

2018-2019 Student Handbook Collins-Maxwell Middle/High School



HOME OF THE SPARTANS!



**400 Metcalf Street,
Maxwell, Iowa 50161
Telephone: 515-387-1115**

www.collins-maxwell.k12.ia.us

Welcome to Collins-Maxwell Middle/High School, Home of the SPARTANS!

It is our pleasure to welcome you to the 2018-2019 school year! We look forward to meeting with each student, parent and community member this year.

Our goal 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 e-mail or contact us by phone at 515-387-1115.



Mr. Ottie Maxey
Superintendent

Dr. Corey Lunn
Interim Middle/High School Principal

GO SPARTANS!!!

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT

District Personnel

Superintendent:	Ottie Maxey
MS/HS Principal:	Corey Lunn
Elementary Principal:	Chad Grandon
Board Secretary:	Lisa Waddell
MS/HS Secretary:	Mary Ann Webb
Elementary Secretary:	Mandy Wierson
Food Service:	Kelly Peavey
School Nurse:	Jill Peters

Middle and High School Faculty

Agriculture	Jamie Waddingham
Art	Richard Byrd
Band/Choir	Rebecca Pfeiler
Business	Katie Berry
Computer Tech	Kris Corbin
Chorus	Mark Bjorkland
Dean/Activities Director	Troy Houge
FCS	Kimberly Mennen
Instructional Coach/Curriculum Support	Pam Heward
Language Arts	Nicole Dentlinger
	Chris Smith
	Sonya Staudt
Math	Deb Hartgers
	Jerry Meinerts
	Melissa Robinson
Media/6th Explore	Melissa Goering
Media Center Associate	Joan Schmerbach
MS Aide	Jennifer Maxwell
	Denise Myers
Physical Education	Cory Ccnkovich
	Steve Lewis
Resource	Justin Flaws
	Mary Onstot
	Lynn Potthoff
Science	Jean Birchmier
	Caitlin Sutherland
Social Studies	Cole Billerbeck
	Shannon Haus
	Wes Stover
Spanish	Thomas Blair
At-Risk	Cody Coffelt
Guidance	Brittany Martin
Custodians	Cody Smith
	Dennis Deo

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Notes About the Student Handbook

The Student Handbook was first written by a committee of students, staff members and parent volunteers. The handbook is reviewed and revised annually by the administration with input from the students and faculty. The administration brings its proposal to the Board, who reviews the new proposals, makes revisions, and approves it for the upcoming year.

The Student Handbook was designed to accomplish the following goals:

1. To document school rules and district policies to serve as guides for students and their families to 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 up-to-date, easy to understand information on opportunities and programs available through the school and the school district.

This Table of Contents is to help guide students and their parents as they read the Student Handbook. Please read the Handbook carefully and keep it available for reference. The policies herein have been approved by the Collins-Maxwell Board of Education. Parents and students will be held responsible for knowing the 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.

Collins-Maxwell Student Learning Goals

Core of Content Knowledge

- Acquires and integrates basic skills and knowledge in core curriculum areas: math, science, language arts, social studies and technology
- Demonstrates real-life applications of basic skills and knowledge

Communication Skills

- Skilled in reading, writing, speaking and listening
- Communicates in a clear, precise manner
- Uses a variety of methods to communicate (verbal, nonverbal, electronic, musical and artistic) for a variety of purposes
- Adapts techniques to meet needs of diverse audiences
- Gathers, processes, and responds to information for a variety of purposes

Collaborative Worker

- Uses effective leadership and teamwork skills
- Develops and manages interpersonal relationships
- Performs well in culturally and organizationally diverse settings
- Knows and uses conflict resolution techniques
- Identifies whether a situation, task, or problem needs an individual or collaborative plan of action

Personal Growth & Well-Being

- Demonstrates personal wellness practices
- Develops personal creativity and character traits: trustworthiness, respect, responsibility, fairness, caring, citizenship
- Demonstrates lifelong learning
- Makes responsible life-style decisions and assumes responsibility for his / her actions
- Explores career opportunities and maintains professionalism in the workplace
- Explores and responds to the arts

Thinking, Reasoning, & Problem Solving

- Uses a variety of researching techniques, including technology, as a means to: identify, access, integrate and process information
- Solves complex problems in a variety of contexts
- Recognizes and connects to prior knowledge
- Organizes information

Citizenship & Social Responsibility

- Analyzes and understands economic, social and political systems
- Demonstrates respect for self and for the diversity of others
- Sets priorities and achieves goals
- Examines options, monitors and evaluates his / her progress

A. Opening Statements

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 was 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.

B. Student Attendance

Expectations

Through attendance and class participation do students achieve the benefits of the education program. 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. 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 times and summer to schedule activities, appointments and events whenever possible. Regular attendance and being well prepared for class helps students in school and prepares them for adulthood.

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.

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 7:00 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.

Procedures for Absences

1. Absences will be excused by the school following notification by the parent(s) either by telephone the day of the absence or in writing the day they return to school following the absence. Written communication from parents must include a signature; we can accept e-mail from parents to excuse an absence. A parent stopping by the office to excuse a student is always appropriate. If the school is not notified by a parent 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.
2. If notification is not received as described, the absence will be recorded as unexcused and the student MAY be subject to disciplinary action.
3. The student must report to the office immediately upon returning to school. Individual teachers and the office will keep a record of student absences.
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, funeral, 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.

Attendance (Excused, 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, notification must include the reason the student was absent. Students will be marked tardy to class if they arrive to a class within the first half of the period; students will be counted absent from class if they miss more than half the period.

Absences from school for the following reasons will generally be considered **excused**:

- a. Personal illness
(three or more consecutive days of illness will require a doctor's note for these illnesses)
- b. Death or serious illness in the immediate family of household
- c. 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)
- d. Needed at home by parent/guardian (on limited basis)
- e. Educational trips (if approved in advance)
- f. Family vacations (if approved in advance)
- g. Two (2) college visit days for juniors and seniors (approved in advance)
- h. Court appearances
- i. Recognized religious observances
- j. Attending/participating in sporting events (approved in advance).
- k. 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 from school for the following reasons will generally be treated as **unexcused**:

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

Truancy/Unexcused Absence:

Students are not allowed to make up schoolwork or to submit late school work due to truancy. Truancy is any absence without parent's consent or knowledge involving one class period or an entire day. 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 penalty for being truant will be:

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

Accumulation of Excessive Absences

The Attendance Review Committee will meet to discuss specific student's absenteeism whenever a student has reached the levels below (excused or unexcused). The purpose of this meeting is to determine if the absences constitute a consistent pattern of avoidance from school.

A. Level One: (Seven or more absences from school)

--The parent/guardian(s) will be notified by mail, phone, or e-mail of the dates of absences and reasons given.

--An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absence.

--Event name: Excessive Absence

--Behavior Resolution: Parent Contact—7 days

B. Level Two: (Ten or more absences from school)

--The parent/guardian(s) will be notified by mail, phone, or e-mail 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 the 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.

--An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absence.

--Event name: Excessive Absence

--Behavior Resolution: Attendance Letter—10 day

C. Level Three: (Twelve or more absences from school)

--The parent/guardian(s) will be notified by mail, phone, or e-mail expressing concern regarding the number of absences the student has accumulated.

--After the twelfth absence per semester a student will not be allowed into class until an attendance review meeting is held with the student, parents, administration and/or designees.

--A member of the Attendance Review Committee will make contact with the parent/guardian to notify them that a third attendance letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absence is required. 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.

--An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absence.

--Event name: Excessive Absence

--Behavior Resolution: Attendance Letter—12 day

AND

--Event name: Excessive Absence

--Behavior Resolution: Attendance Mediation

Attendance Review Committee

This review committee will consist of the principal, 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:

1. Place the student on probation with specific attendance guidelines; reconvene the committee if the student exceeds the newly set standard.
2. Recommend that a student remain in the classes missed with no credit to be given for work assigned during the time missed.
3. Allow the student to remain in class with stipulations.
4. Recommend the student lose Sr. early release/late arrival privileges.
5. Recommend the student be dropped from his/her classes for the lack of attendance.
6. Recommend the student be dropped from the class and receive failing grades.
7. Refer case to the county attorney.
8. 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.

Late Arrival/Early Departure

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 are not allowed to make up schoolwork or to submit late school work due to an unexcused absence.

Tardiness

Students are expected to be on time to school and to 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 reason 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 principal/assistant principal will determine if your absence is excused, unexcused, and/or if you are tardy.

If you are detained by a teacher or detained in 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 are on an overall basis. Wednesday Extended Detention assignments will be scheduled to be served within two weeks of issuance from 1:30-4:30 PM on Wednesday early-out afternoons. If it is not served, students will serve a half-day in-school suspension. Students begin each semester with 0 tardies.

Consequences for Tardiness:

- 1st-4th tardy (overall) = No penalty/notification on student/parent portal
- 5th tardy (overall) = Office Warning that next offense is Loss of Open Campus privileges & Wednesday Detention/notification on student/parent portal
- 6th tardy (overall) = Loss of Open Campus privileges for semester (including finals) & Afterschool/Wednesday Extended Detention for 60 minutes

- 7th-9th tardy (overall) = 90 minutes served at the discretion of the supervising teacher
- 10th-14th tardy (overall) = Wednesday Extended Detention (2 hours each offense)
- 15th tardy (overall) = ISS and required parental conference with attendance contract

Detention

- 1st = given by classroom teacher, teacher assigns date/time within 1 week of time given

Unserved detentions will follow this protocol

- detention becomes 1 hour and served on Afterschool/Wednesday Extended time
- detention becomes 2 hours and is served during Afterschool/Wednesday Extended time and a parent notification will be sent with parent signature required
- detention will serve 4 hours during Saturday school
- unserved Saturday School will result in further consequences at the discretion of the administration

Senior Early Release/Late Arrival and Open Noon

It is a privilege to have a senior early release/late arrival and ~~for juniors and seniors~~ to have open noon. It is the responsibility of the student to maintain that privilege through good conduct, good grades and attendance. Seniors may have a one period late arrival or a one period early release. Seniors that have late arrival need to report to the media center or the senior balcony 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.

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.

Open Noon

Open noon 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.

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.

C. Student Health, Well-being, and Safety

Health Requirements for School:

Immunizations:

- 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.

- **Preschool-6th grade:** Bring an approved Iowa Department of Public Health Immunization Certificate
- **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:

- **Kindergarten:** 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.
- **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.

Vision Screenings:

- **Kindergarten:** Your child will need a completed Iowa Vision Screening from their doctor. This can be done a year prior to this years enrollment up to 6 months after enrollment.
- **3rd Grade:** Your child will need a completed Iowa Vision Screening from their doctor. This can be done a year prior to this years enrollment up to 6 months after enrollment.

Physicals:

- **K-5th:** physicals are not required, but a good idea to get an annual physical done.
- **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.

SCHOOL HEALTH SCREENINGS

- **Health Screening:** Elementary students will have vision, height, weight, blood pressure, and heart rate screenings performed by the school nurse. Students will automatically be screened unless the parent submits a note asking the student be excused from the screening. If your student has been screened and the nurse has a concern or needs a referral the school will send home a referral letter. Ms/Hs students will be screened on referral only.
- **Head Lice Screenings:** Elementary students are only screened for head lice if there is a concern. If your child has head lice you will be notified by phone. It is the parents responsibility to treat your child's hair. You need to go through it daily and follow the IDPH's pamphlet guidelines sent home with your child. Even if your does not have head lice it is a good practice to look through their hair on a weekly basis to make sure they do not have it. Our manner of dealing with students with head lice is consistent with the recommendations of the State Health Department.
- **Hearing Screening:** Heartland AEA will conduct hearing screening at some point during the school year. Parents will be notified of any abnormal results.

Parent Guidelines for Dealing with Sick Children:

- 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 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 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.**

Illness

- 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 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 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

Prescription Medications:

- 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:

- Purpose: 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 parent 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.

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.

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 announcement.
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.

D. Student Activities

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, funeral, 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) Students must be passing all classes to be eligible for the activity bus.

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 principal or superintendent for special circumstances and only when arranged transportation plans have been confirmed in writing with parents.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away.

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.

Transfer students will be allowed to bring in up to 50 hours per HS/year. Classes through 2020 will be grandfathered in to reach full implementation of 200 hours by the class of 2020.

- Class of 2017 80 hours
- Class of 2018 130 hours
- Class of 2019 180 hours
- Class of 2020 200 hours

Conditions: 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.

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.

E. Student Scholastic Achievement

Grade Reports

Students receive progress reports in the form of 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 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— **12.5** credits plus 1 year of attendance

10th-- **25** credits plus 2 years of attendance

11th- **37.5** credits plus 3 years of attendance

12th—**46** credits plus 4 years of attendance

HONORS—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 then 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 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-Hunziker Building/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 course.

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.

Edgenuity (e2020) Policy

e2020 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 e2020 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 e2020 courses work independently in the computer lab and at home to complete their course and gain high school credit. e2020 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.

Academic Eligibility for Extra-Curricular Activities

Eligibility for Middle School and High School participation in extra-curricular activities will be determined at weekly and at semester.

1. Weekly eligibility: Starting the third week of every semester, grades will be due on Tuesdays by 3:40pm. Grades will be pulled on Wednesday mornings. Students failing a class will be given a warning and one week to get the grade to passing. If they do not:
 - a. they become ineligible to participate for sports and extracurriculars for 1 week (this also includes attending events if not in a sport/extracurricular at that time.
 - b. 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.
2. State semester rule - (to be followed by grades 7-12) 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.
3. Parents will be notified by mail every Wednesday if their child is failing any class(es).
4. Athletes will be allowed to participate in practices, but may not participate in any performances, games, or competitions. (Not in uniform)

5. If a student is disciplined with an in or out of school suspension, the student will be ineligible for all extra-curricular activities on the days the student serves the suspension.
6. 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, funeral, etc.) Extenuating situations will be evaluated on an individual basis.

Incomplete/Late Assignments (Middle School Only)

Middle school students who have 3 incomplete or late assignments in a grade reporting period (i.e. mid-term and semester) will be required to attend mandatory study sessions with the teacher. Students and parents will be notified every time the student hits 3 incomplete or late assignments in a grade reporting period. Mandatory study sessions will be held before or after school and must be arranged with the teacher. Parents are responsible for transportation. Students who do not serve a mandatory study session will be issued an office detention.

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

Middle School Honors Group

The purpose of the Honors Group is to give visible recognition to those who excel using the following criteria: Students must earn a cumulative grade point average of at least 3.5 at the end of mid-term of the second semester of the current year.

Middle School Good Citizen Group

The purpose of the Good Citizen Group is to give visible recognition to those students who daily follow school rules, procedures, and expectations. Students who have had fewer than 3 teacher or office referrals and no suspensions (in-school or out of school) will be included in this group. Excessive tardies will be included into the criteria.

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.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

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

Effective 2009-2010, 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 extra-curricular 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.

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 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
10. Courtyard is closed during study halls

F. Student Records, Rights and Responsibilities

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.

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.

Philosophy for Discipline

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.

Student Misconduct

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV 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.

General Discipline Guidelines for Assessing Penalties

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 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, the 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.

Definitions

Expulsion: The Board of Directors for the District may, by a majority vote, 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. The period of expulsion may not exceed two academic semesters.

In Lieu of Expulsion/AEP (Alternate 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 that 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.

Levels of Offense/Overview

Acts of misconduct are categorized into the following four levels of offense:

Level I Violation of Classroom Rules: Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II Administrative Intervention: Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III Suspension and/or Optional Recommendation for Alternate 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. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV Required Alternate Educational Placement or Recommendation for In Lieu of Expulsion and/or Expulsion for Serious Offenses: Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

General Procedures for Resolving School Problems

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.

Rights and Responsibilities in Discipline

Parents/Guardians Have a Responsibility to:

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

Parents Have a right to:

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

Students Have a responsibility to:

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Do homework.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

Students Have a right to:

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

Schools Have a responsibility to:

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer appropriate discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

Schools Have a right to:

1. Take the necessary steps to ensure a safe, orderly, and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

Anti-Bullying/Harassment Procedures

Nondiscrimination: 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.

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 e-mails 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 communications 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, Interim MS/HS Principal Dr. Corey Lunn. The alternate investigator is Chad Grandon. 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 the 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 Web site, 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.

Levels of Student Misconduct and Intervention Options

Level I: Violation of Classroom Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include but Are Not Limited to:

- **Violations of rules** or procedures established by the teacher
- **Refusal to participate** in classroom activities
- **Unexcused tardiness** to class
- **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
- **Cheating, plagiarism**, or copying the work of other students
- **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- **Disruptive or non-compliant behavior**
- **Failure to protect, share and/or use of other student's passwords** regarding computer accounts
- **Any other act that disrupts** the classroom or interrupts the operation of the class
- **Profanity**, vulgar language, or obscene gestures

Intervention Options/Responses:

- Verbal correction
- Teacher-student conference
- Parent Contact: confirm actual contact has been made with parent via phone call or in writing
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions recorded in Infinite Campus by the teacher.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.
5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

Level II: Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. 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 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 or appropriate administrator will forward report to the parent or guardian.

Level II Acts of Misconduct May Include but are Not Limited to: Repeated Level I violations

- **Leaving without permission** including classroom or school grounds
- **Unexcused absences** including cutting class
- **Possession of matches or other flammable materials**
- **Harassment.** Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.
- **Bullying, intimidation,** which includes any communication toward a student including electronic (such as e-mails, texting, or instant 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.
- **Smoking/Tobacco** — using, or possessing tobacco or tobacco products including electronic cigarettes, vaping products and similar products/devices
- **Forgery** — changing school records or documents or signing a parent's name on school documents
- **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
- **Inappropriate display of affection**
- **Posting or distributing unauthorized materials** on school grounds
- **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
- **Loitering** in unauthorized areas
- **Failure to follow school policy on operation of electronic devices** (final determination of the limits made at the individual campus level)
- **Cafeteria disturbance**
- **Refusal to comply with a school's dress code policy**
- **Minor physical contact**
- **Disruptive behavior** on a school bus or at a school bus stop
- **Violation of the District's Technology Acceptable Use policy**
- **Sending or forwarding inappropriate electronic communication that results in a disruption to the educational environment**
- **Other acts interfering with the orderly educational process** in the classroom or the school

Intervention Options/Responses:

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Removal of school transportation privileges
- "Behavior" or "conduct" contracts
- Suspension of transportation privileges
- Suspension for up to three school days per occurrence
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator, with report and contact made to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Written or oral notification of action is sent to parent.
4. Administrator documents discipline and resolutions in Infinite Campus.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

Level III: Suspension and/or Optional Recommendation for In Lieu of Expulsion/AEP (Alternative Education Placement)

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 Acts of Misconduct May Include but Are Not Limited to: Chronic or repeated Level I and/or Level II offenses

- **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
- **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. An assault that results in bodily injury is considered a more serious Level III offense and may result in a more severe consequence up to a recommendation for expulsion.
- **Gambling**
- **Stealing/theft** of property in an amount under \$500
- **Truancy** including but not limited to repeated instances of cutting class
- **Weapons/Ammunition possession** including but not limited to:
 - knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut

- fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- live ammunition or bullets
- BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
- 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
- **Persistent disruptive behavior** on a school bus
- **Interfering with school authorities**, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
- **Disruptive demonstration** that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
- **Behavior contract violations**
- **Participation in an illegal organization** or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities, wearing dress or attire or possession of paraphernalia of such illegal organizations.
- **Hazing**, which includes any action taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.
- **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
- **Continued violation of the District’s Acceptable Use Policy.**
- **Possession or use of any prescription or nonprescription** drug, medicine, vitamins, or other chemical in violation of the guidelines for dispensing medications at the school.
- **Possessing alcohol or a controlled substance or drug paraphernalia**
- **Under the influence of alcohol or a controlled substance**
- **Distribution of alcohol**
- **Possession of inhalant.** Engaging in conduct that contains the elements of an offense relating to an amusable or volatile chemical or possession of inhalant paraphernalia.
- **Burglary** of a Collins-Maxwell CSD facility or committing burglary on district property.
- **False report against a staff member** knowingly made and that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report

- **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
- **Making a "hit list,"** in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm.
- **Retaliation against any school employee** such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level IV.
- **Felony conduct.** There are two instances of felony conduct for which a student must be referred to an AEP. The placement made in accordance with this section shall be for any period considered necessary on the basis of the circumstances and facts known; however, the student shall still receive a review of the placement after the time designated by the behavior improvement contract. The circumstances include:
 - Engaging in any conduct punishable as a felony while on campus, at a school-related function or activity.
 - While enrolled in Collins-Maxwell CSD and regardless of the location of the offense, receiving deferred judgment or a finding by a court or jury of delinquent conduct, or the reasonable belief of the principal that the student has committed one of the following felony crimes: murder; manslaughter; voluntary manslaughter; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; any degree of sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; terroristic threat; or tampering with a consumer product, regardless of where the offense occurs.
- **Assisting (directly or indirectly) with the promotion of any prohibited behavior** under this *Discipline Code*.
- **Other acts of serious misconduct** that disrupt the school environment in the classroom and/or school.
- The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

Intervention Options/Responses:

- Required administrator/student/parent conference
- Restitution or restoration, as applicable, for vandalism to property
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Placement of the student into in-school suspension
- Out of school suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year

- Referral for placement in Alternate Education Placement (AEP) (suspension not to exceed 10 school days)
- Referral for counseling services regarding substance abuse assessment
- Any other appropriate disciplinary actions determined by the administration

Procedures:

1. Referral to administrator, with report and contact made to the parent.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Repeated violations shall result in a more severe response and/or referral to Level IV.
4. Administrator determines whether the student engaged in Level III misconduct that is serious in nature that warrants a referral for an In Lieu of Expulsion (AEP). If administrator determines that the student engaged in a serious offense then administrator contacts central office administration to start referral process. When the student is recommended for an AEP, the parent shall be given a letter stating the reasons for the placement. In determining the length of the placement, the administrator shall consider such factors as seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct on the school environment, state law requirements for certain disciplinary consequences, and whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment.
5. Administrator meets with parent or guardian to review AEP and student behavior improvement contract.
6. Within five days of AEP placement meeting, the parent/guardian must request a meeting to appeal decision, in writing, with the superintendent or the decision shall be final.
7. A Level III appeal may be made to the superintendent, appeal must be in writing. Parent/Guardian will receive decision of superintendent within three business days of receiving the appeal. The decision of the superintendent is final regarding Level III appeals.
8. Special Education students may not be placed in an alternate educational placement unless the IEP Committee determines that it is educationally appropriate and that the student has engaged in conduct for which referral to an alternate educational placement is authorized.
9. School administration will review student progress to determine student placement following completion of AEP. After assessing the student's progress, those in attendance may decide that the student (1) remain in the AEP; (2) may return to the campus.

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 the 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 shall be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

Level IV Acts of Misconduct Include the Following Acts That May Result in Required Alternate Education Placement or Recommendation for Expulsion:

- **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.
- **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
- **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
- **Possession with intent to distribute.** Possession of a specified amount of a controlled substance as identified in Iowa Code Chapter 124. The District shall rely on the School Resource Officers or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.
- **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
- **Assault of Staff Member resulting in bodily injury.** Engaging in an assault as defined under Level III.
- **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.
- **Habitual Disruptive Behavior.** Continued serious and persistent violations of Level III offenses.

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 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 the packet of information that contains the supporting documentation as to why the administration is recommending the student be expelled.
4. Parent/Guardian will receive the 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 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.

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.

Care of School Property

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

Computers and Technology

Policy on Acceptable Student Use of Technology:

In making decisions regarding student access to the Internet, the Collins-Maxwell Community School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

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.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. 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.

Parents of students in the Collins-Maxwell Community School District shall be provided with the following information:

- The Collins-Maxwell Community School District is pleased to offer students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That

notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Collins-Maxwell Community School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Due Process

To ensure that the student receives due process, student suspensions or recommendations for expulsions will be made when:

- A student makes serious or repeated infractions of school rules
- The student interferes with the educational environment or normal operation of the school.
- The administrator shall conduct an informal investigation of the charges against the student, giving:
 - Oral or written notice of the allegations against the student.
 - The basis in fact for the charges.
 - The opportunity to respond to those charges.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on 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 expectations 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.

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 Buses

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. 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.

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.

Good Conduct Policy

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 schools 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 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 Homecoming/Prom Courts), 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 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 one calendar 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.

A - Administration may require the student to attend counseling or support classes before returning to activities.

B - Age is no defense to a violation involving the purchase, possession, or use of tobacco.

C - 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.

G. Miscellaneous

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 policy 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 you see fit. Students are to bring money for their account to the Superintendent's office. Students will be given notice when their account falls to a negative balance. **Should an account drop to a negative balance of \$5.00 or more, eating privileges will be denied until the account is brought to a positive balance (high school students only). Students will not be allowed to use another student's account at any time. Family accounts can not drop below \$20.00.**

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).

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:

1. Students must have a pass to the media center and must get permission from the media center supervisor before leaving.
2. 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.
3. Reference materials may be checked out to use in class only; no overnight checkout for reference materials.
4. All newspapers and magazines will be available in the media center only.
5. 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.
6. No food or drink is allowed in the media center.
7. You must get permission from a teacher and/or the media center supervisor before using the Internet.

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.

Student Planners

Students will be given a planner at the beginning of the school year. Students will be required to use this planner for all courses. These planners will contain the Student Handbook, hall passes for students, and will be a communication tool between teachers and students with regards to WIN(What I Need) Time.

Planner Expectation:

- Student will be accountable for their planner each period, each day
 - If student does not have their planner for that day = must speak with teacher and advisor for WIN Time

Inability to follow Planner Expectations Protocol:

- 3 consecutive days without planner = 30 minute detention
- 4 consecutive days = 45 minute detention
- 5 consecutive days = 1 hour detention
- 5+ days = student must purchase a new planner

Misplaced or Lost planner = Student must purchase a new planner for \$5

- 2nd+ replacement of planner = \$10 each time
 - if student is unable to purchase a new planner they will serve community time within the school building, i.e.- janitorial duties, teacher assistant, etc.

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.

Church 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 church and home as well, have set aside Wednesday evening of each week for church activities.

Buses and Other School 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.

Primary responsibility for bus discipline rests with the driver. Serious infractions or repeated infractions will be referred to the building administrators. Students will not be allowed to carry skateboards or scooters on the bus.

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 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 problem.
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 seriousness of referral, age, appropriateness, time between referrals, and other extenuating circumstances.

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, Dr. Corey Lunn, Interim MS/HS Principal, 400 Metcalf St, Maxwell, IA 50161, 515-387-1115, clunn@collins-maxwell.k12.ia.us.

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 Dr. Corey Lunn, Interim MS/HS Principal. The address for contacting is 400 Metcalf Street, Maxwell, IA 50161. The phone number is 515-387-1115. Office hours are 8:00 AM to 4:00 PM.

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.
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, Interim MS/HS Principal & Chad Grandon, PK-5 Principal

H. 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 service.

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.....282-0264
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