  - Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor,

or administrator 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.

Harassment and abuse are violations of the school district policies, rules and regulations, and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

No person shall retaliate against a student or other person because the student or other person has filed a harassment, bullying, or hazing complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

The District will take action to halt any improper harassment, bullying, or hazing and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension or expulsion or a perpetrator, to remedy all violations of this policy.

## **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. 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:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body 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.

Personally, intrusive searches will require more compelling circumstances to be considered reasonable. 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 sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, 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 sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.



## **LOCKERS**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of the student to keep his/her locker locked at all times, with the exception of the times during which items are being stored or removed. Only school approved posters/signs are allowed to be placed on the outside of student lockers. Students are responsible to maintain the lock installed on his/her locker; i.e. locks and latches should not be jammed, blocked, etc. It is the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair the damage done to a student's locker are charged to the student.

Although school lockers and other spaces 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 other spaces are properly maintained. For this reason, lockers and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or other space. Periodic inspections of all or a random selection of lockers or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain 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.

NOTE: This section reflects Iowa law on searches of lockers, etc.

## **INTERNET**

Students are able to access the Internet through the school district. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks. Students will adhere to online protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

**Restricted Material** - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

**Unauthorized Costs** - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**Impersonation** - Any student using school technology or network services to create an account impersonating another person or a fictitious person will be subject to disciplinary action from the school or law enforcement.

Students who violate the intended use of school Internet, network, or digital devices are subject to disciplinary action including loss of Internet and network access as well as school computers. The period of time of loss of privileges will be at the discretion of the administration.

## **LIBRARY MEDIA CENTER POLICIES AND STANDARDS**

### **I. Library Use Policy**

#### **a. Basic Philosophy**

Student access to information and services related to the school's curriculum, as well as voluntary reading materials, are the prime objectives of the Library Media Center. All materials, equipment, and services included in the library have been provided for the use of the students and faculty of the school to support, enhance, and expand the instructional objectives of the school's curriculum.

#### **b. Study Hall Students**

Students from study hall and/or Flextime, require a pass indicating their reason for visiting the library.

#### **c. Students Sent to the Library from the Classroom**

Students sent by a teacher from a classroom must present a pass at the circulation desk upon arriving in the library and follow all the rules of behavior. Teachers may speak with the library staff ahead of time about students visiting the library from their class, in which case no pass will be required.

#### **e. Current Magazines and Newspapers**

Current and back issues of magazines and newspapers are located in the periodical display area and may be checked out overnight.

#### **f. Listening/Viewing/Production Services**

Videos assigned to students may be viewed in the conference room.

The "green room" is available to students working on video productions. Students need to ask the library staff about access, and first priority is given to those working on school projects.

Equipment, such as video cameras, iPods, headphones and microphones can be checked out to students for in-school use only. Special approval is needed to take equipment out of the building.

#### **g. Conference Rooms**

There are two conference rooms in the library that seat up to eight (8) people and are available to student groups when permission is given by the library staff. Reservations by teachers to use the rooms for class group work will be given priority. Students can lose the privilege to use the conference rooms if all school and library rules are not followed.

#### **h. Library Catalog**

The library's computer-based catalog (Alexandria) can be accessed online through the library website (<http://decorahhslibrary.weebly.com/>). Computer access to Alexandria is also available in the library.

#### **i. Keystone and Decorah Public Library**

Materials from Keystone Media Center and Decorah Public Library can be requested by students through the library staff.

### **II. Circulation Policy**

#### **a. Date Due**

If a student has overdue materials listed on his/her account when attempting to check out other materials, the overdue materials must be returned or renewed before other materials may be checked out.

The following loan periods will be in effect for library circulation:

**Books-** three weeks with one renewal of three weeks possible.

**Magazines-** one day, with a one-day renewal.

**Non-Print Materials-** one day or more, depending on the material needed.

### **III. Losses or Damages**

Students are expected to return material in the same general condition as when it was checked out. If the material is damaged or lost while in the student's possession, he/she will be responsible for the replacement cost as assessed by the library staff.

When library materials have been checked out to a Decorah Community School student and have been determined to be missing or damaged beyond repair, each individual school will order the replacement item(s) and bill the student for the replacement cost. Payments can be made directly to the appropriate school office in the form of cash or check made out to DCSD (Decorah Community School District). If the lost item(s) is found and returned by the beginning of the next school year, the amount will be refunded in full.

#### **IV. Class/ Group Use Policy**

When a teacher comes to the library as a group to access information and/or services, the following procedures should be followed:

- a. The library staff should be contacted in advance to reserve the time and space for that class.
- b. The teacher should accompany the class to the library and remain with the students during the time they are there.

#### **V. Lunch Hour Policy**

The library will be open during lunch periods whenever possible. All the library rules that apply during other class periods will also apply during this time. Please, no food in the library.

#### **VI. Teacher Access to the Library After Hours**

The library will be open M-F from 7:30 a.m. – 3:30 p.m. If a teacher needs access to the materials or the library space during the evening hours or weekends, he/she must make arrangements with the library staff. All evening/weekend access to the library with students requires special permission from the principal. The custodians have been specifically directed to keep the library doors locked after hours for security reasons.

### **ANNOUNCEMENTS**

All announcements should be emailed to the [dhsnews@decorah.k12.ia.us](mailto:dhsnews@decorah.k12.ia.us) by 8:00 a.m. Please check for conflicts, especially meetings. Announcements will be posted via the TV announcement channel.

### **VISITORS**

Visitors to classes must receive permission from an administrator twenty-four (24) hours before the visit. The host student is expected to make arrangements with the class instructors. Visitors are expected to follow the same rules as DHS students and remain with their host during their visit. Administrators reserve the right to deny visitor requests based on special circumstances that may interfere with the educational environment.

### **CARE OF EQUIPMENT**

It is the responsibility of each student to take care of his own personal belongings such as purses, books, gym bags, etc. It is a good idea to mark personal property with marking ink or by a label. If an item is lost, check with gym teacher and then the office for help.

### **LOST AND FOUND**

The lost and found department is located in the principal's office. Students who lose or find something should inform the office. The school is not responsible for lost items.

### **VANDALISM**

Students are responsible for the proper care of all books, 1:1 digital devices, supplies, equipment and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be expected to pay for the damage done or replace the item.

### **TEXTBOOK FINES**

Students will be charged according to the amount of damage done to a book beyond normal usage. In case of a lost book, you will have to pay for replacement of the book.

Slight abuse of the book - \$5.00 to \$10.00

Badly abused book - Half the price of new book

Book unfit for further use - Full price of new book (Depreciation will be taken into consideration)

### **HEAD WEAR**

Hats, bandanas, caps, or other head attire are not to be worn in the school building by students upon arrival to school until the end of the school day.

## **BEVERAGES IN THE SCHOOL BUILDING**

Open beverages are allowed ONLY in the cafeteria. Sealed (never been opened) beverage containers are allowed in hallways or lockers.

## **SKIP DAY**

Because of the opportunities afforded under the present attendance policy, the Board of Education feels the need for an "authorized" skip day is unnecessary because it no longer fulfills an educational purpose.

## **GIFTS**

It is the policy of Decorah High School to not accept or deliver gifts to students during school hours.

Collection of money for gifts is not approved. No collections are to be made in the building for any purpose without approval from the office.

## **POSTING OF INFORMATION**

Students who wish to post or distribute information must receive permission from the principal prior to posting or distributing any information. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting or distributing materials. Materials will be posted only in designated areas.

## **CAFETERIA**

Students may purchase school breakfast or lunch or bring their own from home and eat it in the cafeteria.

Meal ticket account money is to be paid before school in the cafeteria or in the office. Students can put any amount of money into this account; however, it is preferred that a minimum of \$5.00 be deposited. The a' la carte option provides alternative food choices from the main food line for those wishing to do so. Breakfast is served starting at 7:00 a.m.

The culinary and custodial staff and DHS students appreciate everyone's cooperation with: (1) depositing all lunch litter in wastebaskets or recycle bins; (2) returning all trays and utensils to the dishwashing area; (3) leaving the table and floor around your area in clean condition for others; (4) use only the restrooms by the cafeteria; all classrooms are off limits during the lunch periods. Students are expected to eat and remain in the cafeteria until the release bell.

NOTE: Lost lunch tickets will have a \$5.00 replacement cost.

## **OFF CAMPUS/OPEN LUNCH PRIVILEGES**

Off campus and open lunch privileges are given to juniors and seniors. Excessive disciplinary points, trancies and/or poor performance in classes may result in the loss of these privileges for a time to be determined by the administration. Loss of privileges will occur for those students who accumulate 10 tardies and/or 50 ISS Points and/or 4 trancies.

## **OPEN LUNCH PRIVILEGES**

Junior and Senior students are allowed open lunch privileges. Students using open lunch privileges must leave campus or stay in designated areas, which would include the library or cafeteria/commons. All students are expected to abide with the expectations of the area of the building they are in during their open lunch time periods. Students will not be allowed to congregate in non-designated areas including hallways and parking lots.

## **OFF CAMPUS PRIVILEGES**

Off campus refers only to those periods that seniors are in a scheduled study hall. Seniors using off campus privileges must leave the campus or stay in designated areas, which would include the library or cafeteria/commons. All students are expected to abide with the expectations of the area of the building they are in during their open campus time periods. Students will not be allowed to congregate in non-designated areas including hallways and parking lots.

## **STUDENT USE OF HIGH SCHOOL BUILDING**

On a regular day of school, the following schedule will be followed:

- 7:00 AM – Cafeteria open for study/breakfast
- 7:55 AM – Tier 1 classes begin
- 8:15 AM – Tier 2 classes begin
- 3:00 PM – Afternoon session closes

Unless you are working under the supervision of an instructor or coach, students should exit the building by 3:45.

## **GUIDELINES FOR STUDY HALLS**

1. All assigned study halls may be in the cafeteria or an assigned classroom. Students will be assigned to the designated room for study hall at the beginning of the school year.
2. All students are to come with materials necessary to study.
3. All students are to be in assigned seats for attendance. Privileges will be granted after attendance has been taken.
4. All students are to have a pass to go beyond the principal's office or to the library during a class period. When leaving the study hall, students with a pass are to sign-out at the supervisor's station.
5. Students are to report to the study hall at the beginning of a class period for attendance. If a student wishes to go to the library during a study hall, he or she needs to have a pass signed by a teacher and stay the remainder of the period in the library. Restroom use or trips to the office will be by a pass signed by the library director or the adult library staff.
6. Students are to report to the supervisor to sign out for the restroom. Students may check out to the restroom for not more than five minutes. Only one student at a time will be excused to the restroom. Students are asked to use the cafeteria restrooms. Emergencies could necessitate exceptions (with exceptions from the study hall supervisor).
7. No passes may be issued by the supervisor. Classroom teachers need to issue passes for students who need to come to the teacher's classroom and these passes must be presented to the study hall supervisor. Specific names must be written on all passes. It is the student's responsibility to have the signed pass before the study hall starts. Students may sign out to the guidance or principal's offices.
8. No pop, juice, candy or snacks allowed in the structured study hall.
9. Students are dismissed from the study hall by the supervisor only.
10. Permission to speak may be granted by the supervisor. A quiet learning atmosphere must prevail in the Study Hall.

## **ASSEMBLIES**

1. Place books and 1:1 digital devices in lockers or designated areas before reporting to the auditorium.
2. Five minutes will be allowed for getting to your seats in the auditorium.
3. Give your immediate attention to the people on the stage.
4. No cell phone use is permitted during assemblies.
5. Help to make audience participation successful.
6. All students will remain seated until dismissed.
7. These programs are for your benefit and recognition; appreciate them.
8. All homerooms will have assigned sections/seating area.

## **CONDUCT AT CO-CURRICULAR EVENTS**

Rules governing student behavior in school will prevail during all co-curricular events at home or away. Booing or being rowdy are DEFINITELY out of place at any high school activity. The activity program, the student body, and above all, individual students are judged by your actions. Respect the rights of others at all times. Students can contribute greatly to school spirit and community pride. All high school activities are an extension of the regular school day so regular school policies should dictate your behavior.

## **DANCES**

School-sponsored dances must be approved by the principal at least four (4) weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations may also be asked to leave the dance and school grounds.

## **PEP ASSEMBLIES**

Pep assemblies are to be scheduled through the office of the activities director and will be held as needed. Your response will also regulate the number of pep assemblies.

## **HALLWAY CONDUCT**

The conduct of the students in the hallways are sometimes the basis used by visitors in the building in evaluating the entire school. Running and boisterous behavior are considered out of order. Students are requested to "keep to the right" on the steps and in the hallways and to avoid gathering in large groups, since this hinders traffic. While at school, affectionate display will not be tolerated. This is neither the time or the place for the display of affections.

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' 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 unless there is good cause. 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 need to contact the Central Office for information and forms.

## **PARKING & TRAFFIC REGULATIONS**

Parking lots are provided by the school district for students to utilize. Senior and junior students are permitted to park in designated areas on school premises as a matter of privilege, not of right. Students in the freshmen and sophomore classes with valid driver's license or school permits may park on the city streets surrounding the school. 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 suspicion to believe that illegal, unauthorized or contraband items are contained inside.

The circle drive in front of the building is reserved for visitors between the hours of 7:30 AM and 4:00 PM during school days. Student vehicles are registered in PowerSchool during the eRegistration process in August.

Parking fines for those vehicles parked in unauthorized areas will be \$10.00. Student parking spaces will be designated by the administration.

Any student driving on any grass area on school property will be charged for damages. This regulation will be in effect twenty-four (24) hours a day for all twelve (12) months.

The minimum charge for damages will be ten dollars (\$10). Any student in co-curricular activities will also be subject to Article III of Standards for Participation in Co-curricular Activities.

## **BICYCLES**

All bicycles are to be parked in the bicycle racks located at the auditorium entrance. It is suggested students lock their bicycle.

## **BUS TRANSPORTATION**

Bus routes are determined by the Board of Education. Every effort is made to provide the best and most convenient transportation to all and to do it in an economical manner. We will appreciate having any transportation problems called to our attention, and every effort will be made to resolve the problem.

Buses are primarily used to transport students to and from school. In town shuttle bus service is available for students in grades K-5. High school students who have special transportation needs should contact the building principal. Students who ride the bus and other school district vehicles to and from school, co-curricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading

or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the administration of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.

## **TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES**

The Board in its discretion may provide District transportation to students for extracurricular activities. Students participating in extracurricular events, other than those held at the school district facilities shall be transported to the extracurricular event by school transportation vehicles or by another means approved by the administration.

Students who are provided school-sponsored transportation for extracurricular events shall ride both to and from any event in the school vehicle. Parents may request an exception to this rule only if it is submitted in advance in writing to the activities director. The activities director or building principal will review and approve the request by signing and dating it. The student (athlete/participant) must return the written request to the coach/sponsor in advance of the trip.

## **FIELD TRIPS**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents, indicating they are aware and approve of their son/daughter's attendance on the field trip.

## **TELEPHONE**

Students will not be called to the telephone during classes except in cases of extreme emergency. Every effort will be made to notify the student of an important message. Students may come to the office to make a phone call or use the office phone for school business and emergencies by asking permission.

## **CELL PHONES, SMART WATCHES & ELECTRONIC DEVICES**

### **Use of Cell Phone and Electronic Devices Policy**

Decorah High School will determine appropriate student use electronic devices, including cell phones during the school day (8:15 AM – 3:00 PM). Decorah High School strongly believes that electronic devices such as cell phones and iPods can be excellent resources to support learning in the school setting. However, students are asked to follow common courtesy guidelines in the use of such devices.

Students are reminded that use of any electronic device during the school day is a privilege and not a right.

- Classroom/Study Hall: No cell phone (this includes SMART watches) is to be used in the classroom/study hall/lab without teacher permission. Cell phones are to be turned off or in silent mode.
- Passing Time: Cell phones and electronic devices may be used in the hallways during passing times.
- Rest Room/Locker Room: No cell phones are to be used in the rest rooms/locker rooms at any time.
- Assemblies: No electronic device is to be used during assemblies.
- Cafeteria: Cell phones and electronic devices may be used during lunchtime, senior study hall, and passing time in the cafeteria for data purposes only. No calls are to be made.
- Library: No Cell phone or SMART watch is to be used in the library. Cell phones and SMART watches are to be turned off or placed in silent mode.
- Office: Students are allowed to use their cell phones in the office to make a call with permission.

### **Cell Phone, SMART watch and Electronic Devices Confiscation and Return Policy**

Decorah High School staff will confiscate cell phones, SMART watches, and electronic devices when they are used in violation of the policies and will return them at a later time.

- Staff members will ask students to turn over their phone when they are found in violation of policy. The staff member will turn in the phone to the office in a timely manner.
- Students refusing to relinquish their phone will be issued a referral for insubordination.
- Rest Room & Locker Room Violation: Cell Phones used in restrooms and locker rooms will be confiscated and turned in to the office. School administrators will determine the consequence.

### **Violation of Classroom, Study Hall, Library Cell Phone Use:**

**First confiscation:** teacher will give phone or electronic device to office; the phone or electronic device will be returned to the student at the end of the day. ISS points will be assigned.

**Second confiscation:** Phone or electronic device turned in to the office and is returned to the student at the end of the day. The student will need to turn their phone or electronic device into the office on a daily basis for the next 9 (nine) weeks of the school year. ISS points will be assigned.

**Third confiscation:** Phone or electronic device turned in to the office and is returned to the student at the end of the day. The student will need to turn their phone or electronic device into the office on a daily basis for the one semester of the school year. ISS points will be assigned.

**Fourth confiscation:** Phone or electronic device turned in to the office and is returned to the parent only. The student will need to turn their phone or electronic device into the office on a daily basis for the remainder of the school year. ISS points will be assigned.

### **Cell Phone, SMART watch and Electronic Devices Search Policy:**

Decorah Community School District officials have the authority to search student cell phones and/or other personal technology devices (e.g., laptops, SMART watches, tablets, etc.), based on reasonable suspicion and in a manner reasonable in scope, in order to maintain order and discipline in the school to promote the educational environment and protect the safety and welfare of students and school personnel. This would include student technology that contains photos, text, video, audio, or other information that is evidence of a student's violation of school rules or policy or a violation of state and federal law.

## **FORMS USED**

### **TARDY ADMIT/PASS**

This form is to be used if a student is tardy and needs to gain admission to any class during the school day.

### **BUS RIDER PERMIT**

Any student wanting to ride a bus not regularly scheduled must have this permit. This permit may be picked up in the principal's office.

### **CHECK-OUT CARD**

Any student withdrawing from school must have this form properly signed. Check out cards can be obtained from the Guidance Counselor or the Registrar.



# **DECORAH HIGH SCHOOL**

## **IN-SCHOOL SUSPENSION POINTS PROGRAM**

### **PREFACE**

Students at Decorah High School have a strong tradition of academic and co-curricular achievement that is based in our school's high standards of performance in all areas. It is in this spirit that the standards for daily behavior are also viewed. To insure the continued success of our students, the faculty and administration have instituted the In-School Suspension Points Program.

### **REFERRAL/DETENTION REQUIREMENTS**

- Any student referred to the office for a disciplinary reason in which ISS points are recorded, will not be permitted to attend any after school activities the day of the infraction.
- Students are to complete all assigned ISS detention by the assigned date or will be deemed ineligible to practice and/or participate in activities until detention is completed.

### **TRUANCY**

Truancy is defined as an unexcused absence during any part of the school day. Decorah High School emphasizes again that any absence will never fully be made up. For that reason, parents are strongly urged to call for only necessary absences.

### **EXPLANATION OF THE IN-SCHOOL SUSPENSION PROGRAM**

The In-School Suspension program at Decorah High School is designed specifically for students who have violated the discipline policies of the school. The student will be required to do classroom assignments provided by his/her teachers. Every attempt will be made to have the student reflect on the problem(s), which caused the student to be placed in the ISS program. Counseling for the ISS students will be arranged during the admittance to the program. ISS may include any or all of #9 below.

### **JUSTIFICATION FOR AN IN-SCHOOL SUSPENSION PROGRAM**

#### **THE ISS PROGRAM:**

1. discourages disobedience by requiring suspended students to attend school on Saturday or after school. This gives the suspended student time to reflect on problems which he/she has caused.
2. makes students more accountable for their actions in the classroom, study halls, IMC, halls, cafeteria, restrooms, etc.
3. allows time for counseling or work with thought-provoking subjects, including behavior identification, habits, attitudes, goal setting, etc.
4. allows students a chance to realize the circumstances they will face before they violate a rule or regulation, while at the same time not giving them "one more chance."
5. creates a more positive learning environment.
6. gives the administrator a clearly defined policy. Students will accumulate points which will indicate a needed behavior change. This may also indicate a need for personal guidance. Additionally, all violations are documented giving a clear justification for the action taken. A more serious infraction may necessitate other disciplinary action, such as immediate out-of-school suspension.
7. creates a system which allows for better communication between teacher, student, administration, and parent.
8. allows the school to keep a better record of student behavior which might signal other personal problems which may at first be exhibited as disruptive or minor behavior problems.
9. allows the discretion of the administration to provide adequate intervention which may include Saturday, before, after or during school detention.

## **ISS OUTLINE**

### **STEP 1**

#### **ONE-HALF DAY (3 hours) ISS DETENTION: (10 points)**

- Phone contact by school office official and/or letter sent home.

### **STEP 2**

#### **ONE-HALF DAY (3 hours) ISS DETENTION: (20 points)**

- Phone contact by school office official and/or letter sent home.

### **STEP 3**

#### **ONE DAY (6 hours) ISS DETENTION: (30 points)**

- Phone contact by school office official and/or letter sent home.

### **STEP 4**

#### **ONE DAY (6 hours) ISS DETENTION**

#### **AND/OR ONE DAY IN AND/OR OUT-OF-SCHOOL SUSPENSION: (40 points)**

- Phone contact by school office official and/or letter sent home. Potential meeting with student, parents/guardians and administrator(s) concerning points incurred for any infraction considered to be serious misbehavior; excessive points accumulated may warrant recommendations for more serious consequences.
- Student will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.

### **STEP 5**

#### **TWO DAY IN AND/OR OUT-OF-SCHOOL SUSPENSION: (50 points)**

- Phone contact by school office official and/or letter sent home. Potential meeting with student, parents/guardians and administrator(s) concerning points incurred for any infraction considered to be serious misbehavior; excessive points accumulated may warrant recommendations for more serious consequences.
- Student will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.
- Student will lose off campus/lunch privileges.

### **STEP 6**

#### **THREE DAY IN AND/OR OUT-OF-SCHOOL SUSPENSION: (60 points)**

- Phone contact by school office official and/or letter sent home. Meeting with student, parents/guardians and administrator(s) concerning points incurred for any infraction considered to be serious misbehavior; excessive points accumulated may warrant recommendations for more serious consequences.
- Student will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.
- One or more days of suspension will be served during a Saturday Service Suspension to be determined by administration. This will be pending academic standing of the student to complete work during an in-school suspension.

### **STEP 7**

#### **FOUR DAY IN AND/OR OUT-OF-SCHOOL SUSPENSION: (70 points)**

- Phone contact by school office official and/or letter sent home. Meeting with student, parents/guardians and administrator(s) concerning points incurred for any infraction considered to be serious misbehavior; excessive points accumulated may warrant recommendations for more serious consequences.
- Student will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.
- One or more days of suspension is to be served at Crossroads Academy.

### **STEP 8**

#### **FIVE DAY IN AND/OR OUT-OF-SCHOOL SUSPENSION: (80 points)**

- Phone contact by school office official and/or letter sent home. Meeting with student, parents/guardians and administrator(s) concerning points incurred for any infraction considered to be serious misbehavior; excessive points accumulated may warrant recommendations for expulsion and/or alternative educational placement.
- Student will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.

Any student not completing ISS Detention Hours by established deadline  
will lose open campus privileges until hours are completed.

**Teacher's Disciplinary Report for Each Offense**  
**(Revised June 2017)**

Teacher's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Points Given: \_\_\_\_\_

**A. Time Related Offenses**

- \_\_\_\_\_ A.1 3 points - Each tardy.
- \_\_\_\_\_ A.2 3 points - For being in an unassigned area with no pass.
- \_\_\_\_\_ A.3 Failure to sign out - 2 hours.
- \_\_\_\_\_ A.4 Truancy 1st offense - double time missed in ISS Detention - minimum time served - 4 hours.
- \_\_\_\_\_ A.5 Truancy 2nd offense - double time missed in ISS Detention - minimum time served - 4 hours.
- \_\_\_\_\_ A.6 Truancy 3rd offense - two (2) days In-School-Suspension
- \_\_\_\_\_ A.7 Truancy 4th offense - two (2) days in and/or out-of-school suspension.
- \_\_\_\_\_ A.8 Additional offenses may result in additional days of out-of-school suspension.

**B. Physical Behavior Offenses -- Fighting**

- \_\_\_\_\_ B.1 3 points - Inappropriate and/or disruptive behavior.
- \_\_\_\_\_ B.2 5 points - Push/shove/trip/kick.
- \_\_\_\_\_ B.3 10-60 points - Repeated and/or chronic behavioral issues.
- \_\_\_\_\_ B.4 Punches thrown - (automatic 1-3 days out of school).
- \_\_\_\_\_ B.5 Personal injury - (automatic 1-3 days out of school).

**C. Property Related Offenses**

- \_\_\_\_\_ C.1 3 points – cell phone use.
- \_\_\_\_\_ C.2 10-60 points - Theft of property, restitution is required. Probable referral to police.
- \_\_\_\_\_ C.3 10-60 points - Vandalism, restitution is required. Probable referral to police.

**D. Communication Related Offenses**

- \_\_\_\_\_ D.1 3 points - Disrespect.
- \_\_\_\_\_ D.2 5 points - Inappropriate clothing.
- \_\_\_\_\_ D.3 3-10 points - Profanity (Be specific on back).
- \_\_\_\_\_ D.4 10-60 points - Insubordination...resistance to authority.
- \_\_\_\_\_ D.5 10-60 points - Profanity directed at another person.
- \_\_\_\_\_ D.6 10-50 points - Harassment of another person.

**E. Integrity Related Offenses**

- \_\_\_\_\_ E.1 5-60 points - Lying, cheating (Be specific on back).
- \_\_\_\_\_ E.2 3 points - using an internet site without permission (i.e. Facebook, Twitter, You Tube).
- \_\_\_\_\_ E.3 10-60 points – Inappropriate use of electronic networks and resources.

**F. Controlled Substance Related Offenses**

- \_\_\_\_\_ F.1 Use, distribution, or possession of drugs or alcohol on school grounds (automatic out-of-school).
- \_\_\_\_\_ F.2 Use of tobacco in school or school property (automatic out-of-school).

\_\_\_\_\_ Total Points

- Any student referred to the office for a disciplinary reason in which ISS points are recorded, will not be permitted to attend any after school activities the day of the infraction.
- Any student not completing ISS Detention Hours by established deadline will lose open campus privileges until hours are completed.

# DECORAH COMMUNITY SCHOOL DISTRICT POLICY STATEMENT

It is the policy of the Decorah Community Schools not to discriminate on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9. The curriculum should 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 a multicultural, non-sexist society.

Inquiries regarding compliance with Title VI of the 1964 Civil Rights Act\*, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973, may be directed to the Central Administration Office, 510 Winnebago Street, Decorah, IA 52101, or by phone at 563-382-4208, or to the Director of the Region VII office of Civil Rights, Department of Health, Education, and Welfare, Kansas City, Missouri.

## SECTION IV. GRIEVANCE PROCEDURE

Any Individual or applicant of the Decorah Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act\*. Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

### Level One - Principal or Immediate Supervisor

Any individual with a grievance of discrimination on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background must first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally.

### Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at level one and the individual wishes to pursue the grievance, the individual may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### Level Three - SUPERINTENDENT

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Inquiries about this policy and its practices should be made to the Central Administration Office, 510 Winnebago Street, Decorah, IA 52101, or by phone at 563-382-4208.

## **HARASSMENT POLICY**

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Other types of harassment may include, but not be limited to, jokes, stories, or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to a counselor or to the building administrator, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the superintendent, who shall be the alternative investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

Legal Reference: Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Hall v. Gus Cont. Co., 842 F.2d 1010 (8th Cir. 1988).

Lynch v. City of Des Moines, 454 N.W.2d 827 (Iowa 1990).

Cross Reference: Equal Educational Opportunity; Equal Employment Opportunity; Employee Complaints; Employee Conduct and Appearance Student Discipline

## **DANGEROUS WEAPONS POLICY CODE NO. 502-5**

The board believes that students and employees deserve to learn and work in a safe and healthy environment. Weapons and other dangerous objects in the school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on the school district premises or property.

A "dangerous weapon" is any device or instrument designed primarily for use in inflicting death or injury, and when used in its designed manner is capable of inflicting death. It is also any sort of instrument or device which is actually used in such a way as to indicate the user intended to inflict death or serious injury, and when so used is capable of inflicting death. Dangerous weapons include, but are not limited to: any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or other knife with blade in excess of two inches, BB guns, explosives (including fireworks). Students in possession of these will be subject to disciplinary action, including suspension or expulsion.

Weapons and other dangerous objects shall be taken from students who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes 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 poisonous gas.

Weapons 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 for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the policy of the Decorah Community Schools not to discriminate on the race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9