

# Central Decatur Elementary



## Student and Parent Handbook 2020-2021

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

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# Central Decatur Community School District

## Mission Statement

*Linking Learning to Life by **Empowering Every Student Every Day**  
to be Respectful, Excellent and Dedicated.*

**School Information at a Glance** \_\_\_\_\_ [www.centraldecatur.org](http://www.centraldecatur.org)

### **Little Cards Community Preschool**

**Amy Whittington, Principal**

201 SE 6th Street  
Leon, Iowa 50144  
(641) 446-6521

AM Session: 7:45 AM – 11:15 AM  
PM Session: 11:15 AM – 3:05 PM  
Full day Session: 7:45-3:05

### **South Elementary (PK – 2nd Grade)**

**Amy Whittington, Principal**

201 SE 6th Street  
Leon, Iowa 50144  
(641) 446-6521

### **South Elementary Schedule**

Arrival/Breakfast: 7:45 AM  
Tardy Bell: 8:10 AM  
Dismissal: 3:05 PM

### **North Elementary (3rd – 6th Grade)**

**Amy Whittington, Principal**

1203 NE Poplar  
Leon, Iowa 50144  
(641) 446-4452

### **North Elementary Schedule**

Arrival/Breakfast: 7:45 AM  
Tardy Bell: 8:05 AM  
Dismissal: 3:20 PM

### **Central Decatur Administration**

Mr. Chris Coffelt, Superintendent (641) 446-4819  
Ms. Becky Wood, Board Secretary (641) 446-4819  
Mr. Mark Huppert, Technology Coordinator (641) 446-4816  
Mrs. Juliette Kline, Special Education Coordinator (641) 446-4452  
Mrs. Joy Evertsen, Nutrition Services Director, (641) 446-4452  
Mr. Brian Broich, Transportation Director (641) 446-6565

### **Board of Education**

Amber Swartz, President  
Cassie Allen  
Cayle Buckingham  
Andrew Sullivan  
Jolene Petty

# Central Decatur CSD

LINKING LEARNING TO LIFE

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

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

## RESPECTFUL

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

## EXCELLENT

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

## DEDICATED

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

# THE **RED** WAY

WE ARE **CENTRAL**  
**DECATUR**

## **SCHOOL ARRIVALS**

Students who are dropped off prior to 7:45 at North or South Elementary are to wait outside except in cases of extreme weather, when they may be allowed to wait in the entryway. Staff are not available to supervise students prior to 7:45 at either building, so early drop offs are discouraged. Students may be present on school grounds before 7:45 a.m. or after 3:30 p.m. **ONLY** when they are under the supervision of an employee or an extracurricular activity sponsor. Students participating in before school programs should come in the front door and report to their classroom.

To ensure the safety of our students and to keep traffic to a minimum in the hallways, all parents dropping off their children will do so at the main entrance, not the classroom door. Parents wishing to escort their child to class must check in at the office and get a visitor tag. Parents are discouraged from walking their child to class every day as it hinders the child's independence and presents a safety concern for all children. Students waiting at South Elementary to catch the bus to the high school are to wait outside for their bus except in cases of extreme weather. Students are to catch the first available bus to the high school.

Preschool parents will sign their child in and out using the sheets provided at the preschool entrance to South Elementary. Preschool students are then escorted by staff and/or older siblings to their classrooms.

## **END OF THE DAY DISMISSAL**

South School bus students will be dismissed at 3:05 p.m. After all bus students at South School have been loaded and departed, then non-bus students will be dismissed at approximately 3:10 p.m. North Elementary students will be dismissed at 3:17 pm. All students will leave through assigned doors. All students should leave for home within 5 minutes after dismissal unless under the direct supervision of school personnel or a parent. Occasional early pickups are allowed for appointments as necessary, but parents are discouraged from picking up their child early just to avoid car and bus traffic. Students are engaged in learning and classroom activities until the school bell and early pickups are discouraged.

To ensure safety of our students, the parking area and street in front of South Elementary is reserved for bus traffic at the end of the day. Parents picking up students at the end of the day are urged to park in the parking lot, or at the bottom of the hill, and walk to the school to pick up your child. Parents picking up students at North Elementary should park in the north school parking lot (east of the football field) as traffic at the high school and in the main entrance is very congested.

To ensure additional safety of our students and to keep traffic to a minimum in the hallways at the end of the day, all parents picking up their children will wait at the main entrance door; not the classroom door.

### **LEAVING SCHOOL EARLY**

For the protection of our students, and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, please follow this procedure:

- 1) If you want your child to leave school at the end of the day other than the usual routine, please send a note with your child stating the change.
- 2) If your child is to go home with a friend, or is to be picked up by another adult, etc., a note stating this should be sent to school with your child that morning.
- 3) Persons picking up children should report to the office, and wait for students at the main entrance.

**Policy # 517**, Students will be allowed to leave the school District facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours or with the permission of the principal.

### **SCHOOL CLOSINGS**

If school will be closed, delayed, or dismissed early due to inclement weather conditions, announcements will be made over local TV and radio stations. Families can also sign up for free textcasting sponsored by Farmers Bank. Go to

[http://www.onlinefarmersbank.com/html/other\\_links.php](http://www.onlinefarmersbank.com/html/other_links.php) then click on "Community Connection Signup" to register for this free service. This is an easy way to get text message updates about weather related cancellations and closings.

In case of severe weather conditions or other emergency situations, cancellations can occur at any time. It is the parent's responsibility to inform children what they are to do and where they are to go when early dismissals occur, particularly when parents will not be home. Your child should understand his/her alternative emergency plan. Inclement forms are provided at registration on which this information is provided to the school and should be kept current.

### **ENTRANCE - ADMISSION REQUIREMENTS Policy #507**

Children wishing to enroll in kindergarten must be at least five years of age on or before September 15th of the year in which they wish to enroll. Parents must present evidence of age before child may enroll. It will be within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

### **OPEN ENROLLMENT Policy #511, #512**

Parents who wish to transfer their child out of the district under the Open Enrollment Plan may pick up appropriate forms in the office of the Superintendent. These forms must be completed and returned to the Superintendent's office by deadline dates defined by the law.

### **COMPULSORY ATTENDANCE Policy #513**

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

have the children attend the school District at the attendance center designated by the Board.

## **STUDENT ATTENDANCE & ABSENCES**

The philosophy of Central Decatur Community is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school. Attendance at school on a regular basis is an extremely important ingredient for success in school. Only through attendance and class participation do students achieve the benefits of the education program. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Excessive absence has been labeled one of the major factors leading to school failure. Learning lost, due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. However, in the event of a long-term illness, we wish to be of assistance to you and to help provide services to keep your child from falling behind.

Students will be expected to attend school regularly and be on time to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitudes of those students who are regular and prompt in attendance.

Students who have good attendance are more likely to achieve higher grades, enjoy school to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline.

### **ATTENDANCE PROCEDURES, POLICY #515:**

Students who know they will be absent must notify the office prior to the absence. When absences do occur, parents need to call the school as soon as possible at the following: **South Elementary 446-6521, North Elementary, 446-4452.**

Attendance is required of all students in all regularly scheduled classes and instructional time. The superintendent shall, in cooperation with the school administration, staff, parents/guardians, and students, prepare rules and regulations to implement this policy.

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

## **I. Absences**

A. The following absences may be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness or by the next school day:

- Personal illness;
- Family death or emergency;
- Medical appointments that must be made during school time;
- Court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of the Magistrate Court and/or District Court.
- Family trips and other extended absences which can be justified from an educational standpoint. These must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up of work to be missed.
- School initiated absence (no parent excuse required).

B. The following absences may be treated as unexcused:

- Any absence not properly excused before the occurrence, or at the time in the case of personal illness. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused. However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received. This call will be to confirm the whereabouts of the student but will be considered after the fact for attendance purposes and will not be considered excused if the school has to call to find a student;
- Leaving the building during the day without parental excuse and authorization of the principal's office.

C. Chronic Absenteeism

- Chronic Absenteeism is closely monitored and tracked by Central Decatur School District and the Iowa Department of Education. Students will be considered attendance at-risk if they meet any of the following criteria:
  - Missing 8 or more days of previous school year
  - 5 or more tardies in previous school year
  - 2 absences in first 2 weeks of school
  - 2-3 absences in first 4 weeks of school
  - 4 absences in first 8 weeks of school

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



## **II. Tardiness**

A. Tardies are unexcused absences that are thirty (30) minutes or less in nature. Up to four (4) tardies will be given without penalty per school year. After the fourth (4) tardy, parents/guardians will be notified and a meeting will be held between the principal and the parent/guardian. An attempt to resolve the tardy issue will be made.

B. Unexcused tardies beyond four (4) will be considered truant. Those children who are truant and have accumulated fifteen (15) unexcused absences during a three-year period MAY be considered in violation of the state's mandatory attendance laws. These cases will be referred to the County Attorney for mediation or prosecution.

Students are expected to be in class on time. A student spending a half-day (or more) in the nurse's office will be counted absent from the classroom for that half day. Students arriving at school after 9:00 a.m. or leaving before 2:30 p.m. will be marked absent for that half day. Students arriving to school late, between the time of the tardy bell and 9:00 am will be counted tardy.

A student who is absent from school, for any part of or all the class day, of an evening event/activity (i.e.: concerts, sports events) shall be ineligible to participate unless the cause of his/her absence is of the type for which it is authorized by the principal. Examples may include: funeral or serious family emergency.

### **Attendance Notice:**

- 1) The school will attempt to notify the parents by telephone and or letter in the event of 5 excused or unexcused absences.
- 2) If the attendance problem continues, a home visit and/or conference will be arranged with the parents. The purpose of the visit/conference will be to develop a plan to remedy the problem.
- 3) If the attendance problem persists (ten (10) days of school per semester) the principal will arrange a conference with the parents, and one or all of the following alternatives, but not limited to, may be utilized: make up time missed from school, require summer school attendance, if available, and legal authorities may be notified.

**Truancy**, policy #516, is the act of being absent from school without an acceptable reason or without parental or school knowledge. The state has set penalties for parents of truant children. The Principal or designee shall investigate the cause for a student's truancy. If the Principal or designee is unable to secure the truant student's attendance after three (3) documented occurrences per school year, the case shall be referred to the county attorney for mediation or prosecution.

### **SCHOOL VISITS/GUESTS**

Visitors to the school grounds must check in at the principal's office and get a visitor's tag. Visitors should also check-out at the office prior to leaving. Parents are encouraged to visit their children's classroom during the year. As the first and last weeks of school are hectic times when we are attempting to establish routines, patterns, or complete yearly goals within each room, we request that parents not visit the first two weeks and last two weeks of school. Any non-relative visitor must be prearranged and approved by legal guardian/parents. School age children are **not** allowed to visit friends or relatives during the school day.

Parents that wish to discuss student needs or concerns with a teacher are encouraged to call ahead and set a private time with the teacher. Arrival and dismissal times are a busy time for the teachers and it is difficult to hold conversations with the teacher in a private and confidential manner.

### **PARENT CONSENT FOR HEARING EVALUATIONS**

Green Hills AEA will no longer require parental consent for routine hearing evaluations unless hearing is being evaluated to determine the need for Special Education placement. In the past, parents have received a hearing consent from the school if their child had a past hearing problem or failed a hearing screening and required ongoing evaluation. Children will continue to have hearing evaluations, but parent consent will no longer be required. This change will mirror the current policy of all other AEA's in the state.

Parents who have previously refused consent for their child's hearing to be evaluated will receive a letter from the AEA informing the parent that their child's hearing WILL NOT be evaluated unless the parent contacts the school or the AEA. If you have questions, please contact: Deanna Stone, RN 446-6521 or Green Hills AEA, Audiology 1-800-362-1864.

### **SCHOOL NURSE/HEALTH SERVICES**

School health services are provided and managed by Deanna Stone, RN. Student health involves a wide variety of services. The nurse conducts screening tests for sight and hearing and notifies parents if there appears to be a communicable disease. If at anytime, you have questions or concerns regarding school health services or your child's health, please don't hesitate to contact the school.

A record of your child's immunization must be on file before they may be registered for school. Students should be current on all immunizations, per policy #530. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

**Illness** – Please call the school if your child is ill and not able to attend school.

**Illness at School-** If a child has a temperature of 100 degrees or above, diarrhea, or vomits while at school, we will contact the parent or emergency contact listed and request that the child

go home. A guideline for returning to school after illness is that your child be 24 hours fever free, diarrhea free, and vomit free without medication. Please call the school daily to report a continued illness to ensure the absence is excused.

**Rash-** If a child has a rash, they will need a physician's note stating what the rash is and that it is not contagious, to return to school.

**Head Lice-** Because of play habits, younger children are more likely than older children to have head lice. Head lice spreads almost completely from hair to hair contact, and are not a sign of being dirty. They are not dangerous and do not spread disease. Children with head lice may complain of itchy scalp or they may show no symptoms. The Iowa Department of Public Health recommend that all parents check their child's head regularly for head lice. If your child is found to have head lice at school, the parents will receive a call from the office staff and be asked to treat their child before returning to school. A second treatment 10 days later is recommended to completely kill all lice. Careful combing with a "nit" comb is essential to remove all lice and nits and prevent re-occurrences.

**School Methods for preventing spread of head lice:**

- If live lice are found, parent is asked to take the student home and treat before returning to school.
- Classmates of the infected student are checked for additional cases.
- Letter is sent home with classmates to inform parents of current case and to check their child at home, and treat as necessary.
- Student is rechecked for live lice after return to school and monitored thereafter.
- Students with chronic conditions (more than 1 occurrence in 60 days) are referred to a medical professional for supervised treatment. The Physician can offer an alternate treatment if current methods have failed. Medicaid insurance will cover the new treatment if verified per the Physician that other remedies haven't worked. To assure compliance with Central Decatur's Head Lice Policy, the student will need a Physician's note to return to school after being professionally treated.
- If open sores are found on students scalp from continued scratching and irritation from lice infestation DHS is contacted.
- As available, each student will have their own locker for their coats, hats and bookbags.
- Students will get their coats, hats and gloves from their lockers before going out to recess. Students will not pile belongings in the gym/commons at lunch or recess.
- Information will be available at registration and in the nursing office with guidelines of how to treat and prevent Head Lice.
- All students in K-6 must purchase or provide their own set of headphones or earbuds for technology use. These will not be shared between students and will be stored in individual containers. Teachers and staff will disinfect any shared headphones. "Dress up" hats in preschool will not be shared.

## **MEDICINE AT SCHOOL**

The parent at home must administer the initial dose of all medicines.

### **Prescription Medication:**

- A signed medical prescription must be brought to the school by the parent or faxed by the prescribing physician's office (641-446-3856, South), (641-446-8729, North) before medication is given.
- The label on the container from the pharmacy must include the child's name, medication name, dosage, route to be administered, and time(s) to be administered. Any special instructions should be included in a note from the prescribing physician.
- Changes in administration times or dosage must be made by parent contact along with a new prescription from the physician and label from the pharmacy.
- Parents should deliver prescription medicine to the school personally, please do not send it with the student.

### **Non-Prescription Medication:**

- Non-prescription medication must be brought to school in a labeled container if it is to be administered by school personnel.
- Parents must give written permission giving the name, amount, and time medication is to be administered.
- Except for long-term treatment, only one (1) dose of medication should be sent to school.
- If your child is going to administer his/her own medicine, parents need to send a note informing the school that the child is carrying medication and will be taking it during school hours.

## **STUDENT INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about students' health and accident insurance should contact the activity office at the high school.

## **ACCIDENT AND EMERGENCY INFORMATION**

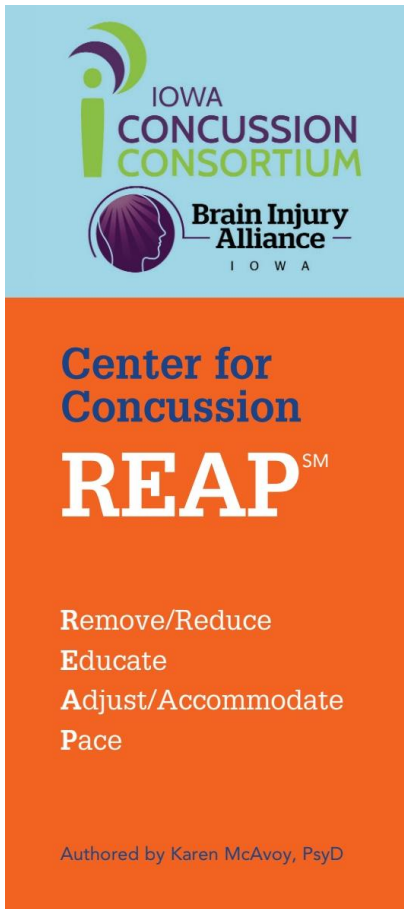
A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the event of a serious accident or illness, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. During registration you are asked to fill out a card indicating an emergency phone number of a neighbor or relative who could be in charge of your child and his/her needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency contact. If at any point during the school year, this information changes, notify the school immediately so that we may keep our records up-to-date.

Other information, which must be on file at the school office, includes:

- 1.) Parent or guardian(s) name(s).

- 2.) Complete and up-to-date address.
- 3.) Home phone and parent(s) work phone.
- 4.) Physician's name and phone.
- 5.) Medical alert information.

## **RETURN TO LEARN/PLAY**



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

### Did You Know...

- More than 80% of concussions resolve very successfully if managed well within the first three weeks post-injury.
- REAP sees the first three weeks post- injury as a “window of opportunity.”
- Research shows that the average recovery time for a child/adolescent is about three weeks, slightly longer than the average recovery time for an adult.
- REAP works on the premise that a concussion is best managed by a Multi-Disciplinary Team that includes: the Student/Athlete, the Family, various members of the SchoolTeam and the Medical Team. The unique perspective from each of these various teams is essential!
- The first day of the concussion is considered Day 1. The first day of recovery also starts on Day 1. REAP can help the Family, School and Medical Teams mobilize immediately to maximize recovery during the entire three week “window of opportunity.”

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

- avoid loud group functions (games, dances)

- limit video games, text messaging, social media, and computer screen time
- limit reading and homework

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

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

## **HOMEWORK**

No schoolwork is assigned for the purpose of keeping children busy at home. When students make good use of their time, most assignments can be done during the school day. When the teacher wishes it to be done, assignments not completed during the school day may need to be completed at home and returned with the child when he/she returns to school. Younger children, generally, do not have much homework because it is of a teacher-directed nature. At the beginning of the year, classroom teachers will establish homework policies for their classrooms. Parents will receive a copy of the homework policy to discuss with their child. The homework policy will explain the expectations for everyone involved in the homework process: student, teacher, and parent.

## **MAKE-UP WORK**

Students are expected to make up work missed because of an absence as early as possible after they return to school. A good rule of thumb is "3 days allowed for make-up for each day missed." If the teacher deems it appropriate, the student may be assigned work that is different from that assigned to the class during the time the students was absent. For long-term absences, students may receive a time extension to complete the work. If the need arises, students may be held in from recess or other special activities to complete work.

Parents who want to pick up make-up work from school should contact the school by 9:00 a.m. to allow sufficient time for teachers to get materials collected. Please do not "drop in" and ask for make-up work from the teacher. We do not want to stop the learning process for the rest of the class while the teacher takes time to get the work ready. While it is the teacher's responsibility to give the student make-up work, it is the student's responsibility to see that the work is completed and given to the teacher.

## **TITLE I**

Central Decatur is designated as a School Wide Program school; Title I services are available to all students in Kindergarten through 6th grade. The Title I grant and services are provided to ensure children at Central Decatur have access to a high quality educational experience. The Title I program is discussed at the Back to School night event.

### **HIGHLY QUALIFIED TEACHERS**

The No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act of 2004 (IDEA 2004) require all teachers to be highly qualified by the end of the 2005-06 school year. Highly qualified requirements apply to elementary education teachers and to middle and high school teachers who teach one or more core academic subjects including English, reading, language arts, mathematics, science, foreign languages, civics, government, economics, arts, history, and geography. In Iowa, the NCLB and IDEA legislation requires all teachers to hold a bachelor's degree, a teaching license, and the state required endorsement for all subject areas. **NOTE:** In Iowa, all teachers meet the highly qualified teacher requirements if they carry the appropriate grade-level teaching license **and** academic content endorsement for the grade level and subject areas they teach.

Information on teacher licensure can be requested in the Superintendent's office, or can be found online with a simple search at <https://www.iowaonline.state.ia.us/boee/> by typing in the first 3 letters of the teacher's first and last name.

### **CARDINAL MUSCLE- AFTER SCHOOL PROGRAMMING**

Cardinal Muscle is an optional program provided to students in grades K-6. At this time, the program is provided free to all district students as specified in the 21st century grant funding. The program operates Monday-Thursdays, and for 4-6 weeks in the summer. Students complete homework, participate in enrichment activities, have a snack, and engage in physical activity as part of the daily routines. Questions about the program may be directed to the Elementary Principal.

Cardinal Muscle is optional and students are expected to obey all rules and postings as outlined for the normal school day. The program is conducted by school staff, community members and high school students. Students are expected to participate each day with a good attitude and respectful manner. Students who find it difficult to follow school expectations may be asked to leave. Students may only return to the program after permission from the program coordinator or administrator.

As available, busing to various parts of the district will be provided. Students are expected to follow the same rules in regards to appropriate bus behavior on these special routes. All other students must be picked up in a timely fashion. Students who are picked up late for multiple days or have difficulty maintaining responsible behaviors on the bus may not be allowed to attend future days. This decision will be at the discretion of the program coordinator or administrator. During the after school program, students may be allowed to use school materials, including computers and ipads. Responsible use of district items is expected at all times.

## **FOOD SERVICE/LUNCHROOM PROCEDURES**

Breakfast and lunch money may be turned in to the building secretary prior to the start of the school day. Watch your weekly newsletter and newspaper for the breakfast and lunch menus. Breakfast will be served at South Elementary from 7:45 a.m. until 8:05 a.m. North Elementary students will be served breakfast from 7:45 a.m. until 8:10 a.m. Children are not required to eat hot lunches. They may bring sack lunches. If a child wants school milk with cold lunch, please send extra money. Questions about the food service program may be directed to Joy Evertsen, Nutrition Services Director, (641) 446-4452.

Kindergarten through sixth grade students may bring a sack lunch. Preschool students are required to eat school lunch by state preschool regulations. Pop is not allowed in daily student lunches, but is allowed on field trips. Parents may not deliver a hot lunch from outside vendors (ie. Caseys, Dairy Queen) for a student's lunch.

### **Negative Balance Notifications**

Central Decatur School District uses the electronic email notification system through Powerschool to send negative balance notifications to parents. This allows the district to not only make this process more efficient, and by going "Green" the district saves money that can be better used in other areas. The district will no longer send home paper reminders for low or negative lunch balances. Instead, parents will receive an email notice on a weekly basis beginning when the account has \$5.00 left and until it is brought current. If the parent/guardian do not have an email, they must provide a current operating phone number or the primary phone number listed on the students account in Powerschool will be used to receive one phone call per week.

You have the option to send cash or check made payable to Central Decatur Lunch Department to the building secretaries at North and South Elementary prior to the start of school each day and to the point of sale cashier at the Middle School/High School. You may also pay online by going to the Powerschool parent access account on the school district's website: [www.centraldecatur.org](http://www.centraldecatur.org), go to Powerschool parent login under the login tab, log into you family account, go to Lunch, there will be a tab that says: "Make online deposit (family account)", click on that and it will direct you to the PaySchool page to make an online deposit. If there are any questions please contact your school secretary or nutrition department at 641-446-4452.

### **Negative Balance Policy**

The Central Decatur Community School District Nutrition Department is a self- operating program. In order to maintain financial stability, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances on lunch accounts should not be acceptable, per USDA guidance.

### **Negative Balance Policy- Pre-K- 6th Grade**

After a student's account is in arrears by -\$15 or more, notification will be sent to the



parent/guardian. If the parent/guardian does not make payment to the nutrition account, the Nutrition Service Department will provide milk and toast for breakfast and a peanut butter or cheese sandwich and milk for lunch. Payment for these items will be charged to the student's account.

### **Negative Balances**

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

### **FIELD TRIPS**

Educational field trips are a part of our instructional program and allow students to see things first hand. The teacher plans and is responsible for the activities involved on a field trip. When a field trip other than those within walking distance of school or within the city limits is planned, parents will be notified in advance. This form must be signed and returned before the field trip. If you don't want your child to attend, please let the teacher know immediately. Students are expected to ride the bus to the field trip location, but may ride home with parents or approved adults. Walking trips or bus trips within city limits do not require special advance parental consent, as they are included in a general consent signed at registration.

### **USE OF THE TELEPHONE AND TELEPHONE MESSAGES**

The telephone in the school office is a business telephone. If a child has a legitimate reason to use the telephone, the school secretary, teacher or principal will grant permission. Because of the number of calls the school receives, it is necessary that conversations by students be kept to a minimum. Students are discouraged from using the phone to make personal arrangements (such as requesting permission to go to another child's home after school). Except in an emergency, neither students nor teachers will be called from the classroom for a phone call. The office staff will be happy to deliver important messages to the student involved rather than interrupt valuable instructional time.

All teachers and administrators have school voice mail and email accounts. These are excellent tools for parents to use after school hours to communicate with teachers and administrators.

### **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. All students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies will remain in the office during assemblies.

## **REPORTING PUPIL PROGRESS**

Grade cards report pupil progress for all elementary students at the end of each nine-week quarter. Progress reports (mid-term) will be sent home at the middle of each quarter with all students. The report to the parent will highlight, through the computerized grading system, areas in which the child may be having difficulty. Parents should sign and return the progress report to the classroom teacher.

The letter system for assigning grades is used in grades 1-6. The following percent scale is in effect.

100-98 A+	82-80	C+
97-95 A	79-77	C
94-92 A-	76-74	C-
91-89 B+	73-71	D+
88-86 B	70-68	D
85-83 B-	67-65	D-
	0-64	F

## **TESTING PROGRAM**

The Iowa Statewide Assessment of Student Progress (ISASP) (Grades 3-6) and the FASTbridge Areading & Amath (Grades K-6) are used to evaluate the general instructional program and individual student growth. You will be notified of the dates for these tests as the time nears and you will also be made aware of the results as soon as they are compiled. Our school also conducts regular assessments of student progress in all areas of student instruction. The achievement testing program is intended to be only one part of the broader student and district assessment program. Additional assessments will also be given throughout the year to monitor your child's progress.

A testing incentive may be offered to all students in grades 3-6 who demonstrate proficiency or show 1 year growth in scores according to the Iowa Assessments in either Reading or Math. This incentive is designed to encourage responsible test taking and encourage students to do their best.

### **TALENTED AND GIFTED PROGRAM**

Central Decatur Community Schools will offer a program for its talented and gifted students in fourth through sixth grades. The TAG program will serve those students whose abilities, talents, and potential for high performance required a variety of special provisions to meet their unique educational needs. Students have the opportunity to develop the skills, concepts and attitudes necessary to pursue their own interests through participation in activities appropriate to their maximum potential, to develop healthy self-concepts relating to their abilities. Students identified as being talented and gifted in fourth, fifth, and sixth grade will receive instruction from the talented and gifted instructor through a pull-out model of instruction.

### **PARENT TEACHER CONFERENCES**

The primary purpose of parent/teacher conferences in the school district is to aid you and teachers in providing the best possible education for your child. Conferences may include scheduled personal visits as well as telephone consultations and should be used not only to communicate problem areas, but also to report excellence and commendations for student achievement. Because staff have supervisory responsibilities during student arrival and dismissal, this is not an appropriate time for conferences.

Formal parent/guardian conferences with teachers are held each fall and spring. This gives you the opportunity to visit with the teacher regarding your child's progress. You are welcome to request additional conferences and may do so by contacting the school office.

### **COMMUNICATION TO AND FROM SCHOOL**

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money.

Also, the school regularly sends notes and papers home with students. An elementary weekly newsletter containing items of interest to students and parents will be distributed each week on Friday. This will keep parents informed about upcoming events in the elementary school.

Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. The newsletters are also posted on the school website.

Non-custodial parents wishing to have copies of report cards and midterms must contact the school office annually and update the secondary address on file. Parents are responsible for notifying the office in the event of an address change or custody changes affecting school communications.

### **CONCERNS AND PROCEDURES**

If parents have a concern regarding a classroom and /or teacher situation in school they are urged to first contact the teacher involved to discuss the problem and possible solutions. If their concern cannot be resolved at this level, the parent should then request a conference with the principal. Students may be included in the conference as deemed necessary. If the parents still feel that the concern has not received proper consideration, further resource is available

through the office of the superintendent. Details for initiating such action may be obtained from the principal.

### **CHARACTER EDUCATION**

The major emphasis of our character education classes is to aid in the development of the whole person. This includes the students' feeling of self worth, improving their skills in making effective decisions, assisting students in interpersonal relations with others, and helping students utilize their potential in order to be successful in school and in life. The thrust of the program is developmental and preventive. Central Decatur utilizes the Character Counts program with an emphasis on Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship as focus skills.

### **APPROPRIATE DRESS**

The District and the Board believe inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

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

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

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. The principal or designee makes the final determination of the appropriateness of the student's appearance.

Caps or hats are not to be worn in the school building unless the principal has approved a special activity such as "Hat Day". Due to safety precautions and building maintenance, "skate

shoes” should not be worn during the school day at any of the elementary buildings. Flip flops are discouraged as they often break or fall off while children play, and are not suitable for running and climbing at recess.

Students should wear appropriate clothing for outdoor play. The children will have recess outside whenever possible and should dress accordingly (coats, mittens, boots, etc.). During the rainy or snowy seasons, students are required to have overshoes or a change of shoes to prevent tracking mud, snow, etc. into the building.

Please label winter clothing items such as coats, hats, mittens/gloves, and boots with your child’s name.

### **PETS**

Children are allowed to bring pets to school only with advance permission from the teacher and/or office staff. Pets should not be transported to and from school on buses. Any animal brought to school must be housed in a proper cage, and restrained so they can’t harm anyone. Please take into consideration other students in the classroom (allergies, etc.)

### **CLASS PARTIES/TREATS/AND PARTY INVITATIONS**

Three parties are scheduled each year: Halloween, Christmas and Valentine’s Day. Parents may be asked to serve on a committee for treats. Parents who do not want their child to participate in these holiday celebrations or activities should notify their child’s teacher or the principal’s office. Supervised activities will be provided for those not wishing to participate or they may be excused to go home.

The school does not promote Christmas gift exchanges between students during school time. The Central Decatur Community School’s Board of Education policy prohibits teachers from receiving gifts of value from students. The acceptance of a token of appreciation from students or parents is not to be considered a violation of this policy.

We would like to discourage the giving of gifts (from parents to their child) on Valentine’s Day at school. While it is nice for the student getting the gift, students who do not receive one often have their feelings hurt. If you would like to give a holiday gift, we ask that you do it at home.

**All treats need to be prepackaged, store bought items. No homemade treats are allowed.**

Treats for students have been part of recognizing a student’s birthday at school for many years. We realize this is an individual preference type of activity and some students do this while others do not. If your child wishes to bring treats for his/her birthday or a room party, we suggest that nutritional snacks be considered. Activities, such as bobbing for apples, in which students are exposed to each other’s germs, will not be allowed.

Distributing party invitations at school creates problems because of who is and who is not

invited. Please do not send invitations to school that are to be distributed.

### **LOCKERS**

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

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

North elementary students may use locks to secure their lockers. The number combination or second key must be provided to the classroom teacher and/or office manager.

### **SEARCH & SEIZURE Policy #544**

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

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

## **General Searches Policy 544.1**

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

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.

## **II. Types of Searches**

### A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

a. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender present, when feasible.

b. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees or visitors are threatened. Such a search may only be conducted in private by a school official of the same gender as the student, with an adult of the same gender present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### Locker and Desk Inspections

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

searches will be confiscated by school officials and may be turned over to law enforcement officials.

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

#### Automobile Searches

1. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulatable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

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

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

Students will be able to access the Internet through their teachers. Individual student school email accounts may be assigned to the students. Students are discouraged from using and accessing other personal email accounts at school.

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

**\*\*No Individual may take photographs, video, or other electronic media of any student without the express consent of the individual.**



## **STUDENT PHOTOGRAPHS**

Very early in the year all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance. **All** students are photographed in the fall to be included in the yearbook and class composites, even if not ordering photo packages. Information on photo dates and packages will be in our weekly newsletters and sent home with your child well in advance of the scheduled date.

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

## **VIDEO TAPING**

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

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

## **PERSONAL VALUABLES, ELECTRONICS, & CELL PHONES**

Children are discouraged from bringing extra money, electronics, toys, Nintendo games, or other objects from home unless the teacher has given them permission. Items that are brought from home should be marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home. The items may be taken away from the student and returned at a later date. For safety reasons, hard balls (baseballs)

are not to be used at school.

Cell phones have become a necessity in today's society. Cell phones may be kept in student lockers and bookbags. They should be turned to silent or vibrate so that classes and other students are not disturbed. The school is not responsible for lost or damaged phones. Central Decatur recognizes that parents want to be in contact with their students to manage a busy lifestyle. CD also has a responsibility for an appropriate academic environment in our school. To balance both needs, cell phones are not to be used in any manner that is disruptive to the classroom environment.

**\*\*Students are not allowed to use personal electronic devices at lunch or recess.**

**BICYCLES/SKATEBOARDS/ROLLER BLADING**

Students who ride bicycles to school are requested to park them in an orderly fashion and at the location requested by the Principal. They are requested to park them upon arrival at school and leave them until ready to return home. For safety reasons, riding bicycles on school grounds during school hours will not be permitted. Bicycles are not to leave the school grounds until all buses have left. Bicycle riders should know the rules of the road and follow them. Children who continually fail to follow the bicycle regulations may be asked to leave them at home.

Skateboards will not be allowed on school property between the hours of 7:30 a.m. and 4:30 p.m. Rollerblading will not be allowed on school property between the hours of 7:30 a.m. and 4:30 p.m., unless permission has been received from the Principal.

**CARE OF SCHOOL PROPERTY**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed, stolen or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

**DAMAGED AND LOST BOOKS**

The fee for replacing library books and textbooks is based on the age of the materials.

Printed and Non-Printed Materials

- 0-3 years. . . . . Actual replacement cost
- 4th year. . . . . 75% of replacement cost
- 5th year. . . . . 50% of replacement cost

**CLASSROOM RULES AND POLICIES**

In addition to the rules and policies stated in this handbook, many classroom teachers have established rules and policies that govern their classroom. Each teacher will supply the parents a copy of their classroom policies. If you have a concern about a policy, parents are asked to contact the classroom teacher, before talking with the principal.

### **RECESS PROCEDURES**

Noon recess period is provided for all of our students during the school day. We feel a productive learning environment also includes periodic exercise and fresh air. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Always dress your child for outside recess. Students will go outside unless the temperature and/or wind chill are below 0. Office staff utilize “Accuweather- Leon” to monitor local temperatures and make final decisions about recess.

All students are expected to participate in outdoor recess activities unless they bring a written request from parents that they stay indoors. Parents may request a child stay indoors after a severe illness for up to 3 days. If a parent wants a child to remain indoors longer, a note from a physician is required. A teacher may also keep a child in from recess as a form of discipline, or in order to complete work resulting from absence from school.

### **PLAYGROUND ACTIVITIES**

We have adequate space and equipment where children are free to play with others for fun, without fear of failure, rejection, or harassment, and without any need for destructiveness. We see the playground as a place to help students develop desirable character and social traits.

Inappropriate behavior or failure to follow established playground rules may result in a student being removed from the activity. On occasion, a teacher may limit a child to playing in a more limited area of the playground as part of a plan for successful re-entry and play with the whole group.

### **DISCIPLINE AND CONDUCT Policy #501**

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

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

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

- Conduct which disrupts or interferes with the educational program;
- Conduct which 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 participation in educational activities;
- Conduct that is violent or destructive; or
- Conduct which interrupts the maintenance of a disciplined atmosphere.

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

### Impermissible Conduct

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

- Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules), **insubordination**;
- Assault or threatened assault on another person;
- Extortion, intimidation or coercion;
- Inciting others to violate the law or school rules;
- Vandalism;
- Gambling;
- Theft or possession of stolen goods/property;
- Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
- Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
- Possession, use or being under the influence of alcoholic beverages;
- Use, possession, and/or transmission of tobacco or imitation substances;
- Profanity;
- Possession of pornographic/obscene literature, items or materials;
- Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
- Failure to abide by corrective measures for previous acts of misconduct;
- Harassment in any form of another person, (including harassment via technology)
- Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
- Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of

hardware, software or any aspect or component of the school's electronic information system including the internet; or

- Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.
- Academic dishonesty, which may include but is not limited to plagiarism or cheating

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

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

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

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

### **Sanctions for Student Misconduct**

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

Detention means the student's presence is required during non-school hours for disciplinary

purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The imposition of a detention and the length of the detention shall be within the discretion of the employee disciplining the student or the building principal.

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

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

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

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

## **TRANSPORTATION**

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

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

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

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

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

### **DUE PROCESS PROCEDURE Policy #546**

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

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

### **EMERGENCY DRILLS**

**Policy #538** Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. A crisis drill is conducted a minimum of once per year.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in a false alarm, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

If our elementary buildings must be evacuated for any reason, Central Decatur's Crisis Plan will be followed and students will be evacuated in an orderly manner to a safe area. The following page lists the type of lockdowns and evacuations that may be utilized in order to keep students safe. **\*\*\*With any emergency situation, students may not be released to parents until officials have determined it is safe to do so.**

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



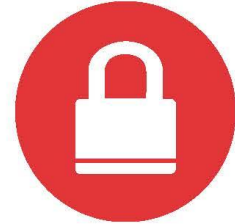
## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



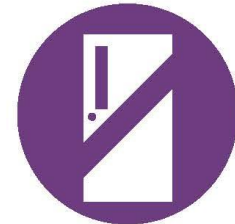
## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until  
the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



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## **ELEMENTARY RETENTION POLICY**

Kindergarten through the fifth grade retention shall be determined by:

Iowa Code Regulations relating to reading achievement, §279.68 and IAC 281—62

See link <https://www.educateiowa.gov/early-literacy-implementation>

2. Request by parent or guardian
3. Recommendation of staff or administration

### **Criteria to be Considered**

- Academic Achievement;
- Intellectual Ability;
- Social Maturity;
- Emotional Maturity;
- Physical Development;
- Chronological Age;
- Language Development; and
- Attendance.

Retention means repeating the entire grade for the entire year. The practice of retention has become increasingly controversial in recent years. Central Decatur Elementary supports the judicious use of retention, where there is evidence that the student is likely to benefit socially and/or academically. However, retention is not to be used as a punishment, nor is it to be used to supplant other educational services (e.g., remedial instruction or special education). The following policies are intended to assist educators and parents in identifying those children who are most likely to benefit and those who are not likely to benefit from retention.

### **Procedure Guidelines**

1. If the student is failing to make normal progress, the parents must be notified early, so the school and home may cooperate in helping him/her achieve greater success.
2. No student shall normally be retained more than one year.
3. The teacher is to discuss possible retention with the school principal and/or counselor prior to discussion with the parents.
4. A team meeting consisting of parent(s), teacher, principal, counselor, and student (if appropriate) will be conducted.
  - a. If the parents do not agree to retain:
    - i. Parents will sign a Parent Consent Form indicating they disagree with the retention decision and their child has been “placed” in the next grade. This form will be placed in the student’s cumulative file.
    - ii. If this is the second time retention has been recommended and rejected by the parents, they do not have the option of “placing” their child in the next grade. Final decision rests with the school.

## **POLICY FOR REQUESTING A TEACHER**

Parents requesting a teacher in grades K-6 will need to follow the following procedure before a request will be honored:

1. All requests must be put in writing and received by the principal no later than May. Phone requests will not be honored.
2. Parents must state in writing the reason/reasons for the request. If a valid reason is not given, the request will not be honored.
3. Requests will not be honored if it is the opinion of the staff/principal that any of the following criteria interfere with the requests:
  - a. Even numbers of boys and girls in each section.
  - b. Students who need to be separated are requested to be in the same class.
  - c. Student abilities/disabilities are not evenly distributed between sections.
  - d. No teacher will have the same student more than two years.
  - e. Learning style of student conflicts with the teaching style of the teacher.

**Please Note:** There may be situations when classroom teachers have not been assigned or teachers may leave the district prior to the start of school, allowing for the possibility that your child may not have the teacher you requested.

## **ILLEGAL ITEMS: TOBACCO, DRUGS and ALCOHOL Policy 542**

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

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

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

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse

evaluation with an agency approved by the District. It shall be the responsibility of the student and/or their parent to enroll in the program of substance abuse evaluation.

School officials will notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools, unless reporting would jeopardize the District's at-risk or student assistance program. Such reports must be made before the incident becomes part of the student's record, i.e., before it is written down.

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

**ILLEGAL ITEMS: WEAPONS, Policy 541** The Board believes weapons, look-a likes, other dangerous objects and any instrument used as a weapon in District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the District premises or property within the jurisdiction of the District.

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

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

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

For purposes of this policy, the term "dangerous object" includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which

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

Weapons, firearms or other dangerous objects under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent/ designee, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and 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. Students may not use abusive language, profanity or obscene gestures or language.

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.

Students are expected to 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 which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts 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, probation, and expulsion. Discipline imposed is based upon 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 policies, rules and regulations as circumstances warrant, including those contained in this handbook.

Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the South Elementary for information about the current enforcement of the policies, rules and regulations.

### **FREEDOM OF EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **NOTICE OF GENERAL EDUCATION INTERVENTIONS**

Central Decatur School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions (GEI).

General education interventions will be provided to all eligible students as determined by district test and achievement information. The district will follow the guidance as prescribed by the state adoption of the Multi-Tiered System of Supports (MTSS). Further information can be found at <https://www.educateiowa.gov/multi-tiered-system-supports-mtss>

GEI involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GHAEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom and through review of a student's educational record. Prior to any direct involvement (i.e., talking with the student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of

involvement, direct or indirect, GHAEA staff are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child.)

### **QUESTIONING OF STUDENTS POLICY #545**

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

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

If a child abuse investigator wishes to interview a student, the principal will determine whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal.

Administration will follow the policy guidelines set forth in Board Policy #545.1 when interviewing students.

### **USE OF STUDENT/DIRECTORY INFORMATION Policy #521.1**

Student directory information is designed to be used internally within the school District. Directory information is defined in the annual notice. It may include the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

The above information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15<sup>th</sup> of this school year to the principal. The objection needs to be renewed annually.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records, including the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access
  - a. Parents or eligible students should submit to the school principal (or appropriate

school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

a. Parents or eligible students may ask the school District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks.

b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

c. Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. (Note: FERPA requires a school District to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).

4. The right to inform the school District that the parent does not want directory information to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 15th, to the principal. The objection needs to be renewed annually.

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

information.

b. Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The District may share any information with the Parties contained in the student's permanent record which is directly related to the juvenile justice systems' ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the Parties without parental consent or a court order. Information contained in a student's permanent record may be disclosed by the School District to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designated to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within ten (10) business days of the request.

Confidential information shared between the Parties and the District shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian or



legal or actual custodian nor can it be used as the basis for disciplinary action of the student.

### **PROCEDURES FOR TRANSFERRING STUDENTS TO ANOTHER SCHOOL**

The following procedure must be followed if you are planning to withdraw your child from the Central Decatur Community School District.

For students wishing to transfer out of the district, parents should notify the administration as soon as possible. After such a notice is received, the student will receive instructions regarding the return of textbooks, library books, band equipment, hot lunch tickets, milk tickets, etc. No refund will be made until all fees or fines have been paid.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school district facilities, which include: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **TITLE IX STATEMENT**

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

It is the intent of the Central Decatur Board of Education that each individual student be given the opportunity to develop and achieve to the maximum extent of his/her potential, being limited only by individual differences. Therefore, the Central Decatur School District attempts to foster an educational program that provides equal educational opportunities for all students.

### **EQUAL EDUCATIONAL OPPORTUNITY PROGRAM, Policy #503 #504**

The District shall provide equal opportunity to all students for quality education in accordance with federal and state laws, rules and regulations.

The District supports the delivery of the education program and services to students free of discrimination on the basis of age (except for students), race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, or disability. This concept of equal educational opportunity serves as a guide for the District, the Board and the employees in making decisions relating to school District facilities, employment, and selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and may assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

## **SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Manuel Atwood at 446-4816 (High School) - as its Level I investigator. Manuel Atwood may also be contacted directly. Level II investigator, Carol Clark, may be contacted at 784-7800 (office) or Decatur County Court House 446-3773.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits' submission to or rejection of the conduct is used as the basis for academic decisions affecting that student' or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidation, hostile or offensive educational environment.

## **ANTI-BULLYING / ANTI-HARASSMENT Policy #502**

Harassment and bullying of students and employees are against federal, state and local policy and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender

identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- 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 the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or

- effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.
- Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be

responsible for handling all complaints by employees alleging bullying or harassment.

**Central Decatur CSD Anti-bullying / Anti-harassment Complaint Form, Policy #502.1**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident(s): \_\_\_\_\_

Description of incident(s): \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, ie. Letters, photos, etc (attach evidence if possible):

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to Amy Whittington, Principal

Central Decatur CSD Anti-bullying / anti-harassment witness form

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to Amy Whittington, Principal