

Student name: _____

DECORAH HIGH SCHOOL
2023 - 2024
Student Handbook & Planner

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Continuous Notification of Nondiscrimination Policy Statement

It is the policy of the Decorah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, **Justin Albers**, MS Principal / Equity Coordinator, justin.albers@decorah.school, or (563) 382-.8427.

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DECORAH HIGH SCHOOL

BELL SCHEDULES

Breakfast: 7:00 to 7:55 a.m.



MONDAY & THURSDAY

Hours 1, 3, 5, 7

Hour	Time
Tier 1 (1st hr.)	7:50 to 8:50
1st	8:05 to 9:35
3rd	9:40 to 11:05
5th A Lunch	11:10 to 11:50
5th A Class	11:55 to 1:25
5th B Class	11:10 to 11:55
5th B Lunch	11:55 to 12:35
5th B Class	12:40 to 1:25
7th	1:30 to 3:00

WEDNESDAY

All Classes/Hours Meet

Hour	Time
Tier 1 (1st hr.)	8:50 to 9:50
1st	9:05 to 9:50
2nd	9:55 to 10:35
3rd	10:40 to 11:20
5th A Lunch	11:25 to 12:05
5th A Class	12:05 to 12:45
5th B Class	11:25 to 12:05
5th B Lunch	12:05 to 12:45
4th	12:50 to 1:30
6th	1:35 to 2:15
7th	2:20 to 3:00

TUESDAY & FRIDAY

Hours 2, 4, 6, Homeroom, Flextime

Hour	Time
Tier 1 (2nd hr.)	7:50 to 8:50
2nd	8:05 to 9:35
4th	9:40 to 11:05
6th A lunch	11:10 to 11:50
6th A Class	11:55 to 1:25
6th B Class	11:10 to 11:55
6th B Lunch	11:55 to 12:35
6th B Class	12:40 to 1:25
Homeroom	1:30 to 1:50
Flex 1	1:55 to 2:27
Flex 2	2:31 to 3:00



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.

SCHOOL HOURS AND EXPECTATIONS

1. The school day runs from **8:05 a.m. - 3:00 p.m.** on **Monday, Tuesday, Thursday, and Friday** and **9:05 a.m. - 3:00 p.m.** on **Wednesday**.
2. Flex Time provides students with opportunities for academic support and enrichment. Flex Time occurs from 2:00 - 3:00 p.m. on Tuesday and Friday. Attendance in Flex Time is expected and required. Unexcused absences from Flex Time will be managed following our policies and procedures for all other academic courses.
3. A student must attend school for the afternoon, arriving by 11:30 a.m., of the same day they are 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 individually. If the high school principal, activity director, and/or their designee agree, permission to deviate from this Policy may be granted.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy. It is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A school district policy, rule, or regulation violation may result in disciplinary action. It may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or not.

Students must comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct that disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include but are not limited to removal from the classroom, detention, suspension, restorative alternative discipline, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based on the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district procedures, rules, and regulations as circumstances warrant, including those in the handbook. Students are expected to know this handbook's contents and comply with them. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the school district's policies, rules, or regulations.

In this handbook, "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles, and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved, whether school-sponsored or school-approved, an event or an activity, or whether they are held on or off school grounds.

WELCOME

The students, faculty, and administration sincerely welcome you. We hope you have many happy and worthwhile experiences at Decorah High School.

DECORAH CSD MISSION, VISION, AND VALUES

MISSION:

Learning – Thriving – Creating Our Legacy

At Decorah Community School District, we embrace student learning and well-being as our fundamental purpose; we will, in partnership with our students, families, and community, we will make the world a better place.

VISION

Decorah Community School District will be a collaborative, innovative, learning-centered organization empowering students to embrace their personal strengths and create their future.

VALUES

Decorah Community School District is guided by the following core values:

Collaboration and Community

We believe collaboration and community partnerships promote innovation and shared responsibility.

Curiosity and Creativity

We believe curiosity and creativity lead to meaningful learning.

Engagement and Excellence

We believe engagement and excellence foster personal ownership, pride, and joy in work and learning.

Equity and Well-being

We believe equity and well-being ensure a safe learning environment, a sense of belonging, and student success.

Integrity and Humility

We believe integrity and humility create respectful, trusting relationships.

Stewardship and Sustainability

We believe stewardship and sustainability promote efficient and effective operations now and in the future.

BOARD/DISTRICT POLICIES

Decorah Community School District is located in northeast Iowa and is dedicated to providing academic and service excellence to approximately 1700 students from early childhood through twelfth grade.

Like every public school district in Iowa, the Decorah CSD is governed by a board of directors. The board members are responsible for determining policies, setting the budget, and maintaining standards of excellence in education on behalf of the community. Decorah voters elect board members for four-year terms. Because the school board members are committed to lifelong learning, they regularly participate in training and board development opportunities through the Iowa Association of School Boards.

ASSESSMENT PROGRAM (BOE Policy 505.4)

The district implements a comprehensive assessment program to evaluate the overall educational program and student progress, providing enhanced guidance and counseling services. The Board of Directors approves this program, while the Superintendent and their professional staff establish the standards and procedures. Assessments may vary, targeting individual students or groups, and special education evaluations align with federal and state laws.

Students will not be compelled to participate in any U.S. Department of Education-funded program that requires revealing personal information, such as political beliefs, mental health issues, sexual attitudes, illegal behavior, personal relationships, religious practices, or income, without prior parental consent. This rule does not apply to income disclosures necessary to determine specific programs or financial assistance eligibility.

CUSTODY AND PARENTAL RIGHTS (BOE Policy 507.07)

The Board of Directors recognizes that students are members of many types of families and may have parents who do not reside together or who do not reside with the students. Disagreements and concerns arise occasionally among students' family members regarding custody and related issues. The Board believes that such concerns and disagreements are the responsibility of the family members to resolve.

School employees should not be placed in the position of having to resolve or "referee" such disagreements. It shall be the responsibility of the family members to provide relevant written court orders to the District, and the District shall follow said court orders, unless or until directed by the court otherwise, or in unique circumstances if the District reasonably believes there is an imminent threat to health or safety.

DISTRICT GOALS (BOE Policy 101.R1)

The goals of the Decorah Community School District are to:

1. Assure every student has access to curriculum, instruction, and assessment systems that reflect the district's mission and beliefs and prepare students for life in the twenty-first century.
2. Design and implement a technology program to benefit the learner, school employees, families, and the community.
3. Secure and manage financial resources to meet student and district needs adequately.

4. Develop and implement a long-range facility plan to accommodate enrollment and enhance current and future educational programs.
5. Develop an integrated long-range planning process that culminates in improvement plans at all levels of the organization.
6. Select the best employees and maintain a highly qualified staff through continuous professional development.
7. Develop and implement a communication plan for all stakeholders to enhance community support and confidence in our schools.
8. Build collaborative and innovative partnerships through school, parent, and community interactions.

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT (BOE Policy 101)

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.
- Life-long learning continues.

Education is the responsibility of all residents of the Decorah community. We believe in creating a student-centered environment where individual needs are addressed and students are encouraged to take responsibility for their own learning.

We value cooperative teamwork among students, teachers, support staff, parents, administrators, and the community. This begins with openness, inclusion, mutual respect, honest listening and expression, the flexibility to respond to change, and the ability to compromise. 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 the professional development of school staff should be encouraged. All Decorah Community School District citizens should commit to excellence and a shared responsibility to support lifelong learning.

This vision will be fulfilled through the achievement of the following Student Learning Goals:

Decorah Community School District graduates will be
Knowledgeable Individuals,
Effective Communicators,
Competent Thinkers and Information Processors,
Skillful Problem Solvers,
Collaborative Workers,
Resourceful Learners, and
Responsible Citizens

EXPULSIONS AND LONG-TERM SUSPENSIONS (BOE Policy 503.2)

Following the Superintendent's or designee's recommendation, the Board of Directors may suspend or expel a student, with the duration determined by the Board. A written notice will be provided to the parent or guardian and the Board President, including charges, district policy, and hearing details. The hearing should ideally be scheduled within ten school days of notice delivery. The student is allowed to bring representation and will be allowed to present and counter-evidence. If the student fails to appear or respond, the administration will still

present their case. The hearing may be held in closed or open session, based on the student's or guardian's request.

Post-hearing, the Board will consider all presented evidence and decide, which will be communicated within ten days. The Board can adopt, modify, or deny the administration's recommendation. The Board will also determine the student's eligibility for alternative programs during suspension or expulsion. Re-admission after long-term suspension or expulsion is solely the Board's decision. Students or parents can appeal the Board's decision per Chapter 290 of the Code of Iowa. Special education students' disciplinary actions must align with legal requirements; their behavior will be evaluated to determine if it manifests their disability. If not, suspension or expulsion can be considered, but they must be provided with an appropriate alternative program.

FEES AND FEE WAIVERS (BOE Policy 501.13)

It is the goal of the Board of Directors to keep student fees to a minimum. Students may be charged fees for textbook (including electronic textbooks) rental and other supplementary instructional material charges, for damages, fines, and lost materials, for upgraded expendable materials for the student's work, if basic alternative materials are provided by District, for special activities, for activity tickets, for meal tickets, for graduation cap, gown, tassel, and diploma cover, for towel fees, for musical instrument rental, for eye and ear protective devices, for parking stickers/permits, for summer school courses, for driver's education courses, for class rings, for a yearbook, and for other items allowed by law and approved by the Board of Directors. The Board of Directors shall authorize general student fees. The building principal may approve fees for expendable materials and special activities.

Parents of students meeting specific financial eligibility standards will be eligible for a waiver or a reduction of student fees based on the parent or guardian's request. When an application for a fee waiver is granted, the fees waived are not collectible. The following need not be waived: fines for overdue, lost, or damaged materials or fees for expendable materials for individual use if the District provides an alternative material in a course. The Superintendent shall establish a procedure for students unable to pay fees.

HOMELESS CHILDREN AND YOUTH (BOE Policy 501.12)

The District is committed to supporting the educational rights and needs of homeless children and youth aged 3 to 21 without a stable nighttime residence. We are dedicated to identifying these individuals, encouraging their school enrollment, eliminating enrollment barriers, and ensuring they have equal access to the same free public education as other students. A District-appointed liaison is responsible for identifying these children, facilitating their enrollment, coordinating health, mental health, and dental care services, and ensuring available transportation. Parents and guardians are informed about these educational opportunities and their right to be involved in their child's education.

To integrate these children and youth into mainstream schooling, the District will not separate them based on their homeless status except for short, necessary periods related to health and safety or to provide temporary special services. Enrollment will be allowed due to a lack of immunization or student records, with the District working actively to obtain or arrange these necessities. We will also expedite the application process for free or reduced-price meals, waive school fees, and assist with appropriate school clothing. School placement will be determined case-by-case, considering age, commute distance, safety, special education needs, and time remaining in the school year. Transportation will be arranged when required. This policy will override any conflicting provisions in other District policies or procedures.

INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL PERSONNEL

(BOE Policies 507.10, 507.10R1)

It is the policy of the Decorah Community School District to ensure the safety and well-being of students to prevent acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, by school personnel. Any employee found to have engaged in such acts will face disciplinary sanctions, up to and including discharge.

The Decorah Community School District is committed to promptly investigating allegations of abuse of students by school employees. Investigations will be conducted reasonably, prioritizing confidentiality to the greatest extent possible. All employees must cooperate with the investigation by providing relevant information and maintaining the confidentiality of the reporting and investigating process.

The District has designated level-one investigators and alternates and enlists a trained professional's services as the level-two investigator. These investigators will receive appropriate training at the expense of the Decorah Community School District.

Procedures for Investigating Allegations of Abuse of Students by School Personnel

1. **Designation of Investigators:** The Superintendent will recommend, and the Board will appoint at least one level-one investigator and an alternate each year. Their contact information will be available in school buildings and communicated through student handbooks or other means.
2. **Investigation Process:** Upon receipt of a report alleging abuse, the level-one investigator will refer to relevant Iowa Department of Education rules and guidelines. The investigator may consult with the District's legal counsel to ensure adherence to proper procedures. Investigations will only cover situations where specific conditions are met, including the alleged perpetrator being an employee of the District, the alleged victim being a student at the time of the abuse, the abuse occurring in school-related contexts, and the abuse being physical or sexual.
3. **Reporting Abuse:** Anyone may file a written report of abuse by a school employee, which should be submitted to the level-one investigator. Verbal descriptions will be accepted and explained with the option to initiate the procedures by filing a written report. The report should include essential information, such as the names of the student and employees involved and a description of the alleged abuse. It must be signed by the reporting person and witnessed by an adult over 18.
4. **Investigative Process:** The level-one investigator will determine jurisdiction and conduct interviews with the alleged victim, the accused employee, and relevant collateral sources. The investigator may request records and collaborate with treating professionals, ensuring privacy and confidentiality. If jurisdiction is established and the allegations are serious, the investigation may be temporarily deferred for the involvement of law enforcement. Within 15 calendar days of receipt of the report, the level-one investigator will complete a written investigative report, which will be shared with the employee's supervisor, the Superintendent of Schools, and the student's parent or guardian. Copies of the report will not be provided to the person filing it, but they will be informed of the investigation's conclusion and disposition.

These procedures also outline specific guidelines for physical and sexual abuse allegations, including criteria for determining jurisdiction, referral to level-two investigators, and appropriate actions based on investigation outcomes. The safety of students is prioritized, and measures may be taken to protect their well-being during the investigation. Access to records and students is granted to investigators

while respecting parental rights and consent.

Please note that the above summary is a condensed version of the policies, and it is essential to refer to the original documents for full details and complete understanding.

PROHIBITION OF HARASSMENT AND BULLYING OF STUDENTS (BOE Policy 500.2)

Nondiscrimination. No student in the Decorah Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, family status, ethnic background, national origin, disability, sexual orientation, gender identity, political belief or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

Harassment and Bullying Prohibited. The Decorah Community School District is committed to providing all students with 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 the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students are against the policy of the State of Iowa and the Decorah Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying.

The District prohibits harassment and bullying of students by other students, employees, and volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background.

Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition. Any electronic (such as emails, internet-based communications, or instant messages), written, verbal, or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited under this policy. An objectively hostile school environment is created if the act or conduct

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges provided by the District.

Examples of prohibited behavior may include, but are not limited to, the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring, explicitly or implicitly, that a student submits to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

A "volunteer" is anyone who has regular, significant contact with students.

Complaint Procedures. Any person alleging a violation of this policy may file a complaint using the Student Complaint Procedure of [Code No. 500.3](#) within 180 days of the event or events giving rise to the complaint or from the date the complaint could reasonably become aware of such occurrence. Employees who are aware of discrimination, harassment, or bullying shall file a written complaint or shall report the conduct to a principal or the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent. [Policy 507.10](#) shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written complaint form and must include the nature of the complaint and the remedy requested, and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The complainant shall receive assistance as needed.

A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, the parent or guardian, and the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

Grievance Procedure – Disability. The District has also established Grievance Procedures for [Section 504 of the Rehabilitation Act of 1973](#) and the Americans with Disabilities Act Code [No. 500.2R1](#) to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

Compliance Officer. **The Middle School Principal** shall be designated as the District's compliance officer to ensure that students are treated in accordance with District policy prohibiting discrimination, harassment, and bullying. If the Middle School Principal is the alleged perpetrator, the Superintendent shall be the alternate compliance officer. The Middle School Principal may be contacted at 405 Winnebago Street, Decorah, or (563) 382-8427.

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

No Retaliation. No person shall retaliate against a student or other person because the

student or other person has filed a discrimination or harassment 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 engage in retaliation or knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, exclusion, or termination of employment.

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

Notification. Notice of this policy shall be communicated to staff, students, and parents of the District and the District community. It shall be included in handbooks and published in such other manner as the compliance officer shall determine.

Training. The District shall educate staff, parents, and students about recognizing harassment and bullying, effective prevention methods, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs and shall make reports as required.

Investigation. Within 15 school days, the District's Compliance Officer or designee ("Compliance Officer") will initiate an investigation of the complaint. If the Complainant or subject of the Complaint is under 18, the Compliance Officer may notify the child's parent or guardian and invite the parent/guardian to attend investigatory meetings or interviews in which the child is involved. The Complainant and identity of individuals involved in the Complaint, including the subject of the complaint, the respondent(s), or witnesses, may be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The complainant and the alleged perpetrator will be allowed to make a statement. District employees, students, and volunteers shall fully and reasonably cooperate in the investigation.

The Compliance Officer will normally complete the investigation and issue a report concerning the findings within 90 calendar days. The Compliance Officer's report and findings are final, and the complaint is closed after issuance of the report unless within ten calendar days after receiving the decision, either the Complainant or Respondent appeals the decision to the District's Superintendent by making a written request for appeal detailing why s/he believe the decision should be reconsidered.

The superintendent must review the Compliance Officer's report and determine if additional information is necessary. The superintendent may designate another official to assist in the appeal at any time and may direct the superintendent's designee or Compliance Officer to gather additional information. The superintendent will normally complete a report affirming, reversing, or amending the decision of the Compliance Officer within 30 calendar days of receiving the request for appeal. If the superintendent requires additional time to complete the superintendent's report, the superintendent or designee will communicate the need for additional time to the party who appealed the Compliance Officer's decision.

The superintendent's decision and report shall be final. As provided by law, the superintendent's decision does not prohibit a party from seeking redress through state or

federal administrative agencies, such as the Iowa Civil Rights Commission or the U.S. Department of Education Office of Civil Rights.

SEXUAL HARASSMENT

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

Sexual harassment consists of 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.

Examples of sexual harassment include but are not limited to:

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

Any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including the discharge of the staff member.

Students who believe they have been subjected to sexual harassment should:

- Communicate to the harasser that the behavior is unwanted and needs to stop if comfortable. If assistance is needed in communicating with the harasser, a teacher, counselor, or administrator should be asked for help.
- If the harassment continues or the student is uncomfortable confronting the harasser, the student should inform a teacher, counselor, or administrator.
- Document what happened, where, and when it happened; who was involved; exactly what was said or done by the harasser; any witnesses; the student's response at the time or later; the student's feelings; and the harasser's reaction. Keep a copy and provide another copy to the teacher, counselor, or administrator.

Harassment and abuse violate school district policies, rules, and regulations and may also contravene criminal or other laws. The school district reserves the right to report students violating this rule to law enforcement officials.

The District respects the right to the confidentiality of both the complainant and the accused, consistent with its legal obligations and the necessity to investigate misconduct allegations and take appropriate corrective actions when misconduct occurs.

No person shall retaliate against a student or any other person for filing a complaint of sexual harassment, participating in an investigation, or opposing conduct that violates this policy, provided such participation or action was done in good faith. Those who knowingly file false complaints or give false statements in an investigation may be subject to discipline, including suspension, expulsion, or termination of employment.

The District will take action to stop any inappropriate harassment. It will implement appropriate corrective measures, including disciplinary actions such as discharge, suspension, or expulsion of the perpetrator, to rectify all violations of this policy.

SCHOOL CANCELLATIONS, DELAYS, OR DISMISSALS

If school is going to be late, canceled, or dismissed early because of inclement weather or for an emergency, it will be posted on our school website, a text message notification sent through PowerSchool's School Messenger system, and announced on KVIK-FM (DECORAH) and other area news sources,

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will 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 when school is canceled or dismissed early are generally canceled and re-scheduled. In a special instance, the principal and/or activities director may determine whether to hold co-curricular activities or practices.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES (BOE Policy 501.13R1)

The Decorah Community School District offers full, partial, or temporary waivers of student fees based on financial criteria. Full waivers are granted if the student or parents qualify for free meals under the Child Nutrition program, Family Investment Program, transportation assistance under open enrollment, or if the student is in foster care. Partial waivers apply if they meet the criteria for reduced-price meals, calculated based on the same percentage. Temporary waivers may be granted for short-term financial difficulties and do not extend beyond the current school year. Applications, treated with utmost confidentiality, must be made annually using District-provided forms. Fines or charges for damage or loss to school property will not be waived. Denied waivers can be appealed following the Student Complaint Procedure of Board Policy, with final appeals made to the Director of the Iowa Department of Education.

Parents and students are reminded annually of these waiver procedures. Eligibility is determined by income guidelines for free or reduced-price lunch, the Family Investment Plan (FIP), transportation assistance under open enrollment, or foster care status. Temporary waivers are available for families experiencing financial difficulty. Applications for waivers, which do not carry over from year to year, should be initiated by contacting the principal at registration time.

STUDENT WELLNESS (BOE Policy 501.11)

The Decorah Community School District prioritizes the well-being of its students by promoting healthy lifestyles, proper nutrition, and regular physical activity. We aim to create a positive learning environment that supports good dietary choices and active living. Integrating nutrition education and physical activity into the curriculum enhances students' health and

academic performance.

We strive to foster lifelong wellness behaviors by aligning the school environment with our wellness goals. This includes not only the classroom but also school grounds and activities. All foods and beverages available on campus during the instructional day must meet our district's nutrition standards and comply with relevant state and federal laws. We emphasize our meals' nutritional value, variety, appeal, taste, safety, and packaging to ensure high quality.

To eliminate social stigma and support students eligible for free and reduced-price meals, we may employ electronic identification systems, offer alternate meals at no charge upon request, promote meals available for all students, and implement nontraditional serving methods like "grab-and-go" or classroom breakfast.

We encourage collaboration between parents, students, school representatives, community members, physical education teachers, and healthcare professionals to develop, implement, and regularly review this policy. Our local wellness team will oversee the policy's implementation, periodically update it, and report its effectiveness to the board and community. Building advisors will ensure compliance within each school, and the school board will evaluate specific wellness goals annually.

It is our responsibility to keep the public informed about the content and implementation of this policy, ensuring parents, students, and community members are aware of its importance.

WEAPONS (BOE Policy 503.3)

The Decorah Community School District maintains a safe and healthy environment for students and staff by prohibiting weapons and dangerous objects on district premises. A dangerous weapon, which encompasses devices designed to inflict death or injury or used to cause harm, includes but is not limited to firearms, daggers, razors, metal knuckles, knives, BB guns, explosives, and even simulated weapons. Consequences for possessing these items range from disciplinary actions to suspension or expulsion.

Weapons or dangerous objects found on students will be confiscated, and parents will be notified. These incidents will also be reported to law enforcement. Students who bring firearms to school will face a minimum twelve-month expulsion, though the superintendent can modify this case-by-case. Law enforcement officials carrying weapons and authorized educational displays of weapons are exceptions to this policy. The superintendent and principal may provide additional administrative regulations as needed.

DECORAH HIGH SCHOOL INFORMATION

THE DECORAH HIGH SCHOOL VISION

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

- 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

We believe that education is every individual's right, privilege, and responsibility 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 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 a life-long being. Students should understand the privilege and practice the responsibility of citizenship.

ANNOUNCEMENTS

All announcements should be emailed to the office by 8:00 a.m. Please check for conflicts, especially meetings. Announcements will be posted via the TV announcement channel.

CLUBS AND ACTIVITIES

Art Club

Art Club is an informal weekly meeting of interested high school students welcome to create & socialize in an open studio format. Occasional collaborative art activities occur throughout the year, focusing on community involvement. Meetings occur every Tuesday from 6-8 pm in the Art Room.

Community Club / TAATU

Community Club's mission is to contribute to the community through volunteering, whether the high school, the entire district, local, state, or the wider community. An integral part of the Community Club is TAATU, Teens Against Alcohol and Tobacco Use. Students plan events to help educate their peers (at the high school and middle school) about the dangers of alcohol and tobacco use, with a current focus on vaping.

“D” Club

“D” Club is open to any student who has earned a letter in athletics, drama, and/or music. The “D” Club aims to promote standards of good leadership, sportsmanship, and fair play among the student body and its members. This is done through a student advisory group and service projects for the community and the school. Letters are received by the participant when they have completed the pre-determined lettering requirements for the activity.

Envirothon

The Envirothon tests student knowledge in Aquatics, Forestry, Soils, Wildlife, and Current Events. Each team is also judged on an Oral Presentation. The Iowa Envirothon is a program of the Conservation Districts of Iowa in cooperation with the Iowa Farm Bureau Federation, Iowa Department of Agriculture and Land Stewardship, Smithfield Foods, and USDA’s Natural Resources Conservation Service.

Future Farmers of America (FFA)

FFA is a part of the agricultural education program at Decorah High School. Student members are engaged in a wide range of curriculum and FFA activities, leading to more than 235 career opportunities in agriculture. The letters “FFA” stand for Future Farmers of America; however, in 1988, the official name of the organization was changed from “Future Farmers of America” to “The National FFA Organization” to reflect the growing diversity of agriculture.

National Honor Society

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

To demonstrate leadership, service, and character qualification, 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 must also submit a reference’s name and contact information (an adult who can speak to the applicant’s strengths in leadership, service, and character). The reference may not be a school employee or a relative. This information is 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 the National Honor Society. An induction ceremony is held yearly to welcome new members formally. For more information, contact the Decorah High School office.

Robotics

Robotics teams are responsible for designing, building, and programming their robots to compete in an alliance format against other teams. Teams must develop a strategy and build robots based on sound engineering principles.

Silver Cord

The Silver Cord Award, bestowed during the annual Awards Ceremony and Commencement, is a prestigious recognition for Decorah High School (DHS) students demonstrating significant community engagement through volunteering. To qualify for this award, students must accumulate 200 service hours by graduation, starting the day after their last day of 8th grade.

For students who transfer to DHS, 50 volunteer hours are required per year, beginning with the transfer year. While students are urged to volunteer 50 hours annually, they can be gained at any point throughout high school, so long as the total meets the requirement by the first Monday of May of their senior year. Surplus hours from a given year will roll over to the next. The Silver Cord Committee is responsible for verifying submitted hours.

The Silver Cord program aims to foster community spirit; hence, hours volunteered for parents or guardians are ineligible, as are paid or court-ordered service hours. Volunteer work must only financially benefit the individual or the group if the group performs an additional service project without receiving any payment. Students can find a list of pre-approved volunteer opportunities and necessary forms on the DHS website, or they may propose other options to the Silver Cord Coordinator for approval.

Student Council

The purpose of this organization shall be to provide the most profitable school life for the student; develop attitudes of and practice 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 of student life.

The student council shall comprise 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.

COUNSELING AND REGISTRAR INFORMATION

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

- understand themselves;
- make the most of their capacities, interests, and other qualities;
- adjust themselves satisfactorily to the varied situations of the environment;
- develop the ability to make their own decisions wisely and solve their problems independently;
- make their contributions to society to the fullest extent.

The guidance staff is responsible for

- registration of students;
- counseling, interviewing, and testing;
- educational, career, and personal guidance;
- informing and interviewing parents and students;
- maintenance of student academic and personal records.

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

Accreditation

Decorah has continuously been on the accredited list of schools issued by the Iowa 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.

American College Test (A.C.T.)

The [ACT](#), representing the American College Testing Program, is suggested or required by every college in Iowa before final admission can be granted. The only exceptions are the area community colleges for those interested in career-technical programs or private career-technical schools such as business, cosmetology, or mechanic schools.

There are two primary purposes for requiring this test. First, your academic achievement in 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 additional information in determining your chances for college success.

A second purpose lies in the area of course selection (placement). Again, compared to your high school record, you may be encouraged to take advanced coursework 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.

Change of Address

If a student moves to a different residence, they should inform the office immediately of their change of address and telephone number.

Class and School Registration

Class registration for academic courses and co-curricular activities for the upcoming school year begins after the first semester. 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 Guidance Department's and their parents' assistance and complete their Class Registration in PowerSchool using their student login information.

In April, school registration for the next school year will take place. At this time, each parent will complete the Returning Student Registration through PowerSchool and pay registration fees, including the instructional, technology, and towel fees. An activity ticket may be purchased for an additional fee and will admit the student to regular-season activities except for certain fine art performances and post-season sporting events.

Foreign Exchange Students ([BOE Policy 501.07](#))

Because of the cultural advantage to District students and to promote the cause of international understanding, the District will accept a limited number of foreign exchange students per year on a tuition-free basis.

These students will be responsible for all school expenses, excluding tuition. The students must reside within District boundaries and may attend District schools for only one year.

Arrangements for these students must be approved by the superintendent or building principal. The students must be sponsored by responsible community organizations that meet the United States Department of Education requirements. Any organization intending to support a foreign exchange student shall make arrangements with the District and complete all necessary forms before the student enters the United States.

National Merit Scholarship Program

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 the verbal and mathematical abilities necessary for 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), 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 are no criteria for eligibility to take the test, any junior may take the NMSQT.

Open Enrollment ([BOE Policy 501.11](#))

Iowa's open enrollment law allows students residing in one school district to request a transfer to another upon the parents' request. 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.

Schedule Changes

Course requests and student registration are crucial aspects of our administrative processes, directly influencing our course offerings, required teacher staffing, and classroom space allocations. Schedule adjustments can be requested during the first two weeks of classes and may necessitate written consent from the student's parent/guardian, teacher(s), and counselor.

Counselors evaluate schedule changes using several guidelines:

- failure in a previously attempted required course,
- approved level changes,
- Special Education placement changes,
- significant alterations in college or career plans endorsed by the counselor/principal,
- needs of seniors for graduation,
- omission of a required course,
- failure to meet course prerequisites,

- redundant scheduled classes,
- new student registration,
- administrative requests,
- addition of a class not disturbing the rest of the schedule (including P.E.),
- or compliance with School Board Policy for at least five credits per semester.

However, dropping a course may only be possible if it does not reduce the class size below the minimum set limits. Similarly, adding a course is contingent upon whether the maximum class size is not exceeded. Also, any course dropped post the initial two-week period will result in an 'F' grade.

These procedures aim to ensure a balanced and productive learning environment that benefits all students while maintaining necessary administrative and educational standards.

Student Records (BOE Policy 506.1)

Student records are collected to aid instruction and guidance and to provide information to students, parents, and future educational institutions. The term "student record" encompasses any records that directly relate to a student, contain personal data, and are maintained by the District or an acting party. Confidential records, such as personal notes by staff for use or records by healthcare or counseling professionals used only for treatment, are exempted from this definition.

This policy applies to current students and those previously enrolled in the District. The District maintains three types of records: Permanent Student Records, Cumulative Student Records, and Special Education Records. Permanent Records include basic personal and academic data like name, contact information, birth details, attendance, grades, achievements, photographs, immunization records, etc.

Cumulative Records, which aid in student assistance, may include all information in Permanent Records along with health details, aptitude test scores, family background, discipline data, reports from welfare or justice agencies reports, and educational plans. These records are kept for three years post-graduation, after which they are destroyed or transferred to the Permanent Records based on their importance.

Special Education Records, specifically for students requiring special education services, contain all data from Permanent and Cumulative Records plus details about the disability, approvals for special education, evaluations, individualized education plans, etc. These are accessible to certain authorized persons and are maintained for five years after discontinuing special education services. Before destroying these records, guardians or students are informed, allowing them to request their retention if needed for social security or other purposes.

Student Transfers In (BOE Policy 501.05)

Students who transfer into the District must meet the proof of age, immunization, lead testing, dental, and vision screening requirements for initially enrolled students.

A student transferring into the District will be assigned for grade placement according to recommendations from the district or school where the student has transferred; however, the District reserves the right to evaluate each student individually and make placements

accordingly.

If a student wishing to transfer into the District has been suspended or expelled from the student's prior school, the District may refuse the request to transfer until the student has been reinstated in the former school.

Student Transfers Out or Withdrawals (BOE Policy 501.06)

If a student wishes to withdraw or transfer from the District before completing and graduating from the educational program, the student or parent shall notify the administration as soon as possible. Arrangements shall be made to return school materials and pay all fees. The notice shall state the student's final day of attendance.

Student records will be sent to the new district or school upon receipt of a request signed by the student's parent or guardian if the student is under eighteen years of age or upon receipt of a request by the student if the student is eighteen years of age or older, or upon receipt of a request from the new district or school.

Subject Load

All students must carry a minimum of five full-time academic subjects, plus physical education, unless the counselor or principal has granted special permission to do otherwise. 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.

Transcripts

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

FORMS / PASSES

1. Tardy/Admit Pass

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

2. 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.

3. Check Out Sheet

Any student withdrawing from school must have this form properly signed. Check-out sheets for classes and student computers can be obtained from the office.

GIFTS AND FLOWER DELIVERIES

Decorah High School's policy is not to accept or deliver gifts to students during school hours. We are an educational institution, not a distribution center. The collection of money for donations needs to be approved by the administration.

LOST AND FOUND

The lost and found department is in the principal's office. Students who lose or find

something should inform the office. The school is not responsible for lost items.

NORTHEAST IOWA CONFERENCE (NEIC)

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

The eligibility and training regulations include the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Music Association, the Iowa High School Speech Association, and the Decorah Community Schools.

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

STUDENT PHONE CALLS / TELEPHONE USE

Students will only be called to the telephone during classes 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.

VICTORY BELL

The victory bell may be rung for all state championship victories. Any student of 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.

ACADEMIC GUIDELINES AND POLICIES

ACADEMIC LETTER

The Academic Letter is awarded to students in grades 10 through 12 with a minimum GPA of 3.6 for three (3) consecutive semesters. Gold bars are presented for each subsequent semester 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.

ADVANCED PLACEMENT (A.P.) COURSES

The [Advanced Placement \(AP\) Program](#), sponsored by the College Board, offers 37 courses in 22 subject areas. The AP courses are taught by highly-qualified high school teachers who use the AP Course Descriptions to guide them, and AP examinations are offered once a year in the Spring by the College Board. AP allows secondary school students to take college-level courses in a high school setting. Decorah High School offers several AP courses.

COLLEGE / CONCURRENT ENROLLMENT COURSES

Students must 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, PICC, concurrent enrollment, and specific career academy courses.

Requirements Established by Postsecondary Institution ([Iowa Code 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 the eligible postsecondary institution may require.
- The student shall have taken appropriate course prerequisites, if any, before enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution delivering the course.

Requirements Established by School District ([Iowa Code 281—IAC 22.2\(1\)](#)):

- The student shall have 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 reading, mathematics, and science content areas. The assessment to determine eligibility for enrollment in college credit classes for the upcoming school year will be the scores from the most recent administration of the ISASPs.

Eligibility to Enroll in College Credit Classes for the 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 not proficient in any content areas. The school district may determine whether such a 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 specific career academy courses:
 1. The student demonstrates proficiency on the most recent administration of the MAP assessment in the area(s) in which they were not proficient, i.e., reading, math, or

science. Proficiency is an RIT score (at their 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 they were not proficient, i.e., reading, math, or science to demonstrate proficiency. Proficiency is an RIT score that correlates to the percentile score of the 41st percentile on the ISASPs assessment.
 3. Students must demonstrate proficiency through the measures outlined above to be eligible to enroll in PSEO, PICC, AP, concurrent, and specific 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 class. 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
- 11th and 12th-grade students (9th/10th-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 admitted to a 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, [Northeast Iowa Community College \(NICC\) developed PICC](#), Placement in College Credit, to replace the former Post-Secondary Enrollment Option (individual registrations into on-campus or online sections at NICC.).

PICC registration policies 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 take appropriate course prerequisites before enrollment.
3. Eligible students must attain the approval of the school board or its designee.
4. Eligible students must demonstrate reading, mathematics, and science proficiency.

COMMENCEMENT AND DIPLOMAS (BOE Policy 505.8)

Students who have completed graduation requirements in the District shall be granted District diplomas. (The District may provide a diploma from another District for students attending under a whole-grade sharing agreement.) Appropriate commencement ceremonies will be held annually. Only students who have completed the graduation requirements indicated by the Board of Education shall receive a diploma. Only those who have completed the Board's requirements before the commencement date can participate in commencement exercises. The District shall not arrange for religious invocations, benedictions, or other prayers at commencement exercises. The administration may exclude students from participating in commencement exercises for violating school rules.

A student need not attend the ceremony to receive a diploma. Students graduating early after summer school or the first semester shall be awarded diplomas at the commencement ceremony after the second semester. However, upon the student's request, the District will supply information verifying early graduation to employers, colleges, or other agencies.

CPR REQUIREMENT (Iowa Code 281, Chapter 12.5(20))

Beginning with the graduating class of 2011-12, school districts must ensure that, before 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 (BOE Policy 505.7)

At Decorah High School, a student's educational journey hinges on fulfilling set requirements rather than spending a fixed number of years in school. Typically, students complete their coursework and graduate at the end of the twelfth grade. However, our school permits early graduation for those who have met the minimum graduation requirements as per Board policy, transitioning from a District student to an alum of the Decorah District.

Students aiming to graduate either at the end of the first semester or a year early must submit a written application to the Board for approval by the December and August Board meetings, respectively. They and their parent/guardian must express their intent for early graduation before the commencement of final year classes, preferably during registration. Despite graduating early, students can still partake in various senior activities, including commencement exercises, senior banquet, prom, and other district-held senior events.

GRADING

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 nine weeks of work. The semester grade will be a cumulative average during the entire 18-week semester. This, plus the semester exam, constitutes 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.

Grade Point Average Calculation

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.

Please note that starting with the 2023-2024 school year, grades earned in physical education courses will be factored into a student's GPA calculations, honor roll designations, and class rank determinations.

Honor Rolls

- Special Honors - GPA 3.75 and above
- Honors - GPA 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 at least five full-time academic subjects, plus physical education, unless the counselor or principal has granted special permission to do otherwise. 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 the Principal, Counselor, or Registrar.

Incomplete Academic Work

Students who cannot complete coursework 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 the Principal or Associate Principal 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 coursework by the agreed-upon deadline may receive a semester grade that reflects incomplete coursework.

Pass / Fail Policy

The option of taking an 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 of 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.

Student Progress Reports

A student's academic progress can be viewed by parents/guardians at any time in PowerSchool during the school year.

GRADUATION REQUIREMENTS (BOE Policy 505.6)

Credits:

48 credits are needed for graduation. One credit is awarded for completing one semester of work in an academic class and in vocal and instrumental music classes that meet daily. One-half credit is awarded for completing each semester of physical education class and for vocal and instrumental music classes meeting every other day. A minimum of a "D-" grade is required to earn a credit.

THE FOLLOWING ARE COURSE REQUIREMENTS FOR GRADUATION:

1. **English:** Eight (8) credits must be earned, including
 - a. Two (2) credits of English 9
 - b. Two (2) credits of English 10
 - c. Two (2) credits of English 11
2. **Math:** A minimum of six (6) credits must be earned.
3. **Science:** Six (6) credits must be earned, including
 - a. Two (2) credits of Physical Science 9.
 - b. Requirement for a life science credit fulfilled through Environmental Science or Biology.
4. **Social Studies:** Six (6) credits must be earned, including
 - a. One (1) credit in World Geography or Honors World Geography
 - b. One (1) credit in World History or Honors World History
 - c. Two (2) Credits in American History or US History (NICC)
 - d. One (1) credit in Government or AP Government,
 - e. One (1) credit in Economics or Macroeconomics (NICC)
5. **Health:**
 - a. One (1) credit must be earned
 - b. CPR instruction leading to certification must be completed.
6. **Physical Education:**
 - a. Physical Education is required each semester the student is in attendance unless the student is excused under District policy.
 - b. One-half credit is earned for each semester completed.
 - c. A sport may be substituted for P.E. one semester each year during the Jr. and Sr. years.
 - d. Four (4) credits must be earned (1/2 credit per semester).
 - e. **Grades will be awarded and will count toward honor roll determination, grade point averages, and rank in class rank calculations.**
7. **F.I.R.S.T.:**
 - a. One (1) credit must be earned in F.I.R.S.T.
 - b. Students not attending Decorah High School as 9th graders are exempt from this course requirement
8. **Elective Credits**
 - a. Electives chosen by the student will complete the total number of credits

- needed to graduate.
 - b. The principal must approve credits earned from other institutions or schools to count towards graduation.
 - c. Any credit earned from the Post Secondary Enrollment Act will be approved towards graduation as the law allows.
9. **Financial Literacy:** All students must complete one credit of personal financial literacy. The requirement may be met by completing one of the following: Personal Finance, Business & Finance, Economics, or Macroeconomics
10. **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.

LIBRARY POLICIES AND STANDARDS

I. Library Use Policy

- a. Basic Philosophy - Student access to information and services related to the school's curriculum and 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 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.
- d. Current Magazines and Newspapers - Current and back issues of magazines and newspapers are in the periodical display area and may be checked out overnight.
- e. 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; 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.
- f. Conference Rooms - Two conference rooms in the library seat up to eight (8) people and are available to student groups when the library staff gives permission. 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.
- g. 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.

- h. Keystone and Decorah Public Library - Students can request materials from Keystone Media Center and Decorah Public Library through the library staff.

II. Circulation Policy

- a. Date Due - If a student has overdue materials listed on their account when attempting to check out other materials, they must be returned or renewed before other materials may be checked out. The following loan periods will be in effect for library circulation:
 - i. Books- three weeks with one renewal of three weeks possible.
 - ii. Magazines- one day, with a one-day renewal.
 - iii. Non-Print Materials- one day or more, depending on the material needed.
- b. 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, they will be responsible for the replacement cost as assessed by the library staff.
 - i. When library materials have been checked out to a Decorah Community School student and determined to be missing or damaged beyond repair, each school will order the replacement item(s) and bill the student for the replacement cost.
 - ii. Payments can be made directly to the appropriate school office through cash or a check to DCSD (Decorah Community School District). The amount will be fully refunded if the lost item(s) is found and returned by the beginning of the next school year.

III. 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 when they are there.

IV. Lunch Hour Policy

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

V. Teacher Access to the Library After Hours

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

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 can 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, assists in credit recovery, skill enhancement, and schedule conflicts, and offers courses otherwise unavailable to students on the high school campus. The credit recovery option is only available to students to improve a previously earned semester grade of an F, D-, D, or D+.

Students interested in taking an online course must complete the Online Learning Request Form, which can be accessed through the Guidance Office or the Principal's Office. As the student completes the request form, they must reserve a period during the school day to complete their 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.

Our district awards grades and credits for completed online classes completed through the Edgenuity Program. The online learning program is coordinated through the Guidance Counselor, Registrar, Online Supervisor, and High School Principal. Content area teachers work with committee members to align curriculum and customize courses to meet local curriculum as needed.

PHYSICAL EDUCATION - EXCUSE 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.

POSTSECONDARY ENROLLMENT OPTION (PSEO) ([Iowa Code 261E.6](#))

The Post-Secondary Enrollment Option provides a unique opportunity for students from grades nine to twelve in Decorah Community School District to earn academic or vocational-technical credits by completing courses in post-secondary educational institutions. These credits are recognized towards the graduation requirements outlined by the board. This policy encompasses two main opportunities: Concurrent Enrollment and Postsecondary Enrollment Option (PSEO).

The Concurrent Enrollment program allows the board to collaborate with post-secondary educational institutions to offer courses not otherwise provided by the school district. This is open to students from grades nine to twelve. Tuition for such courses is not charged to students; they are not held financially liable for unsuccessful completion. However, costs for textbooks and other materials may apply, as may transportation costs, within the bounds of the law. Completing these courses earns the students post-secondary credit, which will be reflected on their high school transcript.

The Postsecondary Enrollment Option (PSEO) is available to eleventh and twelfth graders and gifted and talented students in the ninth or tenth grades. These students must be part-time enrollees at the postsecondary institution while still taking courses at Decorah High School. Eligible courses for PSEO are nonsectarian and must be credit-bearing, leading to an educational degree at the post-secondary institution. These courses must also fall within

specific discipline areas and cannot be comparable to those offered at Decorah High School. Additionally, the courses must be offered during the normal school year, excluding summer, unless the student has completed eleventh grade and has not yet graduated.

The District covers costs associated with eligible courses up to \$250 or the actual cost, whichever is lower. If the student fails to complete the course and does not receive a hardship waiver, the student will bear the costs. Students receive credit towards graduation, with the specifics defined in the policy. Students and their parents or guardians are responsible for transportation costs.

READING CLASSES

Any student in grades 8, 9, 10, or 11 who scores at or below the 45th percentile on the Measures of Academic Progress (MAPs) Reading Test will be assigned to a reading class the following school year. Reading classes for grades 9-12 will be one year long.

Note – After scheduling students who scored at or below the 45th percentile in reading classes, if room for additional students is available, those who would like to enroll in a reading class to improve their reading skills may enroll in a reading class.

SEMESTER EXAMS

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. The classroom teacher must approve.

SENIOR YEAR PLUS ([Iowa Code 281, Chapter 22](#))

The Senior Year Plus (SYP) program, enacted by the Iowa legislature in 2008, aims to provide high school students access to courses that can generate college credit, thus offering an early start toward post-secondary education. As an umbrella initiative, SYP includes programs such as Postsecondary Enrollment Options (PSEO), concurrent enrollment, Advanced Placement (AP®), career academies, regional academies, summer college credit programs, and Project Lead the Way®.

Each year, tens of thousands of students in Iowa utilize this program to obtain college credits concurrently with their high school coursework, saving them money by reducing their college timeline and acclimatizing them to the rigors of higher education. The courses, which can be taken on a college campus, at a high school, or through distance education, are delivered through partnerships between community colleges and local school districts.

The SYP program allows students to supplement their high school curriculum with challenging college courses, thereby expediting their progress toward a degree. Students must be academically prepared for the rigors of these courses, and the instructors - whether from a college or high school - must be qualified. While the enrollment mechanism may vary, SYP maintains consistent expectations for all stakeholders, including students, instructors, parents, school districts, and postsecondary institutions. The program is designed to foster realistic understanding and preparedness for the skills needed in higher education, aiding in the smooth transition from high school to college. Research indicates that such joint enrollment opportunities increase students' persistence in postsecondary education. Over the past few years, Iowa has significantly expanded access to SYP programs to align with the state's workforce preparation needs.

SCHOOL-WIDE ASSESSMENTS

Conditions for Learning (Iowa DOE, Conditions for Learning (CfL))

The Iowa Department of Education has incorporated "Conditions for Learning" as part of its strategy under the federal Every Student Succeeds Act. As part of this approach, all public schools in Iowa will utilize Conditions for Learning Surveys to improve safety, student engagement, and the overall learning environment, which studies have shown can significantly boost academic performance.

The surveys will be administered online annually to students in grades 3-12, with distinct versions designed for grades 3-5 and 6-12. These surveys are confidential, anonymous, and voluntary and will help schools identify their strengths and weaknesses to devise improvement plans. The data collected will be incorporated into the [Iowa School Performance Profile](#) each year, providing schools a broad overview of their needs.

Iowa Statewide Assessment of Academic Progress (ISAPs)

The ISAPs are administered to all grades 9-11 students. 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 ISAPs is to enable them and those concerned with their educational development to see how they progress in achieving major educational goals.

The ISAPs do not attempt to measure all the important skills students have learned. That would be impractical and require an enormous amount of time. However, the tests 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 plan 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 abilities. They get to know students through their class work, conversations, conferences, and involvement in co-curricular activities. Even so, scores on the ISAPs 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 do not depend upon anyone's personal opinion. Another reason is that scores in one area can be directly compared to scores in another. Unlike grades, they do not 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 you may not have studied this semester.

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

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

Measures of Academic Progress (MAP)

MAP assessments, given in grades 5-11, are adaptive and offered in Reading, Language Usage, Science, and Mathematics. When taking a MAP test, the difficulty of each question is

based on how well a student answers all of the previous questions. As the student answers correctly, questions become more complex. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

[SAEBRS](#)

The Social, Academic, Emotional, Behavioral Risk Screener (SAEBRS) is a quick and efficient tool for universal screening of student risk for social-emotional and behavioral problems for Grades K through 12 students.

ATTENDANCE EXPECTATIONS, POLICIES, AND PROCEDURES

STATEMENT OF PHILOSOPHY ON ATTENDANCE

Daily, punctual attendance is integral to the learning experience. It is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early 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.

Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school. 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. Absent students miss learning activities designed to help them build essential skills. This then impacts their ability to complete related assignments and projects. Students should not expect to be absent more than necessary. Irregular attendance or tardiness by students not only negatively impacts their class work but also interferes with the progress of those students who are regular and prompt in attendance.

ATTENDANCE GUIDELINES AND PROCEDURES

When absent:

1. All parents/guardians are asked to call the principal's office before noon of the absence unless parents can communicate the intended absence before the day the student is gone. The parent/guardian needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused must make up missed assignments or complete alternative assignments as deemed appropriate by the classroom teacher. When a suspension causes the student's absence, such absence will be treated as administrative rather than excused or unexcused. Administrative absences will be treated the same as excused absences for make-up work. ([B.O.E 501.9R1](#)). 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 the main office.
 - c. This form must be signed by an official at the appointment. The signed form will be returned to the main office 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 instead of the signed appointment form before noon of the day of the absence.

COMPULSORY ATTENDANCE ([BOE Policy 501.3](#))

Any child at least six years of age and under sixteen years of age by September 15 who is a resident of the District must enroll in the District schools unless:

1. The child is enrolled in another accredited school; or
2. The child has completed the requirements for graduation in an accredited school or

- has obtained a high school equivalency diploma; or
- 3. The child is excused for sufficient reason by a court of record or judge; or
- 4. The child is attending religious services or receiving religious instruction; or
- 5. The child is attending a private accredited college preparatory school; or
- 6. The child is blind or deaf, and the state school superintendent determines that the child is excused from attendance because they are physically or mentally unable to attend school; or
- 7. The Director of the Iowa Department of Education exempts the child based on religious beliefs and principles of the child's parents or guardians; or
- 8. The child is receiving competent private instruction.
- 9. The child is receiving independent private instruction.

If a child reaches the age of sixteen (16) on or after September 15, the child shall be subject to the provisions of this paragraph until the end of the regular school year. In addition, a parent or guardian who has enrolled a child age five (5) in kindergarten or enrolled a child age four (4) in the statewide voluntary preschool program shall be subject to the requirements of this paragraph unless the parent or guardian notifies the District in writing of their intent to withdraw the child from school.

It shall be the primary responsibility of the parents, guardians, and custodians to cause students to attend school regularly and follow District policies or to demonstrate that the child is exempt from the compulsory attendance law.

EXCUSED ABSENCES (BOE Policy 501.08)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program, to develop habits of punctuality, self-discipline, and responsibility, and to assist in minimizing disruptions to the educational environment.

The administration recognizes that student absences are sometimes necessary. It is recognized, however, that a student's absence, even though excused, still affects the student's education. Both students and parents should try to minimize the number of excused absences. The principal or principal's designee will determine whether a student's absence is classified as excused.

When a student misses classes due to school-sponsored activities, those absences will be excused. Students whose absences are excused are still responsible for missed learning, assignments, and assessments. The student will be responsible for initiating a procedure with the student's teacher to complete any work missed and should expect to complete all work missed to receive full credit.

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. Before returning from an extended illness or hospitalization, students and parents must communicate with the school counselor, nurse, or administrators regarding the student's educational needs. A meeting may need to occur to develop a plan to assist the student.
2. professional appointments
3. court appointments

4. parent or guardian requests 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.

Absences for reasons other than those listed previously will be unexcused.

FIELD TRIPS (BOE Policy 605.3)

Field trips are school-sponsored activities that are authorized and may be taken as an extension of the classroom to contribute to achieving the Decorah Community School District's educational goals. These trips provide students with experiences that supplement the curricular and co-curricular programs. If a field trip is part of a course, students are expected to attend.

Field trips must be approved in advance by the building principal. In certain instances, such as field trips outside the State of Iowa extending beyond one day, advance approval by the Board of Directors is required. Parents will be notified before any field trip. Before their child can attend, parents must provide written permission indicating they are aware and approve of their son/daughter's participation.

Students participating in field trips are expected to complete any class assignments they miss due to their attendance on the trip. These absences are considered excused, and teachers are expected to make alternative arrangements for students to complete their missed work. While on field trips, students are considered ambassadors and representatives of the school district. As such, they must treat all employees, chaperones, and guides respectfully and courteously.

LATE ARRIVAL / LEAVING EARLY

Should it become necessary for a student to leave the school building/campus area during the school day, the student will be required to obtain approval and check out in the office. Students who must leave school due to illness must obtain a pass from the school nurse. If a student leaves for any reason other than illness, the attendance office must receive a telephone call from a parent or guardian before the student leaves the building. The student must pick up a pass in the Office before their appointment to leave class early. We will not call them out of class or to the office for a pass. Students who leave the building without prior approval will not be excused from the classes they miss.

If students arrive late to school, they MUST check in at the Office to get a tardy pass to class. They will be marked "excused" ONLY if the Office has received a phone call from the parent/guardian with a reason for their absence or the student brings written documentation from a doctor to explain the absence. All other late arrivals will be "unexcused."

MAKE-UP POLICY

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. The student is responsible for securing makeup work and completing assignments before the due date.

PHYSICAL EDUCATION ABSENCE PROCEDURES AND EXPECTATIONS

Every student must enroll in and have a physical education course on their schedule every semester. All students will receive a grade in physical education. Students exempted from physical education may not receive credit or a grade for the length of the exemption. All students need four credits of physical education to meet the graduation requirements unless an exemption has been granted.

Students excused from school and consequently miss their physical education class may make up their class within two weeks following the absence. Since participation is critical in grading, students are encouraged to attend class regularly and promptly make up for all absences.

To be medically excused from physical education, a student must bring an excuse from a doctor or apply and be approved for a medical and/or religious exemption. Before the excuse becomes valid, the student must take all medical excuses to the nurse's office who will then share information with the physical education instructor. The instructor will then adapt activities so the student may complete their physical education credit.

PROCEDURES FOR CHRONIC ABSENTEEISM

The State of Iowa defines chronic absenteeism as missing 10 percent or more of school for any reason, excused or unexcused ([IA DOE Guidance, 2017](#)).

If attempts to improve attendance in collaboration with the student and their parent(s)/guardian(s) are unsuccessful, the student MAY be dropped from a course for excessive absences. If a student is dropped from a class:

1. The Administration will notify the student and their parent(s)/guardian(s) of the removal from any class. If dropped from a class, the student will be placed in an alternative educational setting, such as an online/E2020 course.
2. Being dropped from a course may result in an F, FW, or WD grade (depending on the timing of the drop and the student's academic progress in the course) being recorded on the student's transcript.
3. IEP team meetings will be scheduled for students receiving special education services. IEP team decisions will determine the course of action when managing attendance concerns for students with IEPs. A student will not be dropped from a special education course unless the goals and objectives of the student's Individualized Education Program can be met elsewhere. ([B.O.E 501.10](#))

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.: _____

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.

When a student returns to school, an admission 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 proper admission from the principal's office.

SCHOOL-SPONSORED ABSENCES

School-sponsored activities may necessitate absences from classes. Students should notify the classroom teacher one day before their absence. Projects or scheduled assessments due on the day of a school-sponsored absence must be submitted or completed immediately upon the student's return to class. Assignments given the day before or the day of school-sponsored absences will be given two days for completion following the student's return to class.

SKIP DAY POLICY / ATTENDANCE MANAGEMENT

At Decorah High School, we value the importance of consistent attendance for optimal student learning and achievement. With the existing attendance policy, every school day offers important educational growth and advancement opportunities. Therefore, an "authorized" Skip Day is deemed unnecessary, as it fails to fulfill an educational purpose.

It's essential to note that any absences related to a "Skip Day" will be considered unexcused, following the Board of Education guidelines. Any absence will be managed according to Decorah High School's established attendance management policies and procedures. We encourage all students to make the most of their educational experience, attending every day and engaging fully with the opportunities provided.

TARDIES

A student is considered tardy for a class period when they arrive at the assigned room after the tardy (second) bell. Tardies and any other absences not approved by the building principal or designee will be considered unexcused. Students are subject to disciplinary action for unexcused absences, including tardies.

If a student is absent from a class for more than 15 minutes from the start of the class, they will be marked absent. All work missed due to unexcused absences, including tardies, may be made up with credit, provided the student completes the work on time. The student is responsible for initiating a procedure with their teacher to complete the missed work.

Each tardy will result in the accumulation of 3 (three) demerit points. Demerit points will contribute towards detention. Detention may take the form of in-school, out-of-school, or Saturday school. Please note that any additional policies related to student absences and disciplinary actions will be under [Board Policy 501.09](#).

TRUANCY

School attendance is a legal obligation for students under 16 years of age (at the start of a school year) and their parents. ([Iowa Code 299.1A](#)) Truancy is the act of being persistently absent without a reasonable excuse. ([Iowa Code 299.8](#)). Building administration may refer a student's parent(s)/guardian(s) to the Winnesheik County Attorney to pursue truancy charges where appropriate.

UNEXCUSED ABSENCES (BOE Policy 501.09, 501.09R1)

Definition: "Unexcused absence" refers to any absence from a regularly scheduled class period(s) not approved by the building principal or its designee.

Criteria for Unexcused Absences:

- Absences without the permission of the parents/guardians and/or school.
- Absences not verified within two (2) school days.
- Vacations/trips for which a building administrator has not given prior approval.
- Work outside of school (either for a parent or employer) when not approved in advance by a building administrator/designee.
- Leaving school without checking out through the nurse's office or administrator approval.
- Concerts, preparation for or participation in parties, and other celebrations that are not school-sponsored.
- Unexcused tardiness to a class results in the student missing more than 10 minutes of the instructional period.
- Senior pictures.
- Missing the bus.
- Oversleeping.
- Other reasons as determined by the administration or a designee.

Treatment of Absences: When a suspension or expulsion causes a student's absence, it will be treated as an administrative absence and excused.

Disciplinary Action and Work Completion: Any absence from school or a class, including tardies, not approved by the building principal or its designee shall be considered an unexcused absence. Students are subject to disciplinary action for unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work on time. The student is responsible for initiating a procedure with the student's teacher to complete the missed work.

Procedures for Unexcused Absences: Regular attendance is crucial for students to benefit from the instructional program. Unexcused absences are within the control of the student and their parents. Therefore, a student with an unexcused absence may be subject to disciplinary action.

Examples of Unexcused Absences:

- Failure to attend school without the consent of the building principal or its designee.
- Leaving the school building or grounds without obtaining permission from the office.
- Failure to report to a class, assigned study hall, or other areas without permission from the office, faculty member, or nurse.
- Leaving any assigned area without permission from the person in charge.

Responding to Unexcused Absences: The director of student services and/or associate principal will contact the student and the student's parents when a student has three unexcused absences from a class. The parents will be involved in developing an intervention plan, and written notice will be provided informing them that additional unexcused absences may lead to loss of credit for the class. If a high school student has five unexcused absences

from a class in a semester, the student may be dropped, resulting in a credit loss. The student may appeal this decision using the student complaint procedure while remaining enrolled in the class during the appeal process.

Escalation of Unexcused Absences: After a student has accumulated five unexcused absences and the building-level administration has exhausted available means to ensure regular attendance, a registered letter will be sent to the County Attorney and the parent/guardian. The County Attorney's Office will decide on mediation or prosecution.

DISCIPLINE POLICIES AND PROCEDURES

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

BULLYING, HARASSMENT, AND HAZING

Decorah Community School District is committed to providing all students with 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 our society's cultural diversity.

The District shall educate students about our cultural diversity and 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. Intolerance, harassment, bullying, or hazing may be grounds for discipline. Discipline may include suspension or expulsion of a student or termination of a staff member's contract.

Any behavior with the purpose or effect of causing injury, intimidation, fear, or unreasonable discomfort or creating 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 submits 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.

CHAPTER 103: PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

(BOE Policy 503.9, 503.9R1)

Our school district is committed to providing all students with a safe and respectful learning environment. In certain situations, trained district employees may need to use behavior management interventions, including physical restraint and seclusion. These interventions are implemented with utmost care and consideration for each child's well-being, dignity, security, and the school community. Our priority is to utilize the least restrictive measures appropriate to the circumstances.

Physical restraint restricts a student's movement by immobilizing or limiting their ability to move freely. It does not include approved therapeutic or safety techniques used by trained personnel or students, nor does it encompass non-disciplinary physical contact like guiding or comforting gestures. Seclusion involves confining a child involuntarily in a designated room or area from which they are prohibited from leaving, excluding instances where a school employee is present to provide services such as crisis intervention or instruction.

Physical restraint or seclusion will only be deemed reasonable and necessary under the following circumstances:

- to prevent or stop imminent bodily harm to the student or others,
- to protect significant property value, to maintain a safe learning environment in the face of severe disruption caused by the student's actions,
- and when all other alternatives have proven ineffective, unfeasible, or unsuccessful.

Additionally, physical restraint or seclusion must adhere to applicable laws and regulations.

Before implementing physical restraint or seclusion, employees must receive training per the law. Individuals who may be required to use or be present during these interventions, even if not employed by the district, will be offered the same training. When required by law, the superintendent or their designee will conduct a post-occurrence debriefing meeting, and proper documentation and reporting will be fulfilled for each instance of physical restraint or seclusion.

The district will comply with the regulations outlined in [281 Iowa Administrative Code Ch. 103](#) regarding using physical restraint and seclusion with students. Key provisions include ensuring that only trained employees employ these measures unless immediate availability is impossible, promptly notifying parents or guardians following the incident, using physical restraint or seclusion for the minimum duration necessary, obtaining approval from an administrator to extend the intervention beyond 15 minutes, and continually visually monitoring the student during seclusion or restraint. Seclusion rooms must adhere to legal requirements unless circumstances prevent their use, which must be documented and explained. It is essential to emphasize that physical restraint or seclusion should never be utilized as punishment, discipline, or for staff convenience.

The superintendent or their designee will thoroughly investigate any complaints or allegations of violations regarding using physical restraint and seclusion. Appropriate corrective actions, up to and including termination of employees involved, will be taken if a violation is substantiated. Parents or guardians will be informed of the investigation's outcome if it pertains to their child. Implementing Chapter 103 is mandatory for the district, regardless of parental consent. Adhering to these policies and regulations aims to ensure safety, well-being, and educational success within a supportive and respectful school environment.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying another's work, or copying from other sources (plagiarism) is not tolerated. Disciplinary action may include the loss of credit.

DISCIPLINARY ACTION

Decorah High School strives to create a safe and inclusive learning environment where all students can thrive. Occasionally, disciplinary actions may be necessary to maintain this atmosphere and protect everyone's rights and well-being. Students need to understand the concept of due process and the rights they are entitled to when facing disciplinary matters.

Due Process:

Due process refers to the fair treatment and procedures individuals are entitled to when their rights, privileges, or liberties are at stake. It ensures that all students can be heard, present their side of the story, and evaluate their cases fairly and without bias. The principles of due

process guarantee that disciplinary decisions are not made arbitrarily and that students have the right to question and appeal any disciplinary action taken against them.

Confidentiality:

[Iowa Code section 22.7](#) protects students' confidentiality and privacy rights by stating that records of a student's disciplinary actions shall be confidential except in limited circumstances. This ensures that students' personal information is safeguarded and not disclosed without a legitimate basis. Students have the right to confidentiality throughout the disciplinary process within legal requirements. Personal information about the case should be treated sensitively and shared only with those directly involved.

DISRUPTION OF THE EDUCATIONAL PROCESS

A student shall not, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause substantial and material disruption of the orderly operation of the school day or school-sponsored activities. Teaching interactions are dependent on positive relationships between teachers and students. Verbal, written, or nonverbal abuse undermines those relationships and will not be tolerated.

FIRECRACKERS, FIREWORKS, AND EXPLOSIVES

Under the concern for student and staff safety, any possession, use, or discharge of firecrackers, fireworks, fire, incendiary or explosive materials or devices within school buildings, on school property, or in proximity to students is strictly prohibited. This extends to look-alike products, whether legal or illegal, that have the potential to spark a fire, cause harm, or disrupt due to loud noise, such as sparklers or bang snaps.

Violations of this policy can create significant safety hazards and disruptions to the educational environment, which can result in serious disciplinary action and may be reported to law enforcement. Immediate suspension and a review by the Superintendent of Schools or the Board of Education may follow, with potential recommendations for expulsion based on the specifics of the incident.

Furthermore, any person recklessly endangering property or safety through fire or explosives could be subject to severe misdemeanor charges, including imprisonment of no more than one year, a fine of one thousand dollars, or both.

IN-SCHOOL SUSPENSION / POINTS PROGRAM

Preface

At Decorah High School, we pride ourselves on our long-standing tradition of strong academic performance and outstanding co-curricular achievement, rooted in our school's high expectations in all areas. Our daily behavior standards reflect this same commitment to excellence. To foster the ongoing success of our students, our dedicated faculty and administration have introduced the In-School Suspension Points Program. This program is part of our continuous effort to maintain a positive, focused, and disciplined environment for all members of our school community - students, staff, and parents alike.

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 after-school activities on 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.

- Any student not completing all assigned ISS detention by the assigned date will lose open campus privileges until all detention is completed.

Explanation of the In-School Suspension Program

The In-School Suspension program at Decorah High School is designed for students who have violated the school's discipline policies. The student will be required to do classroom assignments provided by their 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 the problems they have 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 that 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 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 administration's discretion to provide adequate intervention, including 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. A potential meeting with the 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.
- Students 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. A potential meeting with the 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 severe consequences.
- Students will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.
- Students 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 the student, parents/guardians, and administrator(s) concerning points incurred for any infraction considered serious misbehavior; excessive points accumulated may warrant recommendations for more severe consequences.
- Students 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 the administration. This will be pending the student's academic standing 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 the student, parents/guardians, and administrator(s) concerning points incurred for any infraction considered serious misbehavior; excessive points accumulated may warrant recommendations for more severe consequences.
- Students 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 are 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 the student, parents/guardians, and administrator(s) concerning points incurred for any infraction considered serious misbehavior; excessive points accumulated may warrant recommendations for expulsion and/or alternative educational placement.
- Students will also risk suspension from activities according to the policy of standards and eligibility for participation in co-curricular activities.

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 - Property theft, 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, YouTube).
- _____ 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 Tobacco use 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 after-school activities on the day of the infraction.
- Any student not completing ISS Detention Hours by the established deadline will lose open campus privileges until hours are completed.

INTERVIEWS OF STUDENTS (BOE Policy 502.2)

Child Abuse Investigations The District shall cooperate with the Department of Human Services in matters relating to alleged child abuse or neglect cases. As required by law, the building principal shall allow Department of Human Services personnel to have confidential access to a child named in a child abuse report and other children alleged to have relevant information. The building principal need not report the investigation or interview to the child's parent or guardian.

Community Resource Personnel Area Education Agency, community mental health, and other community organization personnel shall schedule interviews with students through the building principal. Permission must be given by the student's parent or guardian for outside agencies, other than child abuse investigators, to interview students at school.

Law Enforcement Personnel The Superintendent or building principal shall determine when the necessity exists for law enforcement officials to be contacted to investigate matters which may jeopardize the safety of school personnel or students, which may endanger school property, or which may interfere with the operation of the schools. An administrator or other designated professional District employee may be present during the questioning, except in Level Two Investigations under Code No. 507.10. The student's parent or guardian need not be contacted before the interview unless the student is first taken into custody by law enforcement officials.

Students shall not be released into the custody of law enforcement personnel unless the student has been placed under arrest or is being removed for disorderly conduct at school or unless the student's parent or guardian agrees to the release if the student is a minor or the student agrees to release if not a minor.

School Interviews District personnel shall have the authority to conduct investigations and to question students pertaining to infractions of school rules. District matters whether or not the alleged conduct violates the criminal law. The student's parents need not be contacted before the interview, except that if a student in grades prekindergarten through sixth is to be interviewed in connection with an alleged incident of sexual abuse of a student by an employee, the parents or guardians of the student to be interviewed shall be notified and shall have an opportunity to observe and hear the interview or to send a representative in their place.

PLAGIARISM

The Merriam-Webster dictionary (2023 edition) defines plagiarizing as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." ("Plagiarize." Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/plagiarize>. Accessed 30 Jun. 2023.).

Plagiarism is a grave issue contrary to federal copyright laws protecting published materials. You're violating these laws when you claim someone else's work as your own.

Plagiarism can take several forms, such as direct copying without credit or manipulating an original idea slightly without due acknowledgment. Even in the digital age, using someone's work from the internet or AI-generated content without proper citation is still plagiarism.

Your work should reflect your unique voice or style. If there's suspicion that your work does

not seem original, your teacher may address this with you, impacting your grade. Remember, any proven act of plagiarism, whether it's copying a classmate's work or using uncredited online material, will invite disciplinary action as per the school's policies.

Encourage ethical use of technology, including AI, by using these tools to augment your thinking, not replace it. Always do your work and ensure you credit your sources appropriately.

STUDENT SEARCHES (BOE Policy 502.6)

Prohibited Items. To maintain the health, safety, and good order of the school environment, students shall not have prohibited items in their possession or control on school grounds, on school vehicles, or while attending or participating in school activities or events. Prohibited items are such things as tobacco products, beer, wine, alcoholic beverages, controlled substances that have not been validly prescribed, "look-alike" tobacco, alcoholic beverages or controlled substances, apparatus used for the administration of controlled substances, weapons, explosives, toy weapons or explosives, poisons, stolen property, or other devices or materials which are intended to interfere with school order.

Licensed school employees and other employees of the District employed for security or supervision purposes ("authorized personnel") may, without a warrant, search a student, a student's belongings, student lockers, automobiles on school property, desks, facilities, or work areas under the circumstances outlined below to maintain the safety, health, discipline, and order of the school environment.

Personal Searches

Reasonable Suspicion. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags, or other personal containers in possession of or in the immediate proximity of the student, and searches of automobiles on school property shall be conducted only if there is a reasonable articulable suspicion that a criminal offense has been committed or a school rule has been violated by the student being searched and that the search will provide evidence of such violation. The search shall be conducted in a manner that is reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and gender of the student and the nature of the infraction. If the student is not present during the search, another adult shall be present, and the student shall be notified of the search before or as soon as reasonably practicable after the search is conducted. Reasonable suspicion may be formed by considering such factors as:

1. Eyewitness observations by school personnel; or
2. Information received from a reliable source; or
3. Suspicious behavior by the student; or
4. The student's history; or
5. Articulable circumstantial evidence.

Reasonable Scope. All searches of students or their belongings shall be reasonably related in scope to the circumstances which gave rise to the need for the search and shall be based upon consideration of relevant factors, which include but are not limited to:

1. The nature of the violation for which the search is being instituted;
2. The age or gender of the students who may be searched;

3. The objectives to be accomplished;
4. The emergency requires the search without delay.

Procedures. Authorized personnel may ask a student to open and/or empty their pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is reasonable suspicion that the student has a prohibited item. If the student fails to comply, an administrative staff member or their designee may search the student or the student's belongings in the presence of another adult.

Searches that involve a pat-down of the student or the removal of any clothing (e.g., jacket or socks) shall be conducted by a person of the same gender as the student and shall be conducted in private and in the presence of a witness of the same gender. Except in cases of emergency (e.g., it is believed the student may harm themselves or others), other staff members shall not search.

Strip searches, body cavity searches, and using a drug-sniffing animal to search a student's body shall not be allowed. Appropriate disciplinary action may be taken if a prohibited item is found in a personal search. Items that may be illegal to possess may be turned over to proper authorities.

Lockers, Desks, and School Facilities

Periodic Inspections Lockers, desks, and other facilities and spaces remain at all times the property of the District, even though temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections, and students have no legitimate expectations of privacy even though they may be locked.

Written notice shall be given annually to each student and their parents, guardians, or custodians that the District may conduct periodic inspections without prior notice of all or a randomly selected number of school lockers, desks, and other facilities or spaces owned by the District and provided as a courtesy to students.

The inspection shall occur in the presence of the student or at least one other person. If a prohibited item is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items that may be illegal to possess may be turned over to proper authorities.

Search An administrative staff member or their designee may search a locker, desk, or other assigned facility or space when there is a reasonable suspicion that the student has a prohibited item. The student need not be present during the search, but another person shall be present.

Other authorized personnel may request a student to open their locker, desk, or other assigned facility or space and disclose its contents when there is a reasonable suspicion that the student has a prohibited item in the facility.

Except in cases of emergency, nonadministrative staff personnel shall not search the locker, desk, or other facility or space without the student's consent. If a prohibited item is found in a search, the student may be subject to appropriate disciplinary action, and items that may be illegal to possess may be turned over to the proper

authorities.

Searches by Law Enforcement Officials

Law enforcement officials will not be allowed to search students, their belongings, desks, lockers, or automobiles on school premises unless pursuant to an arrest, a valid warrant, or other reason allowed by law.

Use of Dogs to Search School Property

As part of an overall effort to maintain safe schools, the Superintendent of Schools may authorize the periodic use of narcotic detection dogs to alert staff to the presence of substances prohibited by law or Board policy.

The use of narcotic dogs is subject to the following:

1. The Superintendent or designee shall authorize the search, and the Principal or their designee shall be present during the search.
2. Parents and students shall be notified in writing of this policy at the beginning of each school year through its inclusion in the student and/or parent handbook and/or the District's/school's website.
3. All school property, such as lockers, classrooms, parking areas, and storage areas, may be searched.
 - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b. When used for demonstration, the dog may not sniff the person or any individual.
 - c. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events if they are not allowed to sniff within close proximity of any student's person.
 - d. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
4. Once notification has been given to parents and students, by including the policies in the student/parent handbook and/or on the District's/school's website, the school district will have met its obligation to provide written notice of the searches. Additional notices need not be given, and actual times or dates of planned searches need not be released in advance.
5. Only properly trained dogs handled by trained personnel shall be used for searches of school property.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If school officials subsequently conduct a dog alert on a locker and a search, the search will be conducted in the presence of the student(s) whose locker(s) is/are being searched or, in the absence of the student(s), the search shall be conducted in the presence of at least one other person. If a dog alerts on a locked vehicle, the student who brought it onto the District property shall be asked to unlock it for a search conducted per the procedure outlined in the Board of Education Policy. An effort shall be made to protect the student's privacy to the greatest degree possible.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or 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, 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 their 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.

VANDALISM

Vandalism refers to any deliberate action that damages or defaces school property, including graffiti, breakage of windows or equipment, etching into surfaces, and any other actions that harm or degrade our school environment's physical appearance or functionality. Our policy is that any student found to have committed an act of vandalism will be subject to disciplinary action, which may include restitution for damages, community service, suspension, or expulsion, depending on the severity of the action. Additionally, the school may involve law enforcement in serious cases.

All incidents of suspected vandalism should be reported immediately to a teacher, administrator, or other school staff member. Students are encouraged to take pride in their school and help prevent vandalism by respecting the property, reporting suspicious activities, and promoting a positive school culture. Our school believes in treating this issue seriously and cultivating an environment of respect and responsibility.

VIOLATIONS OF RULES AND REGULATIONS

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

WEAPONS IN SCHOOL / ON SCHOOL PROPERTY

The safety and well-being of all students, employees, and visitors on school property is of paramount importance. For this reason, the presence of dangerous weapons within school district facilities or properties under the jurisdiction of the school district is strictly prohibited.

Dangerous weapons can include, but are not limited to, guns (Airsoft, BB, pellet guns included), knives with blades measuring 3 inches or more, sling shots, and metal knuckles. The school administration reserves the right to categorize other objects as dangerous weapons, depending on individual instances.

Dangerous weapons disrupt the school environment and pose a substantial threat to everyone's safety. If found on school property or with students under district supervision, these items will be confiscated immediately. Parents of offending students will be promptly notified, and confiscations will be reported to law enforcement. Disciplinary actions may include suspension or expulsion for involved students.

RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS

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.

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 choose, we 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 in our school. In cases where a disagreement arises, a compromise must be made, and both parties must respect that compromise. Each student is strongly urged to accept responsibility in exercising their freedoms and to realize, above all else, that this freedom, when appropriately used, is true liberty but should never become a license.

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.

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 to get to your seats in the auditorium.
3. Give 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 areas.

BACKPACKS

Students are not permitted to carry backpacks once the school day begins. When students arrive at school, they are to place their backpacks and other bags in their locker. Students may carry their laptops in their assigned cases throughout the school day.

BICYCLES

All bicycles will be parked in the bicycle racks at the auditorium entrance. It is suggested that students lock their bikes.

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 economically. 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, a 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, unloading, or leaving the bus. The driver can discipline a student and may notify the administration of a student's inappropriate bus conduct.

Video cameras are used 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 chaperone must 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 clear at all times.
- Riders shall load & 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 is 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 cannot 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.

CAFETERIA

Students may purchase a 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 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 must eat and remain in the cafeteria until the release bell.

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

CARE OF EQUIPMENT

It is the responsibility of each student to take care of their 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. Check with the teacher/coach and the office for help if an item is lost.

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.

CELL PHONES, SMART WATCHES & ELECTRONIC DEVICES

Use of Cell Phone and Electronic Devices Policy

Decorah High School will determine appropriate student use of electronic devices, including cell phones, during the school day (8:05 a.m. – 3:00 p.m.). Decorah High School strongly believes that electronic devices such as cell phones can be excellent resources to support learning in the school setting. However, students are asked to follow common courtesy guidelines in using such devices. Students are reminded that using any electronic device during the school day is a privilege and not a right.

- Classroom/Study Hall: No cell phone (this includes SMART watches) will be used in the classroom/study hall/lab without the teacher's permission. Cell phones are to be turned off or in silent mode.
- During tests or quizzes, students are expected to turn their cell phone and/or smartwatch in to the teacher (i.e., place it in the cell phone holder) or leave it in their locker.
- 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 anytime in the restrooms/locker rooms. Staff members will ask students to leave their cell phones in the classroom at a designated location when seeking permission to use the restroom during class 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 will 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 used to violate the policies and return them later.

- Staff members will ask students to turn over their phones when they are found violating policy. The staff member will turn in the phone to the office promptly.
- Students refusing to relinquish their phones will be referred for insubordination.

- **Rest Room & Locker Room Violation:** Cell Phones used in restrooms and locker rooms will be confiscated and turned in to the office. Staff members will ask students to leave their cell phones in the classroom at a designated location when seeking permission to use the restroom during class time. School administrators will determine the consequence.

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

First confiscation: teacher will give the phone or electronic device to the 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 returned to the student at the end of the day. The student must turn their phone or electronic device into the office daily 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 returned to the student at the end of the day. The student must turn their phone or electronic device into the office daily 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 returned to the parent only. The student must turn their phone or electronic device into the office daily 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, 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.

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 is DEFINITELY out of place at any high school activity. Your actions judge the activity program, the student body, and individual students. Respect the rights of others at all times. Students can contribute greatly to school spirit and community pride. All high school activities extend the regular school day, so regular school policies should dictate your behavior.

FOOD AND DRINKS IN THE BUILDING

For reasons of sanitation, students are not to consume food or beverages other than water in any part of the building other than the cafeteria. Students can bring their lunch if eaten in the cafeteria but cannot bring non-water beverages. Water in a clear container is allowed throughout the building. Students involved in throwing and/or stealing food or beverages from the cafeteria/commons will be disciplined, which may include suspension and restitution (cleaning duties).

DANCE GUIDELINES

Our school-sponsored dances, requiring approval by the principal at least four weeks in advance, uphold strict policies for maintaining a safe and respectful environment. Neither bags and coats nor re-entry are permitted at dances, reinforcing our commitment to security. Guests are allowed provided they are registered and approved via the office before any event,

with the requirement to produce a photo ID for admittance. Please note that the maximum guest age limit is 20 years old, and no students in the 8th grade or below are allowed to attend high school dances.

Admission to these events necessitates presenting a ticket and/or a current identification card, and students must indicate at registration that they have understood and agreed to the dance conduct guidelines. This includes the expectation for appropriate dancing, with explicit or overly sexual dancing such as 'grinding' prohibited and leading to removal by chaperones.

Lastly, students suspected of being under the influence of drugs or alcohol will be subjected to questioning and/or investigation by the administration and/or law enforcement. Any violation of school district policies, rules, or regulations can result in expulsion from the dance and school grounds.

EMAIL USAGE

All Decorah High School students are issued a school email account while enrolled in the district. Email allows students to safely and effectively communicate and collaborate with Decorah High School staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school related projects. The accounts could also be used outside of school for school related email by students, with the permission of their parents/guardians.

Email Usage

- Email is for educational purposes only. All DCSD network and equipment users must comply with the district's Electronic Technology Acceptable Use Policy.
- Improper use of email is subject to disciplinary action. This action may include the disabling of a student's school email account temporarily or permanently, depending on the nature, severity, and frequency of issues related to the student's abuse of their email privileges.
- Student email accounts will be removed from the system after graduation and/or leaving the school district.

HALLWAY CONDUCT

The conduct of the students in the hallways is 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 hallways and avoid gathering in large groups since this hinders traffic. While at school, affectionate displays will not be tolerated. This is neither the time nor the place for the display of affection.

HATS/HEADWEAR

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.

INTERNET USAGE

Students can access the Internet through the school district. It is a goal to allow teachers and students access to the rich opportunities on the Internet. At the same time, we protect the rights of students and parents who choose not to risk exposure to questionable material. Using the network is a privilege and may be removed for violating 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 the 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.

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.

Restricted Material - Students will not intentionally access or download any text file or a picture or engage in any conference that includes material that is obscene, defamatory, 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 with a cost involved or incurs other costs, the student accessing such a service will be responsible for those costs.

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

LOCKERS (BOE Policy 502.5)

Student lockers, while assigned for convenience, remain the school district's property at all times. These lockers are provided for storing school materials and personal belongings necessary for daily attendance. Each student is responsible for maintaining their assigned locker's cleanliness and undamaged condition. Lockers should remain locked when not actively used, and only school-approved decor may be placed on the locker exterior. Damages resulting in necessary locker repairs will be financially charged to the respective student.

In maintaining a secure and orderly environment, the school district reserves the right to conduct unannounced inspections of lockers and other student spaces. Such inspections may be performed randomly or when there is a reasonable suspicion that a violation of law or school policy has occurred. These inspections may be conducted in the presence of the student or another individual and aim to confiscate contraband or illicit items, which may be turned over to law enforcement officials.

Additionally, locker content, including but not limited to coats, backpacks, and purses, may be searched when school officials possess a reasonable and clear suspicion of illegal or contraband items or evidence of law or policy violation. Inspections are conducted periodically throughout the school year to ensure proper locker maintenance, with a 24-hour notice given before maintenance checks.

Students are advised not to share their locker or lock combination to ensure the security of

personal items. The school does not assume liability for lost, stolen, or damaged items within lockers. Students are to report the issue to the administration office in case of locker or lock malfunction. This policy reflects the law on locker searches and uses, promoting a safe, organized, and respectful school environment.

PARKING AND 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 right. Students in the first- and second-year classes with valid driver's licenses or school permits may park on the city streets surrounding the school. The school retains the 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 reasonably suspects that illegal, unauthorized, or contraband items are contained inside.

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

Parking fines for those vehicles parked in unauthorized areas will be \$10.00. The administration will designate student parking spaces.

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 of the year. 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.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal before 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. The principal must sign the materials, which will be posted only in designated areas.

PARTICIPATION, RESPONSIBILITY, INTEGRITY, DETERMINATION, AND EXCELLENCE (P.R.I.D.E)

All of our students are proud of Decorah High School. This feeling 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, displayed in one's conduct in and out of school. Conduct in the halls before and after school and between periods and a pleasant and profitable study hall or class has a spirit of cooperation and respect between students and teachers. Good sportsmanship is a matter of attitude rather than rules. The spirit of pride and fair play should govern the spectators, 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!

SENIOR OPEN CAMPUS & JUNIOR/SENIOR OPEN LUNCH PRIVILEGES & EXPECTATIONS

The Open Campus policy applies exclusively to senior students during their allocated study hall periods. The Open Lunch policy, on the other hand, is designed for both junior and senior students, granting them the option to either leave the school campus or remain in assigned zones during lunchtime.

To be eligible for open campus (seniors) or open lunch (juniors and seniors) privileges, students must meet the following conditions throughout the academic year:

1. Students must achieve passing grades at all mandatory grade checks.
2. All fees and fines must be settled in full.
3. A permission slip signed by a parent or guardian must be submitted to the office.
4. Students should not have any recorded suspensions during their junior academic year.
5. Students must not skip any class, study hall, or lunch period during their academic year.

Please be aware that once students leave school grounds, their parents or legal guardians assume responsibility.

For students taking advantage of their open campus rights, there are daily expectations:

1. Students should park only in designated student parking areas within school lots or along adjacent city streets.
2. Students may use any general student exits when exiting the building.
3. However, upon returning, students must enter through the main front office entrance (Door #1).
4. Students are responsible for staying updated on alternate schedules, such as early dismissals and late starts.

Certain actions will result in the revocation of these privileges:

1. A student amasses ten tardies and/or accumulates 50 ISS Points and/or records four instances of truancy.
2. Violation of the school's substance abuse or weapons policy.
3. Failure to report to the cafeteria or study hall while remaining on campus during open periods.
4. Parking in areas not designated for student use.

If students fail to adhere to these open campus expectations, their privileges could be suspended for the following durations:

1. One Academic Quarter
2. One Semester
3. One Academic Year

The school administration holds the final decision regarding open campus privileges. These decisions are considered conclusive and binding.

STUDENT APPEARANCE (BOE Policy 502.1)

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 threaten the health and safety of students, employees, and visitors on the school grounds. Students shall be clean and wear clothes appropriate for the intended time, place, and purpose. Students shall not wear clothing or jewelry or carry personal belongings that materially and substantially interfere with the school's good order, safety, health, or positive educational environment. This includes but is not limited to items that contain lewd or profane depictions, words, gang-related or other apparel expressing violence, bigotry, hate, or abuse.

The Decorah Community School District has adopted a curriculum to educate students about the dangers of vaping, tobacco, alcohol, and drugs. It has adopted disciplinary standards banning the possession, use, and distribution of tobacco, alcohol, and drugs. The District has also implemented a student assistance program to provide positive interventions for students who may be affected by the abuse of tobacco, alcohol, or drugs. The Decorah Community School District has taken measures to provide a safe learning environment for students. It has specifically banned knives, guns, weapons, and “look-alikes” of knives, guns, and weapons on school premises and at school activities.

In furtherance of these programs and standards, the District prohibits students from wearing any article of clothing or jewelry or carrying any personal belonging which contains words, insignia, logos, caricatures, or other symbols which portray or advertise any product or service not permitted to minors by law or which portray a knife, gun or weapon. This shall apply to students who are minors and no longer minors. Such prohibited material includes but is not limited to buttons, badges, shirts, notebooks, book bags, and gym bags. This policy specifically prohibits advertising alcohol, beer, tobacco products, vaping, or drugs.

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.

STUDENT COMPLAINT PROCEDURES (BOE Policy 500.3)

It is the goal of the Board to resolve complaints of students and their parents at the lowest administrative level. An attempt shall be made to resolve any complaint in informal, verbal discussion between the student and/or the parent, the person against whom the complaint is filed, and/or the building administrator or supervisor. Informal processing and procedures are not to be used where sexual harassment is alleged.

If the complaint cannot be resolved informally, the student or parent may file the complaint in writing and, at an agreeable time, discuss the matter with the building administrator or supervisor. Complaints must be filed within 180 days of the event or events giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The written complaint shall state the nature of the complaint and shall state the remedy requested. The building administrator or supervisor shall decide on the complaint and communicate it in writing to the student or parent and the superintendent within fifteen (15) school days or as soon as reasonably practicable after receipt of the complaint.

If a complaint has not been satisfactorily resolved by the building administrator or supervisor, the student or parent may file a copy of the complaint with the superintendent and request a meeting. The superintendent shall file a written response with the student or parent and the building administrator or supervisor within fifteen (15) school days or as soon as reasonably practicable after the meeting.

If the superintendent’s decision on the complaint did not satisfactorily resolve the complaint for the student or parent, the student or parent may file a written complaint with the Board Secretary within five days of receiving the superintendent’s decision. Such a written request to the Board should identify specific written board policies that are impacted, if any, and include a statement of how the author would like the complaint resolved. The written complaint will be provided to the Board before an upcoming meeting. The superintendent

may also provide a statement to Board in advance of the Board meeting.

After the Board has received a copy of the complaint and a statement from the superintendent, if any, the Board may determine whether to take action on the complaint or decline to do so. If the Board elects to take action on the complaint, the Board has significant flexibility in how it approaches the complaint; the Board may take action based solely on the information available to it, the Board may request additional information, and the Board may take any other lawful action it deems appropriate. If the Board declines to take action on the complaint, the disposition of the superintendent shall be final.

STUDENT CONDUCT (BOE Policy 503.1)

In keeping with our commitment to a safe, respectful, and effective learning environment, as defined by Board Policy 503.1, all students are expected to conduct themselves appropriately, reflecting their age level and maturity. This applies to behavior on school grounds, school-operated vehicles, during school activities, or even off school premises if it directly impacts the school's operations and welfare.

Every student has the right to an education free from disruption or interference. To this end, the use or possession of drugs, tobacco, and alcoholic beverages, as well as violent or disruptive conduct that infringes upon others' rights, is strictly prohibited. Misconduct resulting in substantial disruption to the school environment and rights of others or posing a threat to health and safety may result in disciplinary action. This can range from removal from the classroom, detention, or suspension to probation and, in extreme cases, expulsion. Such measures will be fair, developmentally appropriate, and reflective of the gravity of the misconduct.

Assault, as defined in Board Policy 503.1, against a school employee or fellow student is a severe offense. Any student found to be in violation will be initially suspended and may face additional sanctions, including possible expulsion, as determined by a disciplinary hearing by the school board. Such actions prioritize the school district's best interests and ensure the safety of all students and staff.

The disciplinary procedures for special education students align with applicable federal and state laws. Developing and regulating these policies is a shared responsibility between the superintendent and the principal. All students should understand and adhere to this conduct code, as non-compliance will result in strict enforcement of these policy stipulations. It is incumbent upon every student to contribute to our school district's safe and respectful atmosphere.

STUDENT CONDUCT ON SCHOOL VEHICLES (BOE Policy 503.5, 503.5R1, 503.5R2)

All students utilizing school transportation are expected to conduct themselves in an orderly manner, showing mutual respect and consideration for the rights of the driver and fellow passengers. The driver has the authority to maintain order in the vehicle, and any misconduct will be reported to the Director of Transportation and subsequently to the appropriate building principal for disciplinary action.

For the safety of everyone, the following rules should be observed by all students riding school vehicles:

- Students must be waiting for the vehicle when it arrives and should board and depart only after it has come to a complete stop, doing so in an orderly manner.
- Students must cross the road only at the driver's signal, keep the vehicle neat and

free of large objects, and keep the emergency door closed unless instructed otherwise in emergencies.

- Any conduct that could distract the driver, such as moving around, yelling, making excessive noise, or engaging in physical altercations, is prohibited. Students who damage the vehicle will be responsible for its repair or replacement.

Disciplinary actions for those who fail to follow these rules range from parent notification and conferences with the Transportation Director or the principal to suspension of transportation privileges for a set number of days or the balance of the school year for severe offenses.

To further ensure the safety of our students and employees, the use of video cameras is implemented on school vehicles. The recorded content may be used as evidence in disciplinary proceedings. It can be accessed only by persons with a legitimate educational purpose, such as the superintendent, building principal, director of transportation, and special education staffing team. The Superintendent or their designee will make any decisions regarding the placement and usage of video cameras.

STUDENT EXPRESSION (BOE Policy 502.4)

Students are encouraged to express their viewpoints and opinions. However, to maintain an appropriate learning environment and protect all students' rights, students must express themselves responsibly and appropriately.

The expression shall not encourage breaking laws or school rules, shall not be libelous, shall not constitute harassment, or contain obscenity or indecent depictions. Further, the expression must be done at a reasonable time and place, as determined by the administrative staff. Student expressions that cause material and/or substantially disrupt the orderly operation of the school or violate this policy may be suppressed and the students disciplined.

STUDENT FUNDRAISING (BOE Policy 504.6)

Students may raise funds for school-sponsored events with the Superintendent's or their designee's permission. The District accounts for all monies; therefore, all funds collected must be turned in to the District office, and the District's business office will issue checks. Fundraising by students for non-school-sponsored events may also be allowed. However, the collection of funds for non-school-sponsored organizations must have prior approval from the building principal and the Superintendent before being placed on school property.

STUDENT ORGANIZATIONS (BOE Policy 504.2)

Students and staff members may apply to form a school-sponsored student organization. Applications shall be made to the building principal, who shall recommend to the Superintendent, stating the organization's purpose and objectives. No student organization shall be school-sponsored unless the Board of Directors approves and a District-approved sponsor is appointed. No religious or political group shall be school-sponsored.

Secondary school student-initiated groups which are not school-sponsored may meet on school premises during non-instructional time. The meetings shall be strictly voluntary on the part of the students, may not interfere with the orderly conduct of school activities, and shall take place before school classes begin or after school classes end. The time and place of the meetings shall be approved in advance by the building principal or its designee, and the meetings must be supervised. Non-school persons may not direct, conduct, control, or regularly attend the meetings. Employees of the District may attend student-initiated groups

organized for political or religious purposes only in a custodial capacity. They shall not plan, encourage attendance, criticize, or participate in such meetings if they occur during the employee's work day.

The District shall not deny student-initiated groups the right to use school facilities under this section based on the speech's religious, political, philosophical, or other content; however, all meetings must be lawful. Student-initiated groups which are not school-sponsored shall not use the school name, mascot, or other sign or symbol that might imply District sponsorship. Any announcements regarding student-initiated groups shall indicate that they are not school-sponsored.

STUDENT PUBLICATIONS (BOE Policy 504.3, 504.3R1)

The Decorah Community School District encourages student expression through official school publications, which include, but are not limited to, newspapers, yearbooks, literary magazines, and television or radio programs produced within curricular or co-curricular journalism activities. An editorial board, comprising participating students under the supervision of faculty advisers, is responsible for the content, ensuring it adheres to professional journalistic standards and complying with Iowa law and restrictions against unlawful speech. While these publications offer students a platform for robust debate, expression in these publications does not constitute an expression of school policy. Any material considered obscene, defamatory, encouraging unlawful acts, causing substantial disruption to school operations, or infringing on the rights of others will not be published. The district assumes no liability in any civil or criminal action for any student expression unless school employees or officials have interfered with or altered the content. However, student journalists bear responsibility for their content's accuracy, fairness, objectivity, and thoroughness, striving to meet professional standards of English, journalism, grammar, punctuation, and spelling. If the adviser deletes an item, students may appeal to the building principal, and if denied, further appeals can be made to the Superintendent, each of whom will respond within three school days. All student publications should be distributed in a manner that does not interfere with the school's operation, and no advertisements encouraging illegal activities or promoting products or services illegal for minors will be accepted. Applying these policies can resolve complaints through an established appeal and complaint process.

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

Any student not working directly with a school employee outside of school hours should work in the assigned areas of the cafeteria or commons.

STUDY HALL GUIDELINES

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

class. When leaving the study hall, students with a pass must 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 study hall, they need 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 must 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 from the restroom. Students are asked to use the cafeteria restrooms. Emergencies could necessitate exceptions (with exceptions from the study hall supervisor).
7. The supervisor may issue no passes. Classroom teachers must issue passes for students who come to the teacher's classroom, which 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. The structured study hall allows No pop, juice, candy, or snacks.
9. Students are dismissed from the study hall by the supervisor only.
10. The supervisor may grant permission to speak. A quiet learning atmosphere must prevail in the Study Hall.

TEXTBOOK CARE AND FINES POLICY

Students are responsible for the textbooks assigned to them and are expected to uphold proper care, refraining from sharing or loaning these materials to others. In the event of loss or damage beyond normal wear and tear, fines will be imposed according to the severity of the abuse.

Minor damages will incur a fine of \$5.00 to \$10.00. In contrast, extensive damage rendering the book unfit for further use will lead to a fine equivalent to the full price of a new book, with depreciation considered. A full replacement cost will be charged if the text is rendered unfit due to obscene writing or drawings.

The responsibility for replacement costs falls to the student or the student's parents. The damaged or lost book becomes the student's property upon payment of the replacement cost.

TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES

The Board, at 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 vehicles or by another means approved by the administration.

Students provided school-sponsored transportation for extracurricular events shall ride 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 before the trip.

SUBSTANCE USE/ABUSE POLICY

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 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 confidential.

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 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 available support and/or services.

POLICY IMPLEMENTATIONS

In all cases, applying the student policy on substance use and abuse begins with cases involving chemicals. It is defined as

THE DISTRIBUTION, DISPENSATION, MANUFACTURE, POSSESSION, USE, OR SHOWING OF 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 harm 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 if the student is on probation.

First Offense: The student's parents/legal guardians will immediately be notified—three (3) days suspension with an educational project that may be completed during the suspension period. A student assistance team member may administer the educational project 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: The student's parent/legal guardian will immediately be notified. 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 they may be harmfully involved with alcohol or other drugs.

Subsequent Offenses: Same as the consequences listed above under "Second Offense." However, expulsion may result in neither the student nor the parent cooperating to intervene in the student's harmful involvement with chemicals. If the student is actively involved in a chemical dependency program and successfully addresses their dangerous involvement with chemicals (total abstinence), they may be allowed to continue in the regular school setting and 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 result in referral to law enforcement officials. Since selling and furnishing 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.

STUDENT HEALTH, SAFETY, AND WELL-BEING

ADMINISTRATION OF MEDICATION TO STUDENTS (BOE Policy 507.02)

Students may require the administration of prescription or non-prescription medication during school hours. To facilitate this, advance approval from a District nurse is required for self-administration, specifically for medications or food supplements that resemble medications, and in the case of students with conditions such as asthma or risks of anaphylaxis. The parent or guardian's written consent and the prescribing healthcare professional's approval are mandatory in such instances.

For the administration of any medications by District personnel, parents or guardians must provide a written, signed, and dated consent form which is to be filed in the student health office. This form must include the student's name, date of birth, medication details, and physician's contact information. Only District nurses or personnel who have successfully completed a medication administration course are authorized to administer medication. All new medication requests will be vetted by a nurse for current usage and dosage before administration.

Medications must be consumed under the supervision of the assigned school personnel, typically within the student health office. All medication should be stored in original containers in a secure location within the health office. Any unused, discontinued, recalled, or expired medication should be returned to the student's family or disposed of according to federal and state law.

Acute cases such as asthma, diabetes, and severe allergic reactions will be handled individually based on administrative rules and regulations, with specific protocols developed for emergencies. An individual health plan will be developed when continual professional health judgment is necessary. All medication administration consents and records are kept confidential under Policy 506.1. When a nurse determines not to administer a medication or dosage, parents or guardians will be informed, and a record citing the reasons for non-administration will be maintained.

DENTAL SCREENINGS (BOE Policy 501.04)

Effective July 1, 2008, Iowa law states that all students entering elementary or 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 will be completed and turned in to the high school nurse's office. A screening completed within one year before they begin school is acceptable for high school students.

If your child does not have a dentist or if you need assistance in making an appointment, please contact the school nurse. For additional information on dental screenings, please visit [the State of Iowa Department of Health and Human Services - Bureau of Oral and Health Delivery Systems website](#) or by phone at (866) 528-4020. This site also contains a copy of the certificate you can download for documentation.

EMERGENCY DRILLS (BOE Policy 507.05)

Students will receive instructions on how to respond during emergencies. The school conducts regular fire, weather, and disaster drills throughout the year, with at least two fire and tornado drills before December 31 and two after January 1.

Each school will have a written emergency plan that includes:

- Assigning employees specific tasks and responsibilities.
- Providing instructions for alarm systems and signals, including accommodations for individuals with hearing impairments.
- Describing fire containment methods.
- Outlining notification systems for appropriate individuals and agencies.
- Sharing information about the location and use of fire-fighting equipment.
- Specifying evacuation routes and procedures.
- Displaying plans and procedures at various locations in the facility.
- Conducting evacuation drills, including safely relocating individuals.
- Evaluating each evacuation drill.

All school staff will participate in these drills, and licensed personnel will provide instructions on proper drill techniques.

FIRE DRILLS/PROCEDURES

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 the exits for every room. The exit information is posted above every room door. Walk at a rapid pace. When leaving the building, students must remain with their class and move far enough away for complete safety.

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 participating 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 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 activity’s nature and starting and ending dates, 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. At least one parent or guardian shall sign it if the student is a minor.
5. It shall be signed by the student, regardless of age.
6. The agreement may be no longer than one school year.

INSURANCE (BOE Policy 507.06)

All students, regardless of their involvement in intramural or extracurricular athletics or cheerleading, will be allowed to participate in a health and accident insurance plan selected by the school district. The cost of the insurance plan will be the responsibility of the student or their parents/guardians.

The purchase of student insurance is voluntary, and the entire cost of the insurance plan will be borne by the student or their parents/guardians. It is important to note that participation in the insurance plan does not establish a contractual relationship between the student and the school district; instead, it represents a contract between the student and the insurance company.

As a service to students, the school will provide information about a low-cost accident policy sponsored by an insurance company. Each student will receive comprehensive details regarding the insurance coverage and associated costs. It is essential to understand that the school's role is solely to assist the student, and the school district is not responsible for collecting insurance claims.

MENINGOCOCCAL VACCINE REQUIREMENT

At the beginning of the 2017-18 school year and after that, 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](#).

NUTRITION SERVICES PROGRAM INFORMATION & GUIDELINES:

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

Middle and high school students 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 elementary schools can purchase semester milk. Milk is offered in the afternoons in that building, and building secretaries collect 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 deposit into the family lunch account for your child(ren). You will also be able to notify the nurse of any food allergy. Meals can also be paid for in each school office or kitchen during the school year. Students not possessing their lunch cards may still eat but will be asked to go to the back of the line so that the students with their cards can get through the line more quickly. Only correct change will be accepted if paying for a la carte items with cash.

The lunch account may also be deposited through the School Dining System from a link on the school's website: www.decorah.k12.ia.us. If you do not have a username or password, please contact the Central Administration Office at (563) 382-4208.

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

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

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 statement will be issued to the parent and sent out.

Each building in the school district has a building, "Cafeteria Rules" to be followed.

PHYSICAL ACTIVITY AND EDUCATION

Physical activity and physical education promote student health, safety, and overall well-being. Engaging in regular physical activity not only improves physical fitness but also enhances mental and social-emotional well-being. Physical education classes allow students to develop essential motor skills, coordination, and strength, which are crucial for a healthy lifestyle.

Moreover, participating in physical education fosters teamwork, sportsmanship, and leadership qualities while promoting a sense of inclusivity and belonging among students. By incorporating physical activity into their daily routine and actively participating in physical education classes, students can develop lifelong habits that contribute to their overall health and safety. Regular physical activity helps prevent chronic diseases, reduces stress, improves concentration, and boosts academic performance. Thus, prioritizing physical activity and physical education is essential for nurturing the holistic well-being of our students.

PHYSICAL EXAMINATIONS

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

STUDENT ILLNESS OR INJURY AT SCHOOL (BOE Policy 507.04)

If a student falls ill or gets injured at school, the student should promptly inform their teacher or another staff member. The school nurse or the principal will endeavor to inform the student's parents or guardians as promptly as possible upon awareness of the incident. In

severe illness or injury, the school will adhere to the procedures indicated in the annually updated medical emergency authorization form completed by parents.

While the school district is not primarily responsible for medical treatment, authorized personnel may provide emergency or minor first aid. If a student is too ill or injured to remain in school, they will be handed over to their parent(s)/guardian(s)' care or, if deemed necessary, transferred to a medical facility. Parents or guardians will be promptly informed of this action, and no student will be sent home without their consent.

All incidents resulting in injury or severe illness, whether on school property or during school-related activities, must be reported in writing within 24 hours. The accident report, to be filed by the principal to the Superintendent, is a critical element in ensuring student safety and well-being. In the case of injuries occurring during school-related activities, a student can only resume participation after receiving medical clearance from a physician or their designee. This policy aims to ensure a timely and effective response to health emergencies, ensuring the safety and well-being of all students.

STUDENT SPECIAL HEALTH SERVICES (BOE Policy 507.08, 507.08R1)

If a student requires special health services during school hours, the collaboration between licensed health care personnel and the education team will determine the specific services needed and the qualifications of those performing them. This collaboration will result in the developing of a written health plan under state rules. If the student has an individualized educational plan (IEP) and receives special education services, the health plan will become a part of the IEP. The plan will be updated annually or as needed. Parental authorization and a written statement from the prescriber detailing the method and schedule of the special health service must be on file.

Special health services do not include first aid or routine medication administration. The provision of special services requires ongoing professional health judgment. Parents are responsible for providing the necessary equipment, supplies, and maintenance as required. The written health plan will designate personnel responsible for the equipment.

Licensed Health Personnel

Special health services for students requiring special education will be provided by licensed health personnel under their individualized education program (IEP). In collaboration with licensed health personnel, the education team will determine the special health services required and the qualifications of those performing them. The recommendation of licensed health personnel will be given primary consideration in this determination, and the rationale for the designation will be documented.

Licensed health personnel will participate as education team members and provide health assessments, develop and evaluate individual health plans, plan and implement special emergency health services, and serve as liaisons with health service agencies and providers. They will also provide consultation, counseling, and instruction to eligible students, parents, and staff in cooperation with the prescriber. Maintaining records of special health services, reporting unusual circumstances, assigning and delegating to qualified designated personnel, and updating their knowledge and skills are also among the duties of licensed health personnel.

Records and Rationale

Before providing special health services, written statements by the prescriber and the student's parent requesting the service should be on file. A written report of the preplanning staffing or meeting of the education team, as well as the written individual health plan integrated into the IEP, should also be available in the health record. The rationale for determining the special health services and the qualifications of individuals performing them should be documented, considering factors such as the student's needs, the competency of designated personnel, and the level of supervision required.

Supervision, Delegation, and Parental Responsibility

Licensed health personnel will supervise the provision of special health services, defining the required level of supervision and documenting it accordingly. They will also instruct qualified designated personnel on delivering and performing the services outlined in the individual health plan, with documentation of instruction and periodic updates. Parents are responsible for providing the necessary equipment, supplies, and maintenance, which should be stored securely. The individual health plan will designate personnel responsible for the equipment.

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, 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 criminal or civil court actions. No person may monitor any information captured without the superintendent's approval.

TORNADO DRILLS/PROCEDURES

The tornado alarm system consists of a tornado signal on the P.A. system. When the alarm sounds, you must immediately go to the designated areas. Sit down, draw your knees 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 P.A. system.



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.

STANDARDS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES:

CODE OF CONDUCT

STANDARDS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES: CODE OF CONDUCT

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 developing the youth of the Decorah Community Schools that membership and participation in co-curricular activities positively affect the development of constructive attitudes toward citizenship. Among those that 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. The District also believes 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, policies, and procedures under which they will participate. Co-curricular activities are offered as an option and a privilege based not only on demonstrating a particular talent or ability and 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 can have a positive learning experience as a participant in the co-curricular activity program. 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 representing the District in an activity are expected to be role models to other students and community members. They are also expected to show respect toward the District they represent and to their fellow students and sponsors with whom they participate.

The other policies regarding co-curricular participation will also be enforced. The Board strongly believes co-curricular activities are a privilege and not a right. 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, 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, Bowling, 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, Robotics, 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 they are 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 individually. If the high school principal, activity director, and/or their 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 their designee and are not in violation or contradiction of this Policy. Violating these rules may result in limitation, suspension, or revocation of privileges or participation in these activities. Any consequence for violating the rules of a specific activity will only be applied to that activity.

II. ACADEMIC STANDARDS

In providing for establishing and enforcing academic standards for students participating in co-curricular activities, local and state guidelines have been put in place to assist 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 competitions shall be subject to the IHSSA (Iowa High School Speech Association) rules regarding academic eligibility. Students in grades 9-12 participating in interscholastic music competitions 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 four subjects (each of one period or "hour" or the equivalent, therefore) at all times.
 - b. Students must pass all coursework and make 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, the 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 the 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, the 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 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 to which the student transfers.
- g. Cheer participants are treated in line with the Athletic Rule (30 Calendar Days)
- h. All music and drama activities align 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) and 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 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 activity begins with the first school day following the day the report card is mailed home.

B. DHS GUIDELINES

1. A student must pass all classes at the midterm of each quarter and the end of the 1st and 3rd quarters. To assist students with academic performance, Decorah High School will require students not passing all classes at the mid-terms and end of the 1st and 3rd quarters to attend a weekly study table. This study table will be available to all students and is mandatory for students involved in activities that have received a failing grade at one of the assigned grading check periods. Once students can show the administration evidence that their grade is above failing, they will not be required to attend the study table.

2. Wednesday Study Tables will be offered from 3:00 until 4:30 PM. Students will be required to attend the study table for its entirety. They may return to practice after finishing the study table at 4:30. Students can practice and compete during this period. Any student involved with activities that do not attend the 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 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 legal drugs without a prescription;
 - c. engaging in any activity 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 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 their designee shall promptly investigate such allegations. Formal rules of evidence or procedure shall not limit this investigation. 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 their 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 considered when making such a 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 to 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(es) of the student's parent(s) or guardian(s).
 - 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 their parent(s) or guardian(s) shall be provided a hearing with the high school principal. During the hearing, the student and their 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 their parent(s) or guardian(s) shall be provided a hearing with the superintendent. During the hearing, the student and their 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 their 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 the parent(s) or guardian(s) of the student involved. During the hearing, the student and their 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 stated 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 suspending 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. A self-report is 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. To receive the sanction of a self-report, a student must follow up with a written and signed confirmation statement to the activities director or their 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 before 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 when the former district imposed the ineligibility. 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 before 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 when they are ineligible to participate in co-curricular activities under a prior violation, the period of ineligibility for such subsequent violation shall commence after the period of ineligibility for all prior violations. Academically ineligible individuals will not serve their suspension until regaining their academic eligibility.
5. The administration shall have the authority to exercise reasonable discretion in interpreting and administering this Policy.

E. ADMINISTRATION OF THE SANCTIONS

1. Eligibility requirements begin after the 8th 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 violating the Conduct Standards who is required to be ineligible for a graded public performance will be allowed to complete an alternative assignment. The coach/sponsor will create this assignment, allowing 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 violating 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 consistently 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 violating the Policy may not register for a new activity after the state-mandated/district-defined start date to avoid a penalty later 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 violating the Conduct Standards.
10. If the student is currently not participating in an activity, the student will be ineligible for the following related activity in which they participate. Any student not involved in an activity for twelve (12) months would be eligible. If a student enters an activity in which they have not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants. 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, they will be deemed 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:
September 14, 2015

Legal References:
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 parent and student must acknowledge the following statement by clicking “I Understand” in the Agreement section of online registration before the start of each school year.

DECORAH COMMUNITY SCHOOL DISTRICT CO-CURRICULAR/GOOD CONDUCT POLICY

I have read and understand the STANDARDS FOR PARTICIPATION in and eligibility for co-curricular activities in the Decorah Community School District. If my student participates in any co-curricular activity, we understand the student's responsibilities, expectations, and the implications of violating those responsibilities and expectations.

Appendix 1

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 who fails the first-semester class. 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 following 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 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 2nd Semester (Athletic Eligibility Rule) and the first thirty (30) calendar days of public performance in Drama Activities (Decorah Rule).
- Student E is a Cheerleader 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 second-semester course. 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 Concert Choir and Boys Soccer team member 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 participates in Girls Soccer and Girls Golf and failed 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 competition date 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

Time Period	Requirement
1 st Quarter Midterm	Study Table
1 st Quarter	Study Table
2 nd Quarter Midterm	Study Table
1 st Semester	30 Calendar Days
3 rd Quarter Midterm	Study Table
3 rd Quarter	Study Table
4 th Quarter	Study Table
2 nd Semester	30 Calendar Days

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Appendix 2

1st Offense

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

2nd Offense

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

Upon completing a period of ineligibility and approved evaluation and counseling by the administration, the student will regain their eligibility. The student is responsible for all counseling costs.

3rd Offense and Subsequent Offenses

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

Upon completing a period of ineligibility and approved evaluation and counseling by the administration, the student will regain their eligibility. The 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 the Activities Director or their designee may modify, 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	2	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	TBD	TBD	TBD	1 Calendar

	Specific				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	OPUS Honor Choir	Homecoming Coronation
All-State Auditions	Homecoming Coronation Singers	All-State Workshop
All-State Festival	UNI Honor Choir	Harvest Moon Dinner
NEIBA Honor Band	All-State Workshops	All-State Auditions
UNI Honor Band	All-State Auditions	Junior Honors Festival
Dorian Honor Band	All-State Festival	All-State Festival
NEIC Honor Festival	December Nursing Home	Madrigal Dinner
Madrigal Dinner	Performance	NEIC Music Festival
State Jazz Festival	Madrigal Nursing Home	Dorian Orchestra Festival
UNI Tallcorn Jazz	Performance	Chamber Orchestra Concert
Festival	Madrigal Dinner	Kennedy Honors Orchestra
Jazz Coffeehouse	Dorian Vocal Festival	Orchestra Trip to UW-LaCrosse
Various Community	NEIC Music Festival	National Honor Society
Activities	Jazz Singers Concert	Inductions
	Iowa State University Honor	Various Community Activities
	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	