

2019-2020 STUDENT HANDBOOK



COLLINS-MAXWELL MIDDLE/HIGH SCHOOL

HOME OF THE SPARTANS!

The Student Handbook was designed to accomplish the following goals:

1. To document school rules and district policies to serve as a guide for students, families and staff members and clarify the school district's position on a number of issues.
2. To serve as a source of information for students and their families about the school district and the school building, the organizational structure, and overall structure.
3. To provide students and their families with information on opportunities and programs available through the school and the school district.

Please read the Handbook carefully and keep it available for reference. The policies herein have been approved by the Collins-Maxwell Board of Education. Students, parents/guardians and staff will be held responsible for knowing, and be accountable, for the policies and information in the Student Handbook. If at any time, you have questions about any information in the Student Handbook, please feel free to call the school.

Students Reaching 18 Years of Age: When students turn 18 years of age, they are still subject to all policies of this handbook. Exceptions may be made in some situations for students no longer living at home.



Welcome to Collins-Maxwell Middle/High School:

It is my pleasure to welcome you to the 2019-2020 school year! I look forward to meeting with each student, parent and community member this year.

Our goal at CM MS/HS is to provide a vibrant and safe environment for each student. We will take pride in creating a school environment that is supportive of our students' personal, social, and academic development, while providing a variety of challenging educational experiences in the classroom, through rigorous and exploratory course work, sports, art, music, and performing arts activities. Students who attend school every day, perform to the best of their ability, and engage in a variety of activities during their school years will have an outstanding academic and educational experience at Collins-Maxwell!

This student handbook contains very important information that will have an impact on the student's overall success. Please take the time to become familiar with its contents. As a student at Collins-Maxwell, you will be held accountable for knowing and understanding the rules, regulations and procedures that are addressed throughout this handbook. You will also be held to the highest level of expectation regarding your performance and behavior while at school or attending school-related activities.

As a SPARTAN, we expect that you show respect for yourself and others, take responsibility for your own personal behaviors, and actively participate in various school activities. We have an outstanding, dedicated staff available and ready to serve your educational needs.

Should you have any questions or concerns, please come by either of our offices, drop us an email or contact us by phone at 515-387-1115. **GO SPARTANS!!!**

Dr. Corey Lunn
Superintendent/HS-MS Principal

THE MOST IMPORTANT INFORMATION TO KNOW!

What does the school schedule look like? Monday, Tuesday and Friday will consist of eight 43 minute class periods with a 29 minute WINTIME. On Wednesday and Thursday we will follow a block schedule. We will have odd periods (1,3,5,7) and NO wintime on Weds. (early dismissal at 1:38) and even periods (2,4,6,8) with a WINTIME and SPARTAN time on Thursday. These classes will be 75 minutes in length. SPARTAN time will be used for school assemblies, club meetings, service projects, intervention and enrichment opportunities. The goal of this schedule is to provide more flexibility and opportunity for hands on, in-depth and project based learning.

What is WINTIME? WINTIME is a 29-38 minute time for students to meet with their teacher advisors. During this time students will review school announcements, check grades, work on homework and visit teachers as needed to complete assignments and get extra help. At the HS level this time will also be used to work on senior portfolios/projects and support career and college readiness and planning.

How do I get help during WINTIME? This is easy, you just ask for help from any teacher. Teachers will often ask students to come to their rooms for help as well. You just need to have the teacher stamp/sign their name in your planner. You must then bring your planner to the teacher you are receiving help from and have it signed to return to class as needed. You always start at your WINTIME and then show your pass to leave class.

What if I need to use the restroom, go to the office, nurse or see another teacher? You use the same process during WINTIME to leave and see a teacher, using the passes in the back of your student planner. Fill out the location you need to go and time of the day, and bring to your teacher to sign. You must then bring your planner to show this pass and have signed to return to class as needed.

Where do students park? Students that drive to school must park their vehicles in the student lot - located on the west side near the varsity gym - or a side street around the school. Students may NOT park in the lot near the bus garage. This area is reserved for buses and school staff.

Can I have a cell phone and backpack in school? Backpacks are not allowed in classrooms, they can be brought to school and placed in lockers. Allowing cell phones in classrooms are up to each teacher. If they are allowed, they are most often placed in a holder in the front of the classroom where they may also be used to take attendance. If you have a cell phone in any class the ring tone must be muted or risk having your phone removed for the rest of the school day.

Is there a dress code? YES, we expect students to help maintain an effective learning environment by dressing appropriately at school. This includes refraining from wearing clothing that may be offensive to others and demonstrates reasonable levels of modesty and cleanliness - see page 22 .

What happens when I am tardy to class or school? *There is a three minute passing time between classes. If students are late to class they may be marked tardy.* Tardies may result in after school detentions, unexcused absences and loss of credit for a class. There is plenty of time to stop at your locker and get to each class on time.

What do I need to do if I will be missing school? If you are going to be gone from school you need to have your parent/guardian inform the school office. You also need to get a work make-up form to have completed and signed by your teachers. Unexcused absences will result in a consequence and excessive absences (unexcused and excused) may result in review by the school's Attendance Committee. Whether an absence is considered excused or unexcused is determined by the school's dean of students and/or principal following the guidelines in this handbook - see page 10.

What should I do if I am not feeling well? If you are feeling sick in school you will need to see the school nurse and/or office secretary first. From there it will be determined if a parent/guardian needs to be notified. It is unnecessary and not following procedures when students call/text their parent/guardian before checking with the school nurse.

What if I have medicine I need to take at school? Any medicine you may need to take in school must be in the nurse's office. The medicine needs to be in its original bottle - not in a plastic bag or other container - and brought immediately to the nurse's office.

What happens if the weather is bad? By state law the school must practice fire, tornado and intruder drills with students on a yearly basis. This will be spread out throughout the school year. If severe weather occurs that may disrupt the school day, resulting in a late start, early dismissal or cancelling from school, this will be communicated via local television stations as well as automated email and phone messages.

What are the eligibility requirements to be in school sports and activities? When you participate in a school activity and/or sport you are representing the school and the CM communities and therefore must be a student in good standing. This means that you need to be passing your classes, behaving in school and being a respectful citizen outside of school. Weekly school grades are checked for all students. The first time you are not passing a class you are added to the eligibility list and given a warning, with two weeks to pass the class. With any further needed warnings, you will then be given one week to pass a class. Not passing a class within the given timeframe will result in you being ineligible, meaning you will not be able to participate in your sport/activity until passing your class/es.

How will I be graded? While each teacher may have a different approach to instructing, grading and calculating final grades will be consistent using the parameters that follow.

- Assigned tasks (i.e. "homework") may be given for extra practice (when students have correctly demonstrated the learning), for applying/demonstrating what has been learned in class, preparing for the next day and/or if students are not using class time properly. Assigned tasks will account for 10% of a student's total grade.
- Formative work (i.e. daily work such as smaller projects, class work, assigned tasks, quizzes) will account for 25% of a student's total grade. Summative work (i.e. tests, larger projects and/or other cumulative assessments) will account for 55% of a student's total grade.
- Employability skills are also an important life skill and will be used in calculating your grade. This will be entered as a formative score every three weeks in each class. Employability skills will account for 10% of a student's total grade. The "Spartan Employability Skills Rubric" can be found on the back cover of your planner.

- Middle School will use a quarter system for reporting grades. All classes, including exploratory classes (AG, Business, digital citizenship, FCS, STEM and Spanish) will receive a quarter grade on the report card. High School will use a semester grading system (45% Q1 + 45% Q2 + 10% final assessment/project = semester grade). All classes, including Band, Choir and PE grades will be calculated into a student's total GPA.

Will retakes be allowed on assignments? Students will be allowed retakes for summative work (formative work retakes will be up to each teacher's discretion) using the criteria below.

- If a student obtains an A/3.8 = no retake will be allowed
- If a student obtains below an A/3.8 = retake allowed with the scores averaged
- Retakes are allowed for up to 2 weeks after the assessment has been given (with teacher discretion as needed for special circumstances)

What is PBIS (Positive Behaviors, Interventions and Supports)? School is not just about learning subject area content, it is also for learning how to behave as a young adult and become a productive member of our community. PBIS is a way to explain and model what is expected, give feedback, and providing incentives and extra help as needed. These expectations are found in the front of your student planner - see "WE ARE SPARTANS".

What if I feel I am being bullied or harassed? If you are receiving any communication and/or attention from a student or staff member that is placing you in fear of harm, feeling uncomfortable, is demeaning or threatening, you need to let your teacher, school counselor, dean of students or principal know immediately. Likewise, if you are involved in bullying or harassment behaviors against others, you need to know that this is not tolerated in our school and will result in swift and immediate consequences.

What if I see a weapon or drugs in school? If you unintentionally bring a weapon or medicine to school let the office know right away and there will not be a consequence. If you purposefully bring a weapon, illegal or inappropriate drug to school, not only is this extremely unsafe for your classmates, teachers and yourself, but will also result in a suspension or expulsion from school. The expectation is clear, do not bring these things to school, and if you see them let someone in the school office know right away. We need to work together to keep our school safe.

What is P3 Campus? P3 Campus is an anonymous system for schools where you can report any information or incident that impacts the safety of yourself or others - including issues related to bullying, harassment, weapons, drugs or alcohol in our school. This information is then sent to the Sheriff's office and as needed, the school for follow-up. You can access the P3 Campus reporting system at: <https://www.p3campus.com/index.htm>

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT STAFF

District Personnel

Superintendent/MS-HS Principal	Dr. Lunn
Elementary Principal	Mr. Grandon
Activities Director	Mr. Houge
Business Manager/Board Secretary	Ms. Waddell
HR/Payroll Specialist	Ms. Halferty
Adm. Assistant/Accounts Payable	Ms. Hopper
MS-HS Secretary	Ms. Webb
Elementary Secretary	Ms. Wierson
MS-HS Dean of Students	Ms. Emke
Instructional Coach/Curriculum Support	Ms. Heward
School Nurse	Ms. O'Toole
Food Service	Ms. Peavey
Head Custodian	Mr. Smith

Middle and High School Faculty

Agriculture	Mr. Waddingham
Art	Mr. Byrd
Band/Choir	Ms. Pfeiler
Business	Ms. Coffelt
Computer Tech	Mr. Corbin
Chorus	Mr. Bjorkland
Family and Consumer Sciences (FCS)	Ms. Charron
Language Arts	Ms. Dentlinger
	Mr. Smith
	Ms. Staudt
Math	Ms. Hartgers
	Mr. Meinerts
	Ms. Robinson
Media/6th Explore	Ms. Goering
Media Center Associate	Ms. Schmerbach
Physical Education	Mr. Crnkovich
	Mr. Houge
Resource	Mr. Flaws
	Ms. Onstot
	Ms. Bata
Science	Ms. Birchmier
	Ms. Sutherland
Social Studies	Mr. Billerbeck
	Mr. Haus
	Mr. Stover
Spanish	Ms. Bozer
Guidance	Ms. Martin

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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. All student-to-student relationships in and around school are expected to be kept at the highest level of public appropriateness.

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

The school and administration reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the 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 high school principal for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

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

Attendance Responsibilities and Expectations:

What are the Expectations for School Attendance?

Students achieve the benefits of the education program through attendance and class involvement. Participating 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 and important work and life skills. Learning lost due to an absence can never be replaced. For this reason, students and parents are encouraged to use vacation days, weekends, before/after school and summer to schedule activities, appointments and events whenever possible.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 387-1115 on the day of the absence prior to 8:30 a.m. For your convenience, absences can be left on our phone system by using option #4.

Procedures for Absences

1. Absences may be excused by the school following notification by a parent/guardian. This notification may be done via in person, telephone or written note (must include a signature); we can also accept an email from a parent/guardian to excuse an absence. If the school is not notified by a parent/guardian regarding a student absence prior to 10:30 AM on the day of the absence, an attempt will be made by the school to contact the parent/guardian.
2. If notification is not received as described, or does not meet the criteria for an excused absence, the absence will be recorded as unexcused and the student will be subject to disciplinary action.
3. If unexcused, the student must report to the office immediately upon returning to school.
4. Students not living with parents/guardian must bring a note from the doctor/dentist to be excused.
5. *A student must have been in school during 5th- 8th periods of the school day to be eligible to be in an activity unless excused by the principal in advance.* (Example-dental/doctor appointments, funerals, etc.) Students may be asked to bring a signed note back to school from the appointment. If a student is too sick to attend school, s/he should not be at practices or at school that evening, as a participant or spectator.

What Absences are Considered Excused and Unexcused?

Parents have the right to take their son/daughter out of school at any time; *however*, the administration has the right to determine if it will be considered an **excused** or **unexcused absence**. Therefore, the notification must include the reason the student was absent. Students will be marked tardy to class if they arrive to class late within the first ten (10) minutes of the period; students will be counted absent from class if they arrive after that. Absences from school for the following reasons will generally be considered **excused**:

- Personal illness (three or more consecutive days of illness will require a doctor's note)
- Death or serious illness in the immediate family of household
- Medical/dental/or business appointment which cannot be made other than school time (students may be asked to bring a signed note back from their appointment)
- Needed at home by parent/guardian (prior approval and limited basis)
- Educational trips (if approved in advance)
- Family vacations (if approved in advance)
- Two (2) college visit days for juniors and seniors (approved in advance)
- Court appearances
- Recognized religious observances

- Attending/participating in sporting events (approved in advance)
- Other reasons which can be justified from an educational standpoint (if approved in advance).

A 9-12 grade student may be excused for one day of **elective absence**. The elective absence may be approved by the administration if:

- A parent makes the request at least one day prior to the day the student wishes to be absent.
- A valid reason for the absence is given.
- The student has not had attendance problems.
- The student is in good academic standing and has schoolwork made up in advance.
- The student will be accompanied by the parent for the activity which requires the absence.

Absences for the following reasons will generally be considered as **unexcused**:

- Shopping trips, senior picture appointments, hair appointments, concerts, employment or other activities which may be performed outside the school hours
- Tardiness, including oversleeping

Accumulation of Excessive Absences

Level One (up to 10 absences from school): The parent/guardian(s) will be notified of the dates of absences and reasons given. Consequences given and served as appropriate.

Level Two (10-11 absences from school): The parent/guardian(s) will be notified expressing concern regarding the number of absences the student has accumulated. At this point a hearing may be called by the administration for the Attendance Review Committee to determine whether or not the student will have any consequences for excessive absences and if the absences constitute a consistent pattern of avoidance from school. If avoidance of school is determined, a required meeting with the student and his or her guardian will be held to discuss the student's attendance.

Level Three (12 or more absences from school): The parent/guardian(s) will be notified expressing concern regarding the number of absences the student has accumulated and need for a meeting with the Attendance Review Committee. The student will not be allowed into class until an attendance review meeting is held with the student, parents, administration and/or designees. Consideration will be given for hospitalization or extended illness, but a doctor's statement may be required to verify the condition. The purpose of this meeting will be for the following reasons:

- Discuss the reasons and concerns about the student's absences.
- Write a plan that will be agreed upon by the student, parents, and school to assist the student in improving his/her attendance.
- For each absence that follows the student will need a doctor's excuse or administrative approval or take one of the four unexcused absences that are allotted.
- If the student accumulates four unexcused absences he/she will lose credit for the classes(es) the absences occur in.

Attendance Review Committee: The review committee will consist of the dean of students, guidance counselor, and at least one of the student's teachers including a teacher selected by the student. The parents and/or the student may be present to explain their position. The review committee, after hearing the explanation, will discuss among themselves the facts and may rule in any of the following ways:

- Place the student on probation with specific attendance guidelines; reconvene the committee if the student exceeds the newly set standard.
- Recommend that a student remain in the classes missed with no credit to be given for work assigned during the time missed.

- Allow the student to remain in class with stipulations.
- Recommend the student lose any early release/late arrival privileges.
- Recommend the student be dropped from his/her classes for the lack of attendance.
- Recommend the student be dropped from the class and receive failing grades.
- Refer case to the county attorney.
- Recommend to the Collins-Maxwell Board of Education expulsion proceedings commence.

Any appeal regarding an attendance review committee recommendation must be made within 5 days to the MS/HS principal.

Tardiness: Students are expected to be on time to school and class. Being punctual is a skill that students need throughout their lives. A student may be excused for arriving late for the following reasons: a doctor or dental appointment, illness, a family emergency, bad weather/road conditions, or any other educational reasons pre-approved by the principal. **All other tardies will be considered unexcused.**

If you arrive late to school, report to the office immediately to sign in and get a pass into class. At that time, the dean of students will determine if your absence/tardy is excused or unexcused. If you are detained by a teacher or the office, ask for a pass from the staff member who detained you before going on to your class. Having a pass will prevent you from being counted tardy. Tardies accumulate throughout the semester and on an overall basis.

Consequences for Unexcused Tardiness (per class period and/or to school):

- 1st-4th tardy = Marked as tardy in Infinite Campus, warning from the teacher
- 5th-6th tardy = Teacher assigned detention, parent is notified
- 7th-9th tardy = Office assigned detention and loss of open campus privileges
- 10th-14th tardy = Office assigned double detention
- 15th tardy = ISS and required parental conference with attendance contract

Any Unserved detention/s will escalate to the next step as outlined above

Truancy/Unexcused Absence: Students may not be allowed to make up schoolwork or to submit late school work due to truancy. Truancy is any unexcused absence and/or time missed from school without a parent's consent or knowledge. This includes being off school grounds without permission or absence from class without permission (skipping). Repeated truancy may be cause for an Attendance Review Committee meeting or referral to the County Attorney. The consequence for being truant will be:

- 1st truancy/unexcused absence: Make up time in assigned detention
- 2nd truancy/unexcused absence: Make up time in assigned Detention and loss of open campus for the remainder of the semester
- 3rd truancy/unexcused absence: Make up time in assigned Detention and parent conference with Attendance Review Committee to determine an appropriate education plan.
- 4th truancy/unexcused absence: Student dropped from the course with an Administrative Withdrawal and no credit earned.

Leaving School: Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Should arrangements not be made before students leave, students will be responsible to make up the time missed from school. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for

readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

A student must have been in school during 5th-8th periods of the school day to be eligible to be in an activity unless excused by the principal in advance. (Example-dental/doctor appointments, funeral, etc. Students may be asked to bring a signed note back to school from their appointment.) If a student is too sick to attend school, he/she should not be at school that evening--**as a participant or spectator**.

College Visits (Juniors/Seniors): The school recognizes college/vocational school visits are worthwhile and a necessary part of the student's decision-making process for the future and, therefore, the school allows time away for these visits. Students are to meet with the guidance counselor and secure the necessary forms and signatures before the visit. The required forms are to be turned into the office at least one day prior to the planned visit. Students are to have work made up in advance. Students will be required to get someone from the college or university to sign a C-M College Visit Documentation Form and return it to the school after the visit. Juniors and seniors will be allowed two visits.

Make-up Work: Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students may not be allowed to make up schoolwork or to submit late school work due to an unexcused absence.

Open Lunch: Open lunch privileges are available to seniors providing the following rules & conditions are met:

1. A parental permission slip must be signed and returned.
2. Seniors will start after their signed permission form is on file in the office.
3. Students leaving without permission will be truant and will be assigned 3 detentions at the discretion of the supervisor. Subsequent infractions will result in assigning of Wednesday Extended Detentions or In-School Suspension.
4. Students must have the parent release form signed in order to drive during Open Noon
5. Students are not to go to any home other than their own.

Any High School students who live within walking distance may go home for lunch. They must also meet the above standards and go to their own home. If a student does not walk directly to or goes to any location other than their home, Logsdon's, or Casey's they will be assigned 3 days of lunch detention. Subsequent infractions will result in assigning of Wednesday Extended Detentions or In-School Suspension.

Open Campus for Semester Tests: Students who either fail a class at semester or fail a semester test will not be permitted to have open campus during the following semester finals. A student who has failed and does not have a final during a class period should report to either the media center or office for placement during the time of that final. The students will not be permitted to leave for lunch and will need to eat in the lunchroom.

Senior Late Arrival/Early Release: Seniors will have to apply for late arrival/early release privileges. The student's attendance as a junior will impact whether or not the privilege is granted at the start of their senior year. Juniors missing more than 7 days of school for any reason second semester will not have senior early release or late arrival during first midterm of their senior year (Does not include school activities). Also, Juniors receiving an "F" for any 2nd semester class will not have LA/ER during

1st semester of their senior year. The student's attendance will be reviewed at the close of 1st semester to reassess eligibility.

Senior Early Release/Late Arrival and Open Lunch: It is a privilege to have a senior early release/late arrival and open lunch. It is the responsibility of the student to maintain that privilege through good conduct, good grades and attendance. As scheduling allows, seniors may have a one period late arrival or early release. Seniors that have late arrival need to report to the media center before 2nd period. Extenuating circumstances will be reviewed and considered; however, the student will be expected to forfeit these privileges if he/she:

1. Receives 2 detentions including tardies, in any grade reporting period (i.e. mid-term and semester) - forfeits the remainder of the current grade reporting period and the next.
2. Violates the Good Conduct Policies- forfeits the remainder of the current grade reporting period and the next.
3. Is absent seven (7) times or more during a semester – forfeits the remainder of the current grade reporting period and the next. The student may appeal to the principal and/or the Attendance Review Committee regarding attendance. The reasons for the absences and the student's academic achievement will be reviewed to make the final decision.
4. Receives an "F" grade for any grade reporting period (i.e. mid-term and semester) forfeits the remainder of that grading period and the next.

Grading and Scholastic Information

Grade Reports: Teachers generally have grades updated within a few days after an assignment, project and/or test is completed. Every three weeks a grade progress report will be automatically sent home via infinite campus. Students in grades 6-8 will receive report cards at the end of each quarter, students in grades 9-12 will receive report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. *Students who have received incomplete grades at the end of a grading period have two weeks to make up the incomplete if numerous days have been missed prior to the end of the grading period. If not made up in this time, the grade will be lowered and in most cases an "F" given. Special consideration will be given in exceptional cases and the time extended if necessary. Students may be given extra time upon recommendation of the teacher.

Normal Grade Advancement (High School) : All students are required to take a minimum of 6 academic classes (not including band, chorus, and P.E.) per semester. Exceptions may be made by the administration if a student is enrolling in a PSEO course on campus and travel time prevents a full 6 class schedule. To be classified as a senior, students must have a minimum of **37.5** credits and be in at least their 4th year of high school. Students should have attained at least the following number of credits after each of their four years of high school:

9th Grade	12.5 credits plus 1 year of attendance
10th Grade	25 credits plus 2 years of attendance
11th Grade	37.5 credits plus 3 years of attendance
12th Grade	46 credits plus 4 years of attendance
HONORS Diploma	54 credits plus 4 years of attendance

Minimum Graduation Requirements : All students enrolled must successfully complete the following classes: Physical Science, Biology, plus another year of science, 3 years of mathematics, English 9, English 10, English 11, Applied Communications and DMACC COM 703 or College Prep, Computer Applications I & II, World History, American History, Economics, Government, & Health. Four years of successfully completed physical education are required.

Honor Graduation Requirements: Students have the opportunity to earn an Honors Diploma (54 credits) by successfully completing: 2 dual credit courses, Physical Science, Biology, Chemistry, Physics and or Anatomy and Physiology, Algebra 1 and 2, Geometry, and one additional year of advanced Math (Ex. Trigonometry, Statistics, Pre-Calc and Calculus), English 9, English 10, English 11, and College Prep, World History, American History, Economics, Government, and one additional year of Social Studies electives, Computer Applications I and II, Health and four years of successfully completed physical education.

Graduation: All students who have completed 4 years of high school, have attained 46 credits (including the 26 required credits), have successfully completed their senior portfolio, completed CPR training, and have met all attendance requirements are eligible for graduation. Those who have completed the Board of Education's requirements for graduation will receive a diploma, and those who have not will receive an attendance certificate, providing they have attended for eight semesters. Credits from outside institutions will only be accepted if the courses are not offered/available here or permission has been granted before the course is taken. Graduation is a formal event and students are expected to dress in an appropriate professional manner.

Note: A student does not have an undisputed right to receive a diploma at a commencement ceremony. If the student has committed some egregious misbehavior, the student may be properly banned from taking part of graduation exercises and the diploma will be mailed to the student (Source: Iowa Department of Education School Leader Update May 2009).

Early Graduation: Early graduation will be available to the seniors who have met graduation requirements. To be eligible, students must present a letter stating they have met their graduation requirements and their intentions after graduation. This letter must be received by the Board of Education at the September Board meeting of the year of intended graduation.

Open Enrollment: Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by *March 1st* of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms. Note: In order to be eligible for a Collins-Maxwell diploma, a student must earn 12 credits at Collins-Maxwell.

Homeschool Students : Students choosing to participate in a home school learning setting will need to provide a transcript to the school counselor after each school semester. All home school credits will be transferred in as pass/fail and are at the discretion of the administration to accept towards graduation requirements. Students must be a full-time Collins-Maxwell student to be eligible for valedictorian/salutatorian. In order to be eligible for a Collins-Maxwell diploma, a student must earn 12 credits at Collins-Maxwell High School, successfully complete and present their portfolio, and complete CPR training.

It is the responsibility of the home school student to schedule appointments in the spring and fall to schedule for the following semester. Schedules need to be arranged at least one week prior to the start of the desired semester a student is wanting to enroll. Students requesting to register for a dual credit course must contact the counselor for college registering deadlines.

Post-Secondary Education Options: The Post-secondary Enrollment Options Act is an agreement between local colleges and high schools that high school students can take introductory level courses

offered through the college. These courses are offered in various formats such as online, or on-campus. Eleventh and 12th graders as well as TAG 9th and 10th graders can take these courses. The school district pays for up to two courses per semester during the regular school year. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit. *All courses are part of the official transcript and figured into the GPA.* Students who drop after the drop deadline or receive an F in the PSEO course will be responsible for reimbursing the school district for the costs. A consent form will be sent home if your student is enrolled in a PSEO course.

Career Advantage Concurrent Enrollment Courses/Online Courses: Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. These courses are offered online and/or on-campus. These courses are open to any 9th or 10th grade TAG student and any 11th or 12th grade student in good standing (as defined below). The school district pays for courses that are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit. *All courses are part of the official transcript and figured into the GPA.*

Students interested in participating should contact the guidance counselor or high school principal and complete the intent to enroll during scheduling time. *If a student needs to drop the course he/she needs to contact the guidance counselor and do so within one week of the beginning of the course in order to be placed in a different course within the building.* There are no fees for dropping or failing these courses. A consent form will be sent home if your student is enrolled in a concurrent enrollment courses.

Career Advantage Concurrent Enrolled Programs Alternative Assessment: Students must demonstrate proficiency, using ITED test scores in math, reading, and/or science or be deemed proficient through an alternative assessment process, to enroll in Career Advantage Concurrent Enrolled Programs.

The alternative assessment process will consist of three components:

1. Academic standing—All eligible students who are in good academic standing as defined by their home district and high school principal.
2. Graduation Progress— All eligible students who are on pace to successfully graduate as defined by their home district and high school principal.
3. A recommendation from their high school principal

Any student not meeting proficiency requirements through ITED scores in math, reading, and/or science, but who meet both academic standards outlined in 1 and 2 above, and who is recommended by their building principal will be eligible to enroll in Career Advantage Concurrent Enrolled Programs.

Online Credit Recovery: The credit recovery program is an online learning environment that is designed to best match the curriculum taught in the classroom. Students are given the opportunity to take an online recovery course after consultation with the course instructor, counselor and principal and if they meet any of the following circumstances; credit recovery, conflicts in master schedule, acceleration or the need arises for a course to be taught at a lower grade level. Students taking online recovery courses work independently in the computer lab and at home to complete their course and gain high school credit. Courses are monitored by the teacher of record and parents may request to receive weekly progress reports via email.

Adding/Dropping Courses: Students who wish to add or drop a class must do so within 5 school days after the start of the semester. A student will not be allowed to drop a course after this time unless the student is willing to receive an “F” for the course in question for that semester. At no time, may a student drop to fewer than five academic classes.

Honors, Awards, and Scholarships: The school provides a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist in setting goals. Students need to be aware of honors and awards and the action necessary on their part to achieve them. Students who have not attended an accredited school or have been attending a private school will not be eligible for honors & awards.

Honor Roll : The purpose of the Honor Roll is to encourage the maximum use of each student’s academic ability and to distinguish those students who have shown high proficiency in academics. Provisions of the Honor Roll are as follows:

Superintendent’s Honor Roll: GPA of 4.00
Principal’s Honor Roll: GPA of 3.50-3.99
Honor Roll: GPA of 3.00-3.49

Grade point averages are based on the following scale:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

Academic Letters (High School only): To be eligible for an academic letter, a student must be on the honor roll two consecutive semesters. The letter used for the academic letter winners shall be block style C-M combination with “ACADEMICS” embroidered on the face of the letter. A bar will be given for each semester thereafter the student is on the honor roll.

Human Growth and Development: The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Physical Education Non-participation Excuses: State of Iowa Legislation mandates all students will be required to actively participate in 120 minutes of physical education per week. These minutes may come from enrollment in the Weight & Speed P.E. course and/or participation in extracurricular activities. If a student is enrolled in a twice-a-week P.E. course, a parent will be asked to provide documentation of out-of-school physical activity such as participation in dance, gymnastics, farm work, etc.

Students may be excused for a short period of time by a note from a doctor. This note must be given to the instructor at the beginning of class. A written report may be assigned in lieu of active participation. Limited activity may also be assigned depending on the nature of the illness or injury.

Student Activities, Organizations and Programs

To retain eligibility for participation in the Collins-Maxwell Community Schools extra-curricular or co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. It is a privilege and an honor to be able to participate in activities and represent C-M. The student and schools are judged by the participants' character and conduct at all times. C-M students who participate in activities serve as a model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles, and standards of the Collins-Maxwell Community School Districts shall be declared ineligible because they have violated the Good Conduct Rule. This policy shall be in effect for the entire calendar year (365 days).

The following activities are covered by the board's policy and Good Conduct Policy and Rules: Athletics, drill team, instrumental and vocal music contests, drama and musical productions, speech, debate, cheerleading, power-lifting, academic decathlon, Co-Curricular clubs (e.g. Art Club, FFA, Spanish Club), all honorary offices (e.g. Student Government, National Honor Society, and Dances), state contests, Prom decorating or any other activity where the student represents the school district outside the classroom. Direct extensions of the curriculum that are not extra-curricular contests or competition will not be subject to the Good Conduct Policy.

Students are in violation of the Good Conduct Rule when they admit to, are witnessed by law enforcement, witnessed by school staff, or by self-admission to any of the following:

- Possessed alcoholic beverages with knowledge, intent, and control hereof;
- Consumed alcoholic beverages;
- Used or possessed any form of tobacco/vaping products;
- Possessed controlled substances or paraphernalia as they are defined by the Code of Iowa, without a legal prescription with knowledge, intent, and control thereof;
- Used controlled substances as they are defined by the Code of Iowa without a legal prescription;
- Caused or attempted to cause damage (vandalism) to private property, school property, or any other public property.
- Stolen or attempted to steal private property, school property, or any public property;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); exceedingly inappropriate or offensive
- Conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g. text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to:
 - threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This

could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. A student who has violated the Good Conduct Rule shall be penalized as follows:

First Offense: Suspended for 1/3 of the games or activities of the next activity the student is involved in. Number of activities will be rounded up to the closest whole number.

- A student may self-report the violation within 1 business day of the incident to any member of the administrative team. This will result in the suspension being cut in half. The number of activities will be rounded up to the closest whole number.

Second Offense: If the offense occurs within a year of the first offense, the student will be suspended for 2/3 of the games or activities of the next activity the student is involved in. The number will be rounded up to the closest whole number. On the second offense, the student receives no less penalty for self-reporting.

Third Offense: If the offense happens within the calendar year of the previous 2 offenses, the student will be suspended from all activities for one full calendar year.

- Administration may require the student to attend counseling or support classes before returning to activities.
- Age is no defense to a violation involving the purchase, possession, or use of tobacco.
- Drinking under parental consent in one's own home may be legal, but in most cases will be deemed a violation of the Good Conduct Policy. Also, drinking in foreign countries or other states/territories where the drinking age may be lower and they can still drink legally, may still not consume alcoholic beverages without endangering their eligibility. A parent's approval does not automatically excuse a violation

Academic Eligibility for Extracurricular Activities Eligibility for Middle School and High School participation in extracurricular activities will be determined weekly. Starting the third week of every semester, grades will be due from teachers on Tuesdays by 3:40pm with grades reviewed on Wednesday mornings. For students failing a class, a warning and timeframe (2 weeks for first time warning, 1 week for any additional) will be given. Parents will be notified by mail every Wednesday if their child is failing any class(es).

- If grades are not passing within the timeframe students will become ineligible to participate in sports and extracurriculars for 1 week (this also includes attending events if not in a sport/extracurricular at that time).
 - The ineligibility period is for a minimum of one week. If, after one week, the failing grade remains, the student remains ineligible on a day-to-day basis. He/she becomes eligible as soon as the grade is passing after the one week initial ineligibility.
- A) State semester rule - (to be followed by grades 9-12) Students will become ineligible if they receive an "F" for their 1st and/or 2nd semester grade. They must sit out of their athletic activity for 30 calendar days of participation from the individual's athletic activity. If the student is currently out for an athletic activity, the first day of the 30 days begins when grades are officially due in the office. If a student is not currently out for an athletic activity, the 30 days will begin according to the state pre-set starting dates for each athletic activity. The student must end their athletic activity in "good standing" within the school policy or the 30

days will carry over to the next athletic activity. Athletes will be allowed to participate in practices.

- B) Athletes will be allowed to participate in practices, but may not participate in any performances, games, or competitions (Not in uniform).
- C) If a student is disciplined with an in or out of school suspension, the student will be ineligible for all extracurricular activities on the days the student serves the suspension.
- D) Students must be in school 5th- 8th periods of the school day of an event to be eligible to be in an activity unless excused by the principal in advance. (Example-dental/doctor appointments, funerals, etc.) Extenuating situations will be evaluated on an individual basis.

Activity Attendance: When students enter to attend a school contest, performance, dance, etc. they will not be allowed to leave and return without prior approval by an administrator. A student must have been in school during 5th- 8th periods of the school day to be eligible to attend an activity unless excused by the principal in advance. (Example-dental/doctor appointments, funerals, etc.) Students may be asked to bring a signed note back to school from the appointment. If a student is too sick to attend school, s/he should not be in attendance at activities.

Activity Bus: The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal in writing or the student's parents personally appear and request to take responsibility in writing for the student. The school may sponsor an activity bus for school activities during the school day (Ex. State Wrestling, State Dance, and State Track).

Activity Transportation: All participants in school-sponsored activities must ride school provided transportation to and from the activity. Parents may always pick up their son/daughter after an activity by making personal contact with the coach/sponsor and signing the student out. Exceptions may be made by the activities director for special circumstances and only when arranged transportation plans have been confirmed in writing with parents.

Dances: School-sponsored dances must be approved by the principal at least two (2) weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. All guests must be registered at least one (1) week before a high school dance with the principal's office and under the age of twenty-one. Middle School dances are for C-M Middle School students only. Current and former students need to be in good standing with administration to attend any dance.

Field Trips: In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. In order for your child to attend daytime field trips, students must have the field trip box marked "yes" on the current registration form. The field trip may also be listed in the newsletter stating the day the students will be attending an activity. If parents object, they are to contact the principal. Students unable to afford field trips should contact their teacher.

Fund Raising: Students may raise funds for school activities upon approval of the principal at least (2) weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss with the principal prior to selecting a gift.

Silver Cord Volunteer Program: The Spartan Silver Cord Volunteer Program is an opportunity to encourage students to make contributions to their community through service. Students will not only benefit the community but will develop their own leadership and citizenship skills. Each student is responsible for turning in all their hours. Seniors who have completed a minimum of 200 hours of approved volunteer service during their four years at Collins-Maxwell High School will be awarded a Silver Cord to be worn at graduation.

All volunteer activity must be approved prior to by the Volunteer Coordinator; summer hours earned prior to a student's freshman year will be accepted; hours counted towards another project, organization or club will not count; hours earned towards court ordered community service will not count; hours must be signed off by a supervising adult (non parent/relative); hours due May 1st to the Volunteer Coordinator. Transfer students will be allowed to bring in up to 50 hours per HS/year.

Student Council: The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who are elected by their peers and may be involved in student council at both the middle and high school levels. Class officers are also elected by their peers and serve in leadership positions for various activities and programs throughout the year. Students may be removed from Student Council or a class office for disciplinary infractions or violations of the good conduct rule. Students elected to student council must sign and adhere to the Student Council by-laws or face infractions.

School-Sponsored Student Organizations: School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations for the high school include: Student Council (MS & HS), National Honor Society, ChaMps, Art club, and FFA. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Behavior Responsibilities and Expectations

What are the Expectations for Student Behavior?

Discipline in the Collins-Maxwell Community Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting, and is reflective of the concern for the dignity and growth potential of each

student as well as the commitment to the safety interests of all students, staff and the community. Following are the general expectations for student behavior:

Backpacks, Bags, Purses: Students are not permitted to carry backpacks, bags, purses, etc. during the school day unless granted special permission by administration. These items must be stored safely in the student lockers.

School Buses and Other District Vehicles: The Collins-Maxwell Community School District strives to provide transportation services that reflect an emphasis on safety. To insure the safety of all our students we have installed cameras on our busses. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver, stay seated, keep hands and feet to self and to keep voices to an “inside” level. Students will not be allowed to carry skateboards or scooters on the bus.

Misbehavior on the school bus and/or designated pick-up and drop off bus stop locations are subject to disciplinary action that could result in detention, suspension or removal from the bus. Continued misbehavior will lead to a loss of the privilege of riding the bus. Primary responsibility for bus discipline rests with the driver. Serious infractions or repeated infractions will be referred to the building administrators.

Students taking part in a school- sponsored activity must ride to and from that activity on the transportation provided by the school. Parents or guardians may personally provide the coach or sponsor with a verbal statement stating that they are assuming responsibility of their child.

Consequences shall be administered in the following manner:

1. **First Infraction:** Verbal reprimand by bus driver. Explain what rule was broken, what the changed behavior should be, and go over bus rules.
2. **Second Infraction:** Verbal reprimand by bus driver. Explain rules again; letter, email or phone call (depending on the circumstance of infraction) to parents from building principal explaining what rule violation has occurred and what action the driver has taken to change behavior, and enlisting parent assistance to help solve problems.
3. **Third Infraction:** Bus Referral - One day suspension from the buses by the building principal.
4. **Fourth Infraction:** Bus Referral 2-Three to five day suspension from the buses by the building principal.
5. **Fifth Infraction:** Bus Referral 3-Five to ten day suspension from the buses by the building principal.
6. **Sixth and subsequent infractions:** Bus Referral 4-Ten to fifteen day suspension from the bus by the building principal to consider expulsion from buses for the remainder of the semester. Administrators may deviate from the above schedule, depending on the seriousness of referral, age, appropriateness, time between referrals, and other extenuating circumstances.

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

Dress Code: There is a strong connection between academic performance, students’ appearance and students’ conduct. Inappropriate student appearance may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of

cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. **Students are prohibited from wearing:**

- Clothing advertising or promoting items illegal for use by minors including, but not limited to: alcohol, tobacco, and drugs
- Shoes with cleats except for outdoor athletic practices, bare feet, shoes with wheels, bedroom slippers
- Clothing displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making reference to prohibited conduct or similar displays or that creates a disruptive educational environment
- Clothing that exposes a bare shoulder, midriff or cleavage, underwear, or pants lower on the waist that exposes bare skin (this includes slit shirts that expose the navel or midriff from the side and ripped shorts and pants)
- Shorts and skirts should be mid-thigh or longer
- Sunglasses, hats, bandanas, jackets, and coats are generally not permitted to be worn in the building
- Clothes or accessories deemed to be a safety issue like excessive baggy pants, chains, long earrings, or dog collars
- Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement

The principal or designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or parents will be notified and the student will be sent home. Detention may be given to repeat offenders

Lockers and Desks: Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Students will keep lockers closed and locked at all times when not in use for security purposes. Students who fail to keep their locker locked may face disciplinary action. ranging from LOP to suspension.

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

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

Students are to utilize only the locker to which they are assigned. Reassignment of lockers must be approved by the main office. Damage to lockers due to overstuffed and unlocked doors will be charged to the student to which the locker is assigned.

Media Center: The media center is maintained for the purpose of providing materials for serious study, research and recreational reading. Specific rules for use of the media center will be posted. In general:

- ❑ Students must have a pass to the media center and must get permission from the media center supervisor before leaving.
- ❑ Materials are to be checked out through and returned on time to the media specialist. Students can check out up to 3 books at a time for a period of 2 weeks. Students will be fined \$.05/day for overdue library books.
- ❑ Reference materials may be checked out to use in class only; no overnight checkout for reference materials.
- ❑ All newspapers and magazines will be available in the media center only.
- ❑ Use of the media center is not designed to be social time. Any talk deemed inappropriate (loud, social, etc.) will result in the student being sent back to S.H./class or to the office immediately.
- ❑ No food or drink is allowed in the media center.
- ❑ You must get permission from a teacher and/or the media center supervisor before using the Internet.

Public Displays of Affection: Students are reminded that school is not the place where affection or excessive physical contact should be displayed. Students who do so will be corrected by school staff and could be subject to disciplinary action that may range from detention to possible suspension.

School Day: School begins at the Maxwell building (grades 6-12) at 8:00 AM. It dismisses at 3:00 PM.. Students may be present on school grounds before 7:40 AM or after 3:15 PM only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal and not return until 10 minutes before the scheduled extra-curricular activity.

Search and Seizure: The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Study Hall: Any time that a student is not scheduled for a regular class, that student will be assigned to a study hall. Study halls are designed to give students an opportunity to do their assigned work, to do independent study, and/or to do recreational reading. The study hall supervisor may grant a pass to another room after roll has been taken if the student has a pass signed by the teacher permitting some work to be done in that teacher's room. While in study hall, students are expected to conduct themselves as they would in class. These are the general Study Hall Rules and Expectations:

1. There will be seating charts in all study halls
2. No pop/water machine access
3. No sleeping or returning to locker
4. No studying together unless permission is granted by the teacher.
5. No talking unless permission is granted by the teacher
6. Always take necessary materials needed when you go into study hall
7. Take enough work to keep busy the entire period
8. Report on time, be seated, and remain quiet
9. Violations may result in detention

Technology Access: Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Collins-Maxwell Community School District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Collins-Maxwell Community School District. Each student must be enrolled in at least 4 academic courses, with 2 of those courses being core courses. Students who do not make this requirement can still have access to a device through a daily check in, check out system during school hours. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- B. to transmit obscene, abusive, sexually explicit, or threatening language
- C. to violate any local, state, or federal statute
- D. to vandalize, damage, or disable the property of another individual or organization
- E. to access another individual's materials, information, or files without permission
- F. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Collins-Maxwell Community School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

What happens if these expectations are not met?

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement or who wish to appeal an expulsion should refer to the section of the *Code* relating to procedures for appropriate guidance.

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate education placement, or expulsion may include but are not limited to:
 - A. Seriousness of offense
 - B. Student’s age and intent or lack of intent at the time the student engaged in the conduct
 - C. Student’s disciplinary history
 - D. Student’s attitude
 - E. Potential effect of the misconduct on the school environment
 - F. State law requirements for certain disciplinary consequences
 - G. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
 - H. Whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, Collins-Maxwell CSD transportation, school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or Level IV constitutes a finding that the student has engaged in serious misbehavior

Student acts of misconduct are categorized into the following four levels of offense are not inclusive. The student who commits an act of misconduct that occurs on school property, at a school- sponsored or school-related activity regardless of whether the event is on or off school property may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, assistant principal, or principal. Collins-Maxwell Schools administration reserves the right to make final decisions regarding disciplinary consequences.

Level I (Violation of Classroom Rules): Each teacher or staff member establishes the rules for the classroom and for school-related activities. These are offenses that generally occur in the classroom and can be corrected by the teacher. The teacher/staff member will discuss the Level I misbehavior with the student and parent, administrator, or support personnel as necessary and record the offense and disciplinary action in Infinite Campus.

Level I behaviors may include:	Level I disciplinary actions may include:
<ul style="list-style-type: none"> <input type="checkbox"/> Violations of rules or classroom procedures <input type="checkbox"/> Refusal to participate in classroom activities <input type="checkbox"/> Unexcused tardiness to class <input type="checkbox"/> Failure to be prepared for class <input type="checkbox"/> Cheating, plagiarism, or copying the work of other students 	<ul style="list-style-type: none"> <input type="checkbox"/> Verbal correction <input type="checkbox"/> Teacher-student and/or teacher-student-parent conference

<ul style="list-style-type: none"> <input type="checkbox"/> General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes <input type="checkbox"/> Disruptive or non-compliant behavior <input type="checkbox"/> Failure to protect, share and/or use of other student's passwords <input type="checkbox"/> Profanity, vulgar language, or obscene gestures <input type="checkbox"/> Any other act that disrupts the classroom or interrupts the operation of the class 	<ul style="list-style-type: none"> <input type="checkbox"/> Parent Contact: confirm actual contact has been made with parent via phone call or in writing <input type="checkbox"/> Student-counselor conference <input type="checkbox"/> Detention (maintained by teacher) before or after school <input type="checkbox"/> Other appropriate in-class disciplinary actions
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Level II (Administrative Intervention): Offenses that are more serious in nature or are a continuation of Level I misconduct, will involve the school's administration. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher/staff member who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the principal or other appropriate administrator. The principal/administrator will document the discipline and resolutions in Infinite Campus and provide communication to the parent/guardian.

Level II behaviors may include:	Level II disciplinary actions may include:
<ul style="list-style-type: none"> <input type="checkbox"/> Leaving without permission including classroom or school grounds <input type="checkbox"/> Unexcused absences including cutting class <input type="checkbox"/> Possession of matches or other flammable materials <input type="checkbox"/> Harassment, Bullying, intimidation (see Pages 31-31 for a detailed description) <input type="checkbox"/> Smoking/Tobacco — includes use and/or possession of tobacco or tobacco products including electronic cigarettes, vaping products and similar products/devices <input type="checkbox"/> Forgery <input type="checkbox"/> Selling or soliciting unauthorized merchandise <input type="checkbox"/> Inappropriate display of affection <input type="checkbox"/> Posting or distributing unauthorized materials <input type="checkbox"/> Failure to abide by the rules and regulations at extracurricular activities or at co-curricular activities such as field trips <input type="checkbox"/> Loitering in unauthorized areas <input type="checkbox"/> Failure to follow school policy on operation of electronic devices <input type="checkbox"/> Cafeteria disturbance <input type="checkbox"/> Refusal to comply with a school's dress code policy <input type="checkbox"/> Minor physical contact <input type="checkbox"/> Disruptive behavior on a school bus or at a school bus stop <input type="checkbox"/> Violation of the District's Technology Acceptable Use policy 	<ul style="list-style-type: none"> <input type="checkbox"/> Parental contact by phone and written or oral notification to parent or guardian <input type="checkbox"/> Required administrator/student/parental conference <input type="checkbox"/> Detention or placement in in-school suspension <input type="checkbox"/> Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies <input type="checkbox"/> Removal of school transportation privileges <input type="checkbox"/> "Behavior" or "conduct" contracts <input type="checkbox"/> Suspension of transportation privileges <input type="checkbox"/> Suspension for up to three school days per occurrence <input type="checkbox"/> Any other appropriate disciplinary actions determined by the administration

<ul style="list-style-type: none"> <input type="checkbox"/> Sending or forwarding inappropriate electronic communication that results in a disruption to the educational environment <input type="checkbox"/> Other acts interfering with the orderly educational process in the classroom or the school 	
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Level III Suspension and/or Optional Recommendation for Alternative Educational Placement

(AEP): Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level I or II misconduct. Level III acts include misconduct for which an administrator may suspend the student, place the student into in-school suspension, or, if the administrator finds the Level III misconduct to be serious or persistent as defined in this *Discipline Code*, refer the student to a district level alternate educational placement (AEP). The principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct.

Level III student behaviors may include:	Level III disciplinary actions may include:
<ul style="list-style-type: none"> <input type="checkbox"/> Fighting, which is defined as two or more students mutually engaging in offensive physical contact <input type="checkbox"/> Assault which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. <input type="checkbox"/> Gambling <input type="checkbox"/> Stealing/theft of property <input type="checkbox"/> Truancy <input type="checkbox"/> Weapons/Ammunition possession including but not limited to: a)knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut' b) fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process, C) live ammunition or bullets, D) BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock, E) replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm <input type="checkbox"/> Persistent disruptive behavior <input type="checkbox"/> Interfering with school authorities <input type="checkbox"/> Disruptive demonstration <input type="checkbox"/> Behavior contract violations <input type="checkbox"/> Participation in an illegal organization <input type="checkbox"/> Hazing <input type="checkbox"/> Vandalism/Burglary <input type="checkbox"/> Continued violation of the District's Acceptable Use Policy. 	<ul style="list-style-type: none"> <input type="checkbox"/> Required administrator/ student/parent conference <input type="checkbox"/> Restitution or restoration, as applicable, for vandalism to property <input type="checkbox"/> Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies <input type="checkbox"/> Placement of the student into in-school suspension <input type="checkbox"/> Out of school suspension for up to three school days per occurrence <input type="checkbox"/> Removal of transportation services for up to one year <input type="checkbox"/> Restriction or removal of computer-use privileges for up to one year <input type="checkbox"/> Referral for placement in Alternative Education Placement (AEP) (suspension not to exceed 10 school days) <input type="checkbox"/> Referral for counseling services regarding substance abuse assessment <input type="checkbox"/> Any other appropriate disciplinary actions determined by the administration

<ul style="list-style-type: none"> <input type="checkbox"/> Possession or use of any prescription or nonprescription <input type="checkbox"/> Possessing alcohol or a controlled substance or drug paraphernalia <input type="checkbox"/> Under the influence of alcohol or a controlled substance <input type="checkbox"/> Distribution of alcohol <input type="checkbox"/> Possession of inhalant. <input type="checkbox"/> False report or retaliation against a staff member <input type="checkbox"/> False alarm or report, or terroristic threat <input type="checkbox"/> Felony conduct <input type="checkbox"/> Assisting (directly or indirectly) with the promotion of any prohibited behavior <input type="checkbox"/> Other acts of serious misconduct that disrupts the school environment in the classroom and/or school. 	
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Level IV: Required Alternate Education Placement or Recommendation for In Lieu of Expulsion and/or Expulsion for Serious Offenses: Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school or that most seriously disrupt the orderly educational process in the classroom and/or school. Students may be expelled for any violation listed under this section. Expulsion may occur if the Level IV act of misbehavior occurs on school property or at a school-sponsored or school-related activity on or off of school property. Students receiving Special Education services that commit a Level IV offense may be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

<p>Level IV student behaviors may include:</p>	<p>Level IV disciplinary actions may include:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Threat with a weapon. <input type="checkbox"/> Firearm/Dangerous weapon. <input type="checkbox"/> Distribution of a controlled substance. <input type="checkbox"/> Possession with intent to distribute. <input type="checkbox"/> Arson. <input type="checkbox"/> Assault of Staff Member resulting in bodily injury. <input type="checkbox"/> Sexual Assault. <input type="checkbox"/> Habitual Disruptive Behavior 	<ul style="list-style-type: none"> <input type="checkbox"/> Expulsion: The Board of Directors for the District may, by a majority vote, may expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District.

Expulsion Procedures: Referral to administrator, with report and contact made to the parent.

1. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
2. The administrator determines misconduct.
3. Administrator determines whether the student engaged in Level IV misconduct that is serious in nature that warrants a recommendation for expulsion. If the administrator determines that the student engaged in violation of a Level IV offense, then administrator contacts district administration and general counsel to start the expulsion referral process. When the student is recommended for expulsion, the student and his or her parent/guardian shall be given a

packet of information that contains the supporting documentation as to why the administration is recommending the student be expelled.

4. Parent/Guardian will receive a packet of information at least 48 hours prior to expulsion hearing date.
5. A panel comprised of at least three members of the Board of Directors shall make the determination whether or not to expel a student from school.
6. The panel of the Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school.
7. The student and his or her parent/guardian will be notified of the time and place of the hearing through communication.
8. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
9. At the hearing, an administrator will present the information to the Board that supports the administration's recommendation for expulsion
10. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the District.
11. After the panel of the Board of Directors receives information on behalf of the District administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
12. The student and his or her family will be notified of the decision in a timely manner.
13. If the Board acts to deny the expulsion, the student will be placed back in school by district administration.
14. If the Board acts to expel the student, the student will be excluded from the District's educational services and from District property for a specified period of time. There will also be conditions of reinstatement which must be met by the student.
15. At the conclusion of the expulsion period, school administration will meet with the student and his or her family to ensure the conditions of reinstatement have been met and for the administration to determine appropriate school placement.
16. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education.

In Lieu of Expulsion/AEP (Alternative Educational Placement): Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion.

- Persistent: More than one instance of similar type misconduct.
- Possession: Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the

student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.

- Under the Influence: Has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student, also it includes being impaired by reason of the abuse of any material as a stimulant.
- Serious Offenses: Substantial disruption or material interference with the orderly process in the classroom or school building.

Bullying/Harassment Procedures: No student in the Collins-Maxwell Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Chad Grandon, Collins Elementary Principal, 416 4th Ave., Collins, IA 50055, 641-385-2446, cgrandon@collins-maxwell.k12.ia.us. The contact for the regional office is, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

Harassment and Bullying Prohibited: Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

Harassment and Bullying Defined: Any communication toward a student including electronic (such as emails or text messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

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

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

- Repeated remarks of a demeaning nature; inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters; implied or explicit threats concerning grades, awards,

property, or opportunities; requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment Defined: The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communication of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

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

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

- Requests or pressure for sexual activity; unwelcome touching; other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature; repeated remarks to or about a person with sexual or demeaning implications.

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.

Complaint Procedures: An individual who believes that the individual has been harassed or bullied will notify their school administrator or the District designated investigator, Mr. Chad Grandon, Collins Elementary Principal, 416 4th Ave., Collins, IA 50055, 641-385-2446, cgrandon@collins-maxwell.k12.ia.us. The school administrator or district investigator may request that the individual complete the District's Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The school administrator or district level investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedures: The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. The school administrator or district level investigator may also interview witnesses as deemed appropriate. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation.

Resolution of the Complaint: A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes bullying and/or harassment. The school administrator or district investigator will maintain an investigation log and log information necessary to comply with Iowa Department of Education reporting procedures.

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

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

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

Notification: Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's Website, and shall be published in any manner as deemed appropriate.

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

Other Agencies: Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Collins-Maxwell Human Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.

Student Health, Well-being, and Safety

Inclement Weather: When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over WHO (1040 am radio), WHO TV, WOI TV and KCCI TV. The missed day may have to be made up at a later date.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The athletic director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Emergency Drills & Procedures: Periodically the school holds emergency fire, tornado, lock down and evacuation drills. At the beginning of each semester, teachers are to notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

The following procedure will be used in the event of a **TORNADO** drill or in the actual sighting or warning of a tornado:

1. Each classroom is assigned a specific location to exit once a tornado alarm has sounded. Upon entering each classroom, please note the fire information posted by the door.
2. The warning for a tornado or tornado drill will be a series of short "BONGS" and intercom announcements.
3. Students proceed to their assigned locations quickly and quietly. Stand quietly so roll may be taken.
4. Students and teachers will be notified by an administrator or teacher in charge when it is safe to return to classes or come into the building.

The following procedure will be used in the event of a **FIRE** drill or in the actual sighting or warning of a fire:

1. Each classroom is assigned a specific location to exit once a fire alarm has sounded. Upon entering each classroom, please note the fire information posted by the door.
2. The signal for a fire is a continuous "SIREN."
3. When you hear the signal, move quickly and orderly to your designated location. Once you arrive in your assigned location, stand quietly so roll may be taken.
4. Students and teachers will be notified by an administrator or teacher in charge when it is safe to return to classes or come into the building.

The following procedure will be used in the event of a **BUILDING LOCK DOWN:**

1. The signal for a building lock down is an intercom announcement.
2. When you hear the signal, move quickly and orderly to your designated location or to a classroom.
3. Classroom doors will be locked, and all people are to stay away from the windows
4. Students and teachers will be notified by an administrator or teacher in charge when it is safe to return to the normal school status.

The following procedure will be used in the event of a **BUILDING EVACUATION**:

1. Each grade level is assigned a specific location to exit once the alarm has sounded/warning has been given. Upon entering each classroom, please note the evacuation information posted.
2. The signal for a building evacuation is a continuous "SIREN" and intercom announcement.
3. When you hear the signal, move quickly and orderly to your designated location. Wait quietly so roll may be taken.
4. Students and teachers will be notified by an administrator or teacher in charge when it is safe to return to classes or come into the building.

What are the health requirements for school?

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate will receive an Immunization Provisional Certificate and are given 60 days to complete. If the student's immunizations have not been initiated by the 60 day deadline then they will not be allowed to attend school until they have started to get up to date on their immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

Immunizations:

- **7th grade: Before starting** 7th grade your child will need: 1-TDap and 1-Meningococcal
- **12 grade: Before starting** 12th grade your child will need 2-Meningococcal (unless the first dose after the age of 16).

Dental Screenings:

- **9th grade:** Your child will need a completed Iowa Dental Screening from their dentist. This can be done a year prior to this years enrollment up to 4 months after enrollment..

Physicals:

- **6-12th:** Students participating in athletics are required to provide a school district Athletic Physical Examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Guidelines for Sick Students and Illness at School:

If you are unsure if you should send your child to school, please follow this guideline: A child is usually fine to send to school if his or her fever is under 101 degrees and there is no rash, pink eye, nausea/vomiting, or diarrhea.

- **Fever:** If your child has a temperature of 101 degrees or higher. Keep them home for 24 hours fever free without fever reducing medication.
- **Vomiting/Diarrhea:** Keep your child home for 24 hours after the last episode.
- **Pink eye:** Keep home for 24 hours after starting antibiotics.
- **Strep Throat:** Keep home for 24 hours after starting antibiotics.
- **Cough:** Keep home if your child is coughing continuously. Once their cough is under control they may return to school.
- **Head Lice:** Your child may come to school if they have head lice. Please follow this link for more information or call the school nurse:
<https://idph.iowa.gov/CADE/Disease-Information/HeadLice>
- **Scabies:** Keep home until after first treatment. Please return with a doctors note.

- Please be sure the school has current telephone numbers for home and work plus several alternate numbers in case a parent cannot be reached.

The school provides the service of a nurse during most hours of the day. These services cover illness related care. When you are ill, notify your teacher and then go to the nurse's office or main office. If it is necessary for you to be excused from school for illness, the nurse or principal will contact your parent and make arrangements for your transportation home. Parental contact is needed to be sure they will be responsible for your care after leaving school. Reasons your child will be sent home from school:

- Fever: If your child has a temperature of 101 degrees or higher. They will then need to stay home until they are fever free for 24 hours without fever reducing medication.
- Vomiting/ Diarrhea: They will then have to stay home for 24 hours after the last episode.
- Pink Eye: They will then have to stay home for 24 hours after starting antibiotics.
- Cough: A student with an excessive cough will be sent home.
- Scabies: Any student with a rash that appears to look like scabies will be sent home and may return to school after their first treatment with a doctors note.
- Illness and After School Events: Students who are absent from school due to illness should not attend after-school events. Extenuating circumstances will be reviewed.
- Injury: In the case of an injury, the school nurse will assess the student's injury, and if the injury is serious, the school shall attempt to notify the parents according to the emergency information on the registration sheet or by sending a note home.

Guidelines for Administering Medications at School

If your child is taking a daily prescription drug that needs to be taken at school you can arrange that with the school nurse. The medication needs to be in its original bottle. If your child is taking an occasional antibiotic that is given less than 4 times a day it can be given at home.

Over the Counter Medications: Over the Counter (OTC) medications are drugs that can be purchased without a doctor's prescription and are used for the relief of symptoms on a temporary basis. The Iowa Board of Nursing states in declaratory ruling #3 that the registered nurse, using education and experience, may determine that the use of over the counter medications ordered by a parent is the appropriate care for some children. Appropriate use of over the counter medications at school can assist students to remain in school and continue to achieve in the classroom.

The following over the counter medications will be available for administration of age appropriate doses in the elementary, middle, and high school health offices in treatment of headaches, menstrual cramps, muscle aches, and dental pain.

- Acetaminophen (Tylenol)
- Ibuprofen (Advil/Motrin)
- Cough drops
- Tums
- All medications must be kept in the health office in their **original bottle**.
- All medication will be administered by an adult who has been certified to administer medications at school.
- Parent permission will be required to administer over the counter medications.
- Students will be allowed up to 5 combined doses of Acetaminophen and/or Ibuprofen.
- Over the counter medications will not be offered on demand but only after a careful assessment of the need to medicate has been made by the school nurse and other treatment measures to resolve the problem have been considered.
- Students who are currently taking medications that use with Acetaminophen and Ibuprofen is contraindicated, have significant allergy histories, are pregnant and/or have chronic health

conditions that could be adversely impacted by the use of over the counter medications will require a doctor's order to receive the medication at school.

- Use of over the counter medications will be documented in the student's health record according to district guidelines. For K-5th students a note will be sent to notify the parents when their student receives ibuprofen or Tylenol at school. 7-12 students will be responsible to notify their parents when they receive ibuprofen or Tylenol at school.
- The school nurse will assess the response to the medication. If the student feels better, the student will stay in school. If no improvement after 1 hour, the school nurse will contact the parent.
- If the student shows any sign of an allergic reaction or other adverse reaction, the school nurse will contact the parent and the doctor if known, and follow first aid guidelines for managing allergic reactions until further follow-up care is determined.
- A student who needs over the counter medications often will need to bring in their own bottle for school, and health plan will be created.

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 student health and accident insurance should contact the superintendent's office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

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. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. 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. A copy of the management plan is available for inspection in the office.

Miscellaneous

Educational Records: Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. For a complete copy of the district's policy on student records or the procedure for filing a complaint, contact the board secretary in the Superintendent's office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation

in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

Legal Status of Student: If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Guidance and Counseling: The purpose of the guidance and counseling program is to:

- Help students develop and implement educational plans
- Assist students with personal problems
- Help students to develop a realistic self-concept
- Provide assistance in vocational planning
- Work with students, parents, and teachers for the well being and benefit of each student
- Provide college catalogs and bulletins
- Provide scholarship information

Your counselor will discuss any questions you may have about anything. Many students are concerned with such things as planning the future, job placement, wanting to know about their interests and abilities, how to study, how to get along with teachers or other students, and how to get along with their family, etc. All the information you give the counselor is held in strictest professional confidence. Your counselor will not discuss information obtained in an interview with you among friends or in public. Your counselor does little disciplining. Instead, he/she tries to help you do better in the future by helping you understand yourself and others. Your counselor can talk to your teachers for you in order to help you and your teachers understand each other better and can make arrangements to assist you in making plans and reaching your goals.

Computer/Network/Internet Policy: Playing games on school computers that are not on the approved list is prohibited. Downloading or loading a game on the hard drive of any school computer is strictly prohibited. To ensure smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, acceptable and legal usage. The document outlines: Acceptable Use, Privileges, Netiquette, Security, Priority, Prohibited Use, Vandalism, Privacy and Consequences for violating the established guidelines. Before a student will be granted Network/Internet access, students and parents are required to read the policy and sign the release. Signing the document is legally binding, and it indicates that students and parents have read and agree to abide by the terms and conditions of the C-M Network and Internet Use Policy. Consequences for violation of the above police may result in detention, Saturday School, suspension, and/or loss of network/internet use. Laptops may be available for check out to students for use outside the school day on approval from the Technology Coordinator.

Cafeteria/Breakfast and Lunch Programs: Breakfasts/lunches are available in the Collins and Maxwell buildings each day. Qualified families may receive free or reduced priced lunches. Application forms are on the school's website and are also available in the school offices. Cost of a full priced breakfast is \$1.80. Students who qualify for free or reduced priced lunches will also qualify for free or reduced priced breakfasts. Serving begins at 7:45 a.m. in both buildings. Cost of school lunches will be \$2.80 per day with extra milk \$.55 and extra sandwiches are \$1.70.

The school currently uses a computerized lunch system. You may pay into your son/daughter's account as needed. Parents will be given notice when their students account falls to a negative balance and parents will be contacted to work out a solution.

Waiver of Fees: Students from low-income families are eligible to have student fees waived. Waiver forms are available on the school's website or in the Principal's office. If you have questions, you may contact the Principal's office (515/387-1115 ext 1105).

Telephone Use During the School Day: Due to the large number of calls received each day and interruptions in the learning process, we ask that telephone messages to students be limited to emergency situations. Students will not be called from classes for phone messages. Students are to use the school phone only with permission of the office. School phones will not be used for ordering lunch from downtown.

School Announcements: The primary means of communication with students about school related activities is through announcements. These are posted daily on the school's website. If you wish to have an announcement read, have it approved by your activity sponsor and turned into the office by 3:30 the day before you want it read.

Visitors/Guests: Visitors are not allowed during the regular school day because of the potential distractions which are caused. No visitors are allowed during the first or last week of the school year. Student visitors or guests are not allowed during the noon hour, however, parents and family are always welcome to visit.

Family/Community Night: School authorities, mindful of the fact that a well rounded education is based on experiences that take place not only in school but in community and home as well, have set aside Wednesday evening of each week for family/community activities.

Multicultural and Nonsexist Equity Education Opportunity: The Collins-Maxwell Community School District offers career and technical programs in the following areas - Family and Consumer Sciences, Business, and Agriculture.

It is the policy of the Collins-Maxwell Community School District not to discriminate on the basis of race, creed, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Chad Grandon, Collins Elementary Principal, 416 4th Ave., Collins, IA 50055, 641-385-2446, cgrandon@collins-maxwell.k12.ia.us. The contact for the regional office is, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

Abuse of Students by District Employees

As directed by Chapter 102 of the Iowa Code, the Collins-Maxwell Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. Categories of abuse are the following: 1) Physical abuse by intentional infliction of injury or excessive force, and 2) Sexual abuse by sexual offenses or misconduct or encouraging prostitution. The designated investigators for the abuse of students by district employees is Dr. Corey Lunn, Superintendent/MS-HS Principal & Chad Grandon, PK-5 Principal

Grievance Procedure: Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person (Informal and Optional - may be bypassed by the grievant): Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their 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 are encouraged to first discuss it with the personnel contact person. A student, or a parent of a student, with a complaint of discrimination based upon the above listed categories are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

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

Level Three - Superintendent/Administrator: If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board: If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is Mr. Chad Grandon, Collins Elementary Principal, 416 4th Ave., Collins, IA 50055, 641-385-2446, cgrandon@collins-maxwell.k12.ia.us. The contact for the regional office is, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison

Community Resources

AEA Services:

The Heartland Area Education Agency 11 (AEA), located in Johnston, Iowa, serves our school district. Many educational services are provided, such as special education consulting, student evaluations, hearing screening, speech and language therapy, and media services.

Any Kind of Problem

First Call for Help (Info & referral service)..... 211

Any Emotional Problem, Suicide, Drugs, Alcohol, Sexual Abuse, Etc.

Red Cross Counseling Line..... 282-5752

Drug, Youth, and Crisis Line..... 244-1000

Emergencies (Life Threatening – call 911)

Poison Control Center..... 1-800-222-1222

Youth and Family Problems

Cancer Information Line..... 1-800-227-2345

Child Abuse (reporting)..... 1-800-362-2178

Iowa Homeless Youth Center..... 265-1222

National Runaway Switchboard..... 1-800-786-2929

Child Care Funding & Referral

Child Care Resource & Referral of Central Iowa..... 246-3560

Insurance

Medicaid (Title 19)..... 725-1004

Medicare..... 1-800-633-4227

HAWK-I..... 1-800-257-8563

Health Services

Maxwell Medical Clinic..... 387-8815

Nevada Medical Clinic..... 382-5413

Dental Services

DMACC Dental Hygiene Clinic..... 964-6280

(cleaning & X-rays for all ages. \$25 for cleaning)

Employment Agencies

Career Choices (DMACC)..... 964-6200

(Ankeny)

Kelly Services..... 82-0264

Labor Ready..... 246-0780

Alcohol and Drug Use Problems

Al-Anon & Alateen (family, children of alcoholics)..... 277-5059

Cornerstone (alcohol and drug adolescent)..... 289-2272