

# 2024-2025 JR/SR HIGH SCHOOL STUDENT HANDBOOK



Colfax-Mingo Jr/Sr High School  
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## MISSION STATEMENT

**To develop life-long learners, independent thinkers, and productive citizens of character.**

- Where students will be safe, comfortable, and respected by faculty and fellow students.
- Where the rigor of our curriculum will challenge students to achieve at their full potential on each level of their learning process.
- Where our faculty is committed to developing long-term mentoring relationships with their students.

## WELCOME

Welcome to the 2024-2025 school year at Colfax-Mingo Jr/Sr High School! I am excited to start my first year and I'm certain this will be a fantastic year filled with new experiences and opportunities to grow as a school community. The expectations at Colfax-Mingo are high and unwavering. The community at large demands and deserves a quality educational program, and I'm completely confident the staff team will deliver on this expectation. I am committed to building strong relationships and a positive atmosphere so that all students, staff and community members feel welcomed and can accomplish their goals.

Communication is vital in building strong relationships and improving the overall quality of the school community. Please note that I will not hesitate to communicate with each and every family as needed and welcome any and all communication.

As is the norm for any school district, we must have expectations, procedures and processes that help the school year run smoothly and encourage positive academic outcomes. Please take the time to go over this handbook to familiarize yourself with the expectations that have been established to help us have a successful school year. We are committed to creating and sustaining an environment that fosters creativity, independence, and a mindset of success for all.

## Jake Troja

Jr/Sr High School Principal

[jtroja@colfaxmingo.org](mailto:jtroja@colfaxmingo.org)

**Colfax-Mingo Jr/Sr High School**

**204 N. League Rd.**

**Colfax, IA 50054**



Main Office	515-674-4111
Main Office Fax	515-674-4940
Attendance	515-674-3804
Central District Office	515-674-3328
Jr/Sr High Website	<a href="#">Link to Jr/Sr High Page</a>
Jr/Sr High Athletics	<a href="#">Link to Athletics Page</a>
Jr/Sr High Activities	<a href="#">Link to Activities and Clubs</a>
Family Portal	<a href="#">Infinite Campus Parent Portal</a>

### Quick Reference - Who to see/Where to go

What?	Who?	How?
Absences & Appointments	Attendance Line Infinite Campus	515-674-3804 Absence Requests
Athletics & Activities	Erin Hume: Assistant Principal / Athletic Director	515-674-4474 <a href="mailto:ehume@colfaxmingo.org">ehume@colfaxmingo.org</a>
Chromebooks & Technology	Michael Britt: Tech Director	515-674-4111 x1300
<b>Contact Counselor &amp; CCR Coach:</b> <ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Progress Reports</li> <li>• Grades</li> <li>• Scheduling</li> <li>• Open Campus</li> <li>• Post-Secondary Planning</li> <li>• Career &amp; College Info</li> <li>• Scholarships</li> </ul>	Danielle Welsher <i>Counselor</i>  Matt Barkalow <i>College &amp; Career Readiness Coach</i>	<a href="mailto:dwelsher@colfaxmingo.org">dwelsher@colfaxmingo.org</a>  <a href="mailto:mbarkalow@colfaxmingo.org">mbarkalow@colfaxmingo.org</a>
<b>Visit Main Office:</b> <ul style="list-style-type: none"> <li>• Drivers Education</li> <li>• Fees or Fines</li> <li>• Medication</li> <li>• Lunch &amp; Breakfast Account</li> <li>• Lockers &amp; Padlocks</li> <li>• Student Activity Cards</li> <li>• Student ID Cards</li> <li>• Visitors</li> <li>• Parking Permit</li> </ul>	Willow Neer Emily Morey	Main Office 515-674-4111 <a href="mailto:wneer@colfaxmingo.org">wneer@colfaxmingo.org</a> <a href="mailto:emorey1@colfaxmingo.org">emorey1@colfaxmingo.org</a>
<b>Contact Emily Morey:</b> <ul style="list-style-type: none"> <li>• Daily Announcements</li> <li>• Community Service Hours</li> <li>• Attendance Errors</li> </ul>	Emily Morey	<a href="mailto:emorey1@colfaxmingo.org">emorey1@colfaxmingo.org</a>
<b>Contact Central Office:</b> <ul style="list-style-type: none"> <li>• Transfer to Another School</li> <li>• New Enrollment</li> <li>• Registration</li> </ul>	Missy Daft	1000 N Walnut St  515-674-3646 x1102
<b>Contact Nurse Lindsey:</b> <ul style="list-style-type: none"> <li>• Illness or Injury at School</li> <li>• Medication Information</li> <li>• Health Concerns</li> </ul>	Lindsey Cummins	515-674-4100 x2100 <a href="mailto:lcummins@colfaxmingo.org">lcummins@colfaxmingo.org</a>



## JR/SR HIGH SCHOOL FACULTY DIRECTORY

### Teaching Staff

Al-Khanfar, Sophia	World Language	McGhee, Laurie	Science
Anderson, Wendy	Curriculum Director	Murley, Matt	Instructional Coach
Barkalow, Matt	College & Career Coach	Neer, Willow	Secretary
Beyer, Paige	Math	Palmiotto, Tawny	Special Education
Boggs, Bobbi Jo	Talented & Gifted	Reuvers, Alison	Agricultural Science
Bojack, Chrystin	Family & Consumer Science	Sherman, Kristine	Language Arts
Brahn, Dave	Social Science	Simpson, Gabe	Social Science
Buscherfeld, Drake	Success Center	Snyder, Jennifer	Business Education
Clausen, Dori	JH Science	Sontag, Jeff	Art
Crossland, Melissa	Social Science	Suntken, Taylor	5-12 Band
Dague, Grace	Language Arts	Teed, Joss	PE & Health
Drenth, Dakota	JH Special Education	Teed, Summer	Science
Graffunder, Michaela	Language Arts	Tomas, Zach	PE & Health
Halverson, Allie	JH Math	Troja, Jake	Principal
Harper, Tyler	3-12 Vocal Music	Ver Helst, Stephanie	Special Education Director
Hume, Erin	Assistant Principal/AD	Webster, Shane	Industrial Technology
Jones, Connor	Special Education	Welsher, Danielle	Counselor
Holtan, Jen	Language Arts	Whiteman, Korie	Math
Latham, Amanda	Special Education		

### Support Staff

Anderson, Meagan	Floden, Cassandra	Hanson, David
Beebe, Julianna	Forschler, Amy	Jones, Jesica
Bucklin, Andy	Earles, Jim	Morey, Emily
Bucklin, Connie	Hague-Renfro, Val	Tinsley, Judy
Cratty, Carmen	Holdefer, Jeremy	White, Monica



## Colfax-Mingo Community Schools Board of Education

### Board Meetings: Held Monthly

Shannon Boehm - President  
Mary Poulter - Vice President  
Kelly Disney - Secretary  
Kendra Perry  
Patrick Utz  
Ashley VanderSchoor  
Chet Williams  
Dawn Gibson

## Colfax-Mingo Community Schools Administrative Offices

1000 N. Walnut St.  
Colfax, IA 50054  
515-674-3646

### Administrators

Tim Salmon - Superintendent of Schools  
Kelly Disney - Director of Business Services & Human Resources  
Missy Daft - Executive Assistant to the Superintendent & Registrar

### Supervisors

Wendy Anderson - Curriculum  
Ben Cooper & Jeff Goaley - Buildings and Grounds  
Stephanie Ver Helst - Special Education  
Mike Britt - Technology  
Erin Hume - Athletics & Activities  
Kerri Roling - Food Services  
Monica White - Transportation







## Purpose of this Handbook

This handbook is designed to provide rules, guidelines, and procedures for the benefit of the students and the school community. While we have tried to be as comprehensive as possible, it is impossible to address every conceivable circumstance in handbook format. If a subject or item is not covered within these pages, it does not mean that it is allowed. It may be that well-known principles and common sense determine how a matter is handled. Every year, this handbook is updated as needed. The revisions may be grammatical, a change in wording for better clarification, or an attempt to match the wording in other documentation. The administration at Colfax-Mingo Jr/Sr High School reserves the right to make changes to any policy or procedure, if needed, to best achieve the school's mission. More details can be found in the School Board Policies located on the district's web site, [www.colfax-mingo.k12.ia.us](http://www.colfax-mingo.k12.ia.us). The policies in this document are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;
- 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 philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district, and;
- To provide legal notices as required by the Iowa Department of Education and under federal law.

## 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's an 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 and vehicles. 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.

## Jurisdiction and Expectations

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the school 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, teachers, employees, and visitors** are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity, or obscene gestures or language.

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

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and student handbook may be disciplined for



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

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant. Students are expected to know the handbook's contents and comply with it. Students will be required to sign off on the handbook. Students or parents with questions or concerns may contact their school’s main office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

## SECTION 1: ACADEMICS & GRADE REPORTING

### Graduation Requirements

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings, provided they abide by the proceedings organized by the school district. A student may request to be excused from graduation activities through a request to his/her high school principal stating his/her reasons.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's high school completion.

A student must have been enrolled in the district for at least the last semester of the school year of graduation to receive a diploma from the Colfax-Mingo Community School District and to participate in commencement. The superintendent may waive this requirement in extenuating circumstances.

The Board has the responsibility to formulate policies that students must meet to be eligible for high school graduation. Education Standards and minimum requirements set by the Code and the Department of Education will be observed. To receive a high school diploma from the Colfax-Mingo Community School District, a student must have earned a total of forty-nine (49) credits in grades 9-12. One credit is earned for a class that meets five times a week for 90 days or 1 semester. It shall be the responsibility of the high school principal to ensure students recommended for graduation have met the requirements specified by the Board. The Board of Directors has approved the following graduation requirements:

Basic Requirements:	Minimum Credits Required
4 years of English	8 Credits
3 years of Mathematics	6 Credits
3 years of Science	6 Credits
3 years of Social Studies	6 Credits
4 years of Physical Education	4 Credits
½ year of Financial Literacy	1 Credit
Electives	18 Credits
<b>Total Credits</b>	<b>49 Credits</b>

**\*\*Community Service: 20 hours per high school year.\*\***

Before and as a condition of graduation, high school students shall complete a Senior Exit Presentation, 80 hours of Community Service (20 hours for each year in attendance), pass a CPR class, and obtain the required semester credits. All students are required to fill at least seven (7) of eight periods by taking a minimum of six (6) academic courses and physical education each semester of attendance. Students that have earned at least 44 credits, completed 80+ hours of community service, and are passing all courses, have the option to fill six (6) periods per day by taking five (5) academic courses and physical education.

Students enrolled in year-long courses will not be allowed to drop at a semester for reasons other than failing the class. Exceptions may be made in extreme circumstances and may be granted by the principal or their designee.

A transfer student from another school that does not require as many credits as Colfax-Mingo is in danger of not graduating at the scheduled time. They will be given individual consideration by prorating the number of credits needed for graduation according to the time the student spent in the other school. If the student has not attended a state-accredited school, the district will not accept the credits toward graduation.



Students must complete their final semester at Colfax-Mingo High School to graduate from the district. The superintendent may waive this requirement in unique and rare situations, such as for new residents. Students are permitted to graduate early provided all graduation requirements have been met. Students graduating early will be ineligible for participation in co-curricular activities and class activities, except for the Prom and Commencement. Students who are interested in graduating early must notify the high school principal and/or school counselor by the end of the year prior to their intended graduation year. (Exceptions can be made for extenuating circumstances, at the discretion of the high school committee listed below.)

Students will be able to graduate from Colfax-Mingo with an Opportunity Diploma (41 credits) through the Success Center. The core requirements are the same as the Colfax-Mingo diploma. However, the number of electives will be reduced to 9, with 5 of those mandatory as outlined in the Opportunity Center handbook. Community Service is reduced to 50 hours. Qualifications for inclusion in this program are the following:

- Must be a junior to be considered
- Committee decision: At-Risk Coordinator, HS Principal, and Principal Designee
- Transfer students are admitted on an as-needed basis

**\*\*Students may not graduate early with an Opportunity Diploma, except in extreme cases as determined by the committee.**

Graduation requirements for special education students will be in accordance with the prescribed course of study as described by the student's Individualized Education Plan (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the date and the criteria to be used in determining whether graduation criteria have been met.

## Community Service

To graduate from Colfax-Mingo Jr/Sr High School, students must complete 80 hours of community service during high school. A student will do service in the community (outside of family, extended family, and friends), preferably outside school hours, which does not carry with it any form of reward or payment and is subject to committee approval. A family member cannot be considered as the project manager. Each student is responsible for turning in their project sheets. The deadlines for turning in project sheets are (2) two weeks after the end of the semester in which the project was performed and (2) two weeks after the start of the school year from projects completed over the summer. Forms are available in the Jr/Sr HS Office and counselor offices.

## Promotion of Special Education Students

It is the policy of the Colfax-Mingo Community School District to promote special education students to the high school at the age when most middle school students are promoted. This means the promotion would occur at least by the time the student is fifteen years of age. This policy intends to allow all students to complete the four-year high school curriculum requirements for graduation by the age of eighteen.

## Evaluation and Reporting of Progress (Grades)

Progress reports shall be made available through the "Parent Portal" and are updated every two weeks. It should be noted that progress reports are only considered an indicator grade and not the final grade that determines a student's GPA. Letter grades are used to designate a student's progress and the final grade for the semester. One complete grading period lasts for one complete semester.

Colfax-Mingo Jr/Sr High School has moved to a paperless process for reporting student progress. Parents will continue to have access to their student's progress reports and report cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will not continue.

Each teacher will provide their students with a syllabus outlining their evaluating/grading process and expectations for being successful in their class.



## Academic Letter

Students who satisfy the following criteria shall be eligible for an Academic Letter if they have attended an accredited public/private high school.

- 1. Maintain at least a 3.25 G.P.A. during each of the 2 consecutive semesters or maintain a 3.25 Cumulative G.P.A. in a one-year time span, and
- 2. Maintain a “C” or higher grade in each course taken during the award period.

For each additional consecutive semester, if the student satisfies the two conditions, a bar will be awarded.

### Grading Scale:

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	50-59

## Honor Roll & Class Ranking

All students earning at least a 3.00-3.67 grade point average shall be listed on the B Honor Roll. All students earning above a 3.67 grade point average shall be listed on the A Honor Roll. All courses for purposes of determining honor roll, awarding of academic letters, and National Honor Society participation are based on a weighted four-point scale.

### 4.0 Scale

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

### 5.0 Scale\*

A	5.00	B-	3.67	D+	2.33
A-	4.67	C+	3.33	D	2.00
B+	4.33	C	3.00	D-	1.67
B	4.00	C-	2.67	F	0.00

### \*Classes graded on a 5.0 scale are as follows:

- The following classes are weighted:
  - Online PSEO (DMACC) classes that have been approved by the Principal or designee.
  - Transfer transcripts will be evaluated by the Principal or counselor and weighting assigned based on local weighted course standards.
- The following DMACC Classes:
  - Math: Pre-calculus, Calculus, Prob & Stats, and Trigonometry
  - English: English Literature, Composition 1, and Composition 2
  - CTE/Electives: Principles of Electricity, Marketing, and Entrepreneurship

*Honor rolls will only be determined at the end of each semester.*



## Dropping or Changing a Course

### Valid Eligibility:

1. Course change requests will only be considered during the designated course change period at the beginning of each semester or term.
2. Students must have a valid reason for requesting a course change, such as: Academic necessity (e.g., prerequisites not met, level of difficulty too high or too low)
3. Schedule conflicts
4. Medical reasons supported by a healthcare professional
5. Other extenuating circumstances deemed valid by the administration

Approval of course changes is subject to the availability of space and resources within the desired course or class.

### Invalid Eligibility:

1. Preference for a different teacher: Wanting to change a course solely because of a personal preference for a different teacher, without any academic or scheduling reasons.
2. Following friends: Changing a course simply to be with friends or because friends are enrolled in a different course, without considering personal academic needs or interests.
3. Fear of academic rigor: Changing a course due to a fear of the perceived difficulty level, without attempting to meet the challenge or seek assistance from teachers or support services.
4. Desire for a more convenient schedule: Requesting a course change solely to adjust the class schedule for personal convenience, such as wanting a class to start later in the day or end earlier, without valid scheduling conflicts.
5. Avoiding a disliked subject: Changing a course solely because the student dislikes the subject matter, without considering the importance of the subject for academic or career goals.

## Physical Education Opt-Out

Students in grades 9-12 must have 120 minutes of physical activity per week. A student's PE time may count for this time. If a student is unable to take a PE course due to a conflict of academic scheduling, they must sign a contract with the school stating how they will get 120 minutes of physical activity each week. This contract must be in writing, and it must be agreed upon by the parent, student, and administration of the school. Not all physical activity may be accepted by the school. The contracted physical activity plan will be administered and monitored by the parent/guardian. If a student and their parent/guardian cannot guarantee the 120 minutes of physical activity per week for the entire semester, the student must take PE during the school day to ensure the state requirement of 120 minutes of physical activity is met.

Students in grades 9-12 may also be excused from physical education courses if:

- Medical condition with written doctor's statement
- The student is enrolled in academic courses not otherwise available (core course or graduation requirement), or
- The student has filled their schedule with academic courses (no more than 2 electives).
- The student can be exempt only once during a semester when they are participants in extra-curricular



activities.

- Students MAY take the opportunity to opt-out of PE for (1) one semester each year as long as they will participate in a major extra/co-curricular activity during that semester. The first semester's activities are football, volleyball, cross country, basketball, and wrestling. Second-semester activities include basketball, wrestling, track, golf, and soccer.

Students opting out of PE due to participating in sports may still receive the .50 credit. Those opting out of PE due to academic reasons will not receive credit.

Those students wishing to opt-out of PE due to one of the above reasons must obtain a form from the school counselor. In order to drop PE from your schedule, the form must be submitted within 10 school days of the start of the semester.

## Study at Home During Convalescence

When a student is directed by a physician to stay home for (2) two or more days, arrangements may be made through the office for assignments to be sent home to the student, or an alternate home study program may be arranged for students who cannot return to school for an extended period.

If an alternate home study program is indicated, the principal will arrange a meeting with the teacher and student involved. The requirements for each class shall be reviewed and a schedule for completion of assignments, tests, and class projects will be developed.

## SECTION 2: ATTENDANCE POLICIES AND PROCEDURES

### Philosophy

Students must attend all classes and study halls unless their absence is authorized. Not only is daily attendance required by the Iowa Code, it is also essential for the successful completion of your courses. Only through attendance and class participation do students achieve the benefits of the education program. Participating in-class discussions, developing an appreciation for the views and abilities of others, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Irregular attendance or tardiness by students not only affects their studies but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school. Regular attendance and preparation for class help students in school as well as in adulthood. Employers, colleges, and vocational schools expect good attendance and increasingly are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student. Additional information about the school attendance policy may be found at the district website at [www.colfax-mingo.k12.ia.us](http://www.colfax-mingo.k12.ia.us), under School Board >> Policies.

### Definitions

- **Compulsory attendance:** Students under the age of 16 by September 15 of the current school year are required by state law to attend school for the entire school year.
- **Absence:** A student who is not present at school when school attendance is required, or who misses more than 20 minutes of a class period, shall be considered absent.
- **Tardy:** A student who arrives late to school or class without a reason approved by the school shall be considered tardy. Teachers may assign detention for each tardy. Continued excessive tardies may result in further disciplinary action.
- **Excused absence:** An absence from class or school for a reason which the school considers appropriate and for which the parent or guardian has approved shall be considered an excused absence.
- **Late Work:** When a student misses school, they are expected to make up work missed for the time they were gone. It





is the responsibility of the student to obtain that work from the teacher and complete it. A student absent for more than (2) two days will be allowed, at a minimum, the number of days they are absent plus one day to make up their work.

**The following reasons are considered appropriate for excused absences:**

1. Illness.
2. Medical or dental appointments that cannot be scheduled outside of the school day. (Such appointments should generally not cause a student to miss an entire school day.) We suggest such appointments should be scheduled during study halls or alternating class periods.
3. Death or serious illness in the family.
4. A court or judicial appearance is scheduled beyond the control of the student.
5. Other verified emergencies.

## Parental Notification Responsibility

It shall be the responsibility of the parent/guardian to notify the school as soon as the parent/guardian knows the student will be absent. You can contact the school attendance line at (515) 674-3804 or report the absence through the Infinite Campus Parent Portal (preferred). A parent/guardian notification does not constitute an excused absence. The principal may request evidence or written verification of the student's reason for absence. All absences will be considered unexcused until parental notification is received. A text message to your child **DOES NOT** substitute for a phone call to the school for permission to leave school grounds. Excused absences will still count toward the total percentage of missed days in the school year.

## Unexcused Absence or Truancy

An unexcused absence occurs when a student does not attend school or an assigned class or study hall for any reason not considered as excused or for which prior arrangements have not been made even though the parent may consent to the absence. Students are subject to disciplinary action for truancy which may include detention, suspension, expulsion, or other disciplinary measures. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

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

1. Intentional skipping of class, study hall, or school
2. Working for an employer
3. Oversleeping
4. Transportation problems
5. Pleasure trips such as shopping
6. Appointments such as haircuts, tanning, or obtaining a driver's license could be made outside of class time
7. Staying at home to do school work
8. Leaving the school building or campus without prior administrative approval
9. Absences for which the parent gives no reason
10. Senior Skip Day

### Unexcused Absence Policy:

- 3 unexcused absences to the same class period: A parent/guardian will be notified and informed of the pending next step. The student will meet with an administrator or student services team member to discuss any support needed and the consequences if attendance does not improve.
- 6 unexcused absences to the same class period: The student will meet with an administrator and a parent/guardian may be present in-person or via phone. An attendance goal will be established and communicated with all parties. Consequences will be reviewed. Further unexcused absences may result in being dropped from the course with a failing grade.





- 9 unexcused absences to the same class period: A notification is sent to the parent/guardian and student that any further unexcused absences will result in the student being dropped from the course with a failing grade.
- 10 unexcused absences to the same class period: A student will be dropped from the course with a failing grade and placed in a study hall. If a parent/guardian wants their student reinstated in a class for credit, they will need to appeal to the Superintendent and/or Board of Directors of the Colfax-Mingo Schools.

## Accumulation of Absences

The following guidelines have been updated to meet the requirements of Iowa Code (SF 2435) and will be used for tracking and responding to absences. This number includes both excused and unexcused absences and is in conjunction with the county attorney as required by law. The following guidelines apply per semester, or grading period.

- 5% Absenteeism: Parents will be mailed an attendance letter (4.5 days or equivalent periods missed)
- 10% Absenteeism: Parents will be sent a certified letter regarding attendance and the county attorney will be notified. (9 days or equivalent of periods missed)
- 15% Absenteeism: A mandatory meeting with the county attorney will be held to set attendance agreements and expectations. (13.5 days or equivalent of periods missed)
- 20% Absenteeism: Legal consequences and actions by the county attorney will be applied, which could include support, fines, and in extreme cases prosecution of the legal guardian. (18 days or equivalent periods missed)

A student may be unenrolled if absent for 3 consecutive weeks.

## Tardiness

Being late to class due to a medical appointment, dental appointment, a funeral, or notification from a teacher or administrator will be considered an excused tardy. An unexcused tardy is defined as not being in the designated area at the start of class. If a student arrives more than 20 minutes late to class it will be considered an unexcused absence.

### Unexcused Tardy Policy (based on one month in the same class):

- 1st & 2nd Tardy: Teacher will have a conversation with student regarding tardiness
- 3rd Tardy: Teacher will communicate home explaining expectations of the class and the importance of being on time
- 4th Tardy: Wednesday detention
- 5th Tardy: Required meeting with student, parent or guardian (may be present in-person or via phone), and building principal or designee to discuss attendance

## Signing In/Out of School

Students are required to sign in at the office if they arrive at school after the regular starting time or sign out at the office if they leave at any time during the school day. To leave the building for an appointment, you must secure written permission from the nurse, an administrator, or the attendance office before leaving. You may bring a note from your parent/guardian or have your parent/guardian call the office on the day of the appointment. If you don't have a note, don't assume that a parent called to excuse you. Please check with the office before leaving. If you leave without following the above procedures, you will be considered unexcused for those classes missed. If you have been excused from a class or classes, you must leave the school grounds during the time excused or the absence will be considered unexcused. Seniors with open campus privilege must have advance written permission to miss a class or the absence will be considered unexcused.

## Absence after reporting to school (Cutting Class)

Absence occurring after the student has reported to school shall be an unexcused absence unless prior written approval is requested and granted by the principal or their designee. Students leaving school or failing to report for class or lunch during the regular school day, without authorization may be given NO CREDIT for the work missed in class or classes from which they



were absent. Students may be required to make up time missed in detention or In-School Suspension and may be subject to additional disciplinary action, as well. Credit may be obtained for work that was missed during their unexcused absence once they have completed their make-up time, but it is at the discretion of the teacher.

Students who have failed to remain in the designated lunch area shall be considered absent without excuse and may face disciplinary action up to and including: lunch detention, designated lunch spot, detention, or lunch chaperone. Multiple incidents may result in a disciplinary meeting with the student, parent or guardian, and building principal.

## Hall Passes

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass given to them by a teacher and/or staff member.

## Loitering

School doors are unlocked from 7:45-8:10am on Mondays, Tuesdays, Thursdays, Fridays, and non-late start Wednesdays. On late start Wednesdays, doors will be unlocked from 9:20-9:45am.

All students are expected to be in class or their designated area. Students are not allowed to loiter in or around the building. Students who refuse to attend class but are found to be on campus are subject to out-of-school suspension and will be required to complete any and all missed course work.

Before 7:30 a.m. and after 3:30 p.m. the school premises shall be vacated by all parties except employees of the school district and pupils under faculty supervision and persons properly authorized to use district facilities.

On teacher "In-Service" days, students MUST NOT be in the building unless directly supervised by school personnel not directly involved in the In-Service activities.

## Lunch

Students shall remain in the commons area during their assigned lunch periods. 11th and 12th grade students must apply and **be approved** for open campus lunch through the counseling office before they are granted the privilege of leaving campus for lunch. Students must sign out and in at the office before leaving for and upon returning from lunch. It is the student's responsibility to know the bell schedule for each day. Students may not leave to get food to eat in the cafeteria. If a student chooses to leave for lunch, they may not return more than 5 minutes prior to the lunch period ending.

## Open Campus - Seniors

Open campus during study halls and lunch is a privilege reserved for a student's senior year and extended only to those seniors who have demonstrated that they are responsible as indicated by their attendance and academic records. Senior students will have the opportunity to leave campus with approval from their parent/guardian and administration following submission of the required application. The criteria necessary to apply for open campus are below.

- Permission form signed by parent/guardian and student
- No major behavior referrals throughout the year
- The student must have **no more than 6 non-school related absences per semester** (more than 6 absences can be considered by administration for extenuating circumstances). Seniors who hit more than 6 absences in the first semester will have an opportunity to start over for the second semester.
- Must have **39 credits** completed entering first semester of Senior year
- The student must take a minimum of 6 academic courses plus PE each semester of attendance. Students who meet the following guidelines may take a minimum of 5 academic courses plus PE:
  - Completed at least 70 hours of community service
  - Passing all current courses
  - Obtained at least 44 credits
- **Must maintain passing grades throughout the semester.** Grades will be checked every 3 weeks. Students with any F's will have the privilege revoked for a minimum of 3 weeks (until the next grade check).



- Students must sign in and out daily at the front office desk to signal they are using their open campus that day.
- When a student with a valid open campus permission leaves school, the school district's responsibility for the student's welfare is waived until the student returns to school.
- The student will not be in the hallways prior to 5 minutes before the end of lunch. If you arrive back to school early, you must head to the cafeteria and remain until passing time.
- Bringing outside food to peers without open campus is prohibited.
- Taking open campus with a student that does not have permission is cause for disciplinary action for both parties.

Permission to leave school at open campus time may be revoked by the school administration for the reported violation of any of the above conditions. Additional disciplinary action may also be taken in accordance with the school's disciplinary regulations.

Open campus privileges mean that seniors are granted the opportunity to leave the campus during their study hall period and lunch (But NOT the Advisory/Flex period). **Schedules will not be adjusted** to move study halls to certain periods in the school day. Open campus may be granted at any time with the permission of the Principal. Open campus forms can be found in the front office and counseling lobby.

Seniors who choose NOT to leave campus during study hall, and have open campus privileges, must sign out at the office and designate where they are going. Students must remain in the area they designated without loitering by restrooms, lockers, locker rooms, or the gym.

## Open Campus - Juniors

Junior students will have the opportunity to leave campus for their lunch with approval from their parent/guardian and administration following submission of the required application. The criteria necessary to apply for open campus are below.

### Steps Required:

- Parent permission form signed by parent/guardian and student
- No major behavior referrals during each semester Junior year
- The student must have **no more than 5 non-school related absences per semester** (more than 5 absences can be considered by administration for extenuating circumstances). Juniors who hit more than 5 absences in the first semester will have an opportunity to start over for second semester.
- Must have **26 credits** completed entering first semester of junior year (32.5 credits for 2nd semester of junior year to get study hall OC)
- The student must be scheduled for 6.5 credits each semester during junior year.
- **Must maintain passing grades throughout the semester.** Grades will be checked every 3 weeks. Students with any F's will have the privilege revoked for a minimum of 3 weeks (until the next grade check).
- Students must sign in and out daily at the front office desk to signal they are using their open campus that day.
- When a student with a valid open campus pass leaves school, the school district's responsibility for the student's welfare is waived until the student returns to school.
- The student will not be in the hallways prior to 5 minutes before the end of lunch. If you arrive back to school early, you must head to the cafeteria and remain until passing time.
- Bringing outside food to peers without open campus is prohibited.
- Taking open campus with a student that does not have permission is cause for disciplinary action for both parties.

Permission to leave school at open campus time may be revoked by the school administration for the reported violation of any of the above conditions. Additional disciplinary action may also be taken in accordance with the school's disciplinary regulations. Open campus forms can be found in the front office and counseling lobby.



# SECTION 3: MEDIA AND ELECTRONIC DEVICES

## Social Media

Within Colfax-Mingo Jr/Sr High School, we recognize that the effective use of social media with students both in and out of the classroom can help to create transformative learning environments. With it, we can further our vision as a “learning organization”, in the way that we can collaborate, create, and learn together. We want to help educators and stakeholders with some guidelines that will help safely promote innovation for staff, students, and the community.

## Internet & Social Media Guidelines for Students

1. Your online presence matters. Remember that what you post on social media, photo, and video-sharing sites is public and permanent. Everything you share leaves a digital footprint that can be seen by anyone, including friends, enemies, parents, teachers, and future employers. Always think twice before posting—if it’s not something you’d say or do in person, it’s best not to share it online.
2. Follow the school’s code of conduct in all your online interactions. It’s okay to disagree with someone’s opinions, but always do so respectfully. Criticism should be constructive, not hurtful. If something wouldn’t be appropriate in the classroom, it’s not appropriate online either.
3. When sharing thoughts or ideas, linking to reputable websites is encouraged. However, be sure to read the entire article to ensure the content is suitable for a school setting.
4. Always do your own work. Never use someone else’s intellectual property without permission, as copying and pasting others’ work is a violation of copyright law. If you paraphrase someone else’s ideas, always credit the source and include the URL. Hyperlinking to your sources is a good practice.
5. Remember, images may also be protected by copyright. Make sure you have permission to use a photo or that it falls under Creative Commons attribution.
6. Your online identity is an extension of yourself. Never misrepresent who you are by using someone else’s identity.
7. If you come across inappropriate or uncomfortable content, inform your teacher immediately.

Students who fail to follow these guidelines may lose access to the project and future use of online tools.

## Electronic Devices & Cell Phones

To maintain a focused learning environment, the use of personal electronic devices—including cell phones, headsets, earbuds, and similar items—is prohibited during the school day, except during lunch or open campus time. Violations of this policy may result in detention, in-school suspension, or confiscation of the device. We strongly discourage bringing these devices to school, as Colfax-Mingo is not responsible for retrieving lost or stolen items.

Additionally, laser pens, video cameras, and other non-essential electronic devices are strictly prohibited on school premises. We advise against bringing expensive electronics to school, as the school assumes no liability for lost or stolen property.

There are limited exceptions to this policy for instructional purposes, but only with explicit permission from the classroom teacher. Any unauthorized use of personal devices during class will lead to consequences as outlined below. This policy aims to teach responsible use of technology while minimizing distractions in the classroom.

7th and 8th grade students may be asked to place their devices in a designated holder during class, including study hall. This is to avoid unnecessary distractions for which phones can be used. *Cell phones, cameras, or recording devices are strictly prohibited in a restroom or locker room. If an emergency arises during the school day, students may use the phone in the office or parents should call the phone in the office and a message will be given to the student, unless it is an extreme emergency.*

First Offense	Device will be taken from the student and kept with the staff member
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	until the end of the period. Refusal will lead to a minor behavior referral and to a second offense response.
Second Offense	Device will be taken from the student and kept in the office until a parent can pick it up. A minor behavior referral will be written. Refusal will lead to a third offense response.
Third Offense	Device will be taken from the student and kept in the office until a parent can pick it up. A minor behavior referral will be written. The student will not be allowed to have the device at school and major behavior referral will be written.

## Internet and E-Mail

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

Internet access is regulated by classroom teachers. Google domain accounts are created for all students K-12. Access to the internet is controlled by the teacher and district blocking software. Email accounts become available in 4th grade under the guidance of the teacher.

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

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms through Bark and Securly. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age-appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as outlined in the Internet Appropriate Use Policy and related regulations;
- Student safety concerning:
  - safety on the Internet;
  - Appropriate behavior while online, on social networking Web sites, and
  - In chat rooms; and
  - Cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents of students who do not wish to grant their student permission to use the Internet should use the Internet Access **Denial Form (#605.8a)** to deny Internet Access.

Students will sign a form acknowledging they have read and understood the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and understand the consequences for a violation of the policy or regulations. These forms will be signed at grades kindergarten, sixth, and ninth grade, and by any new students to the district.



## SECTION 4: STUDENT BEHAVIOR

### Student Conduct and Discipline

The Board of Directors of the Colfax-Mingo School District believes positive behavior from students, parents/guardians, teachers, and administrators has a positive impact on the reputation and image of the school district. The Board also believes inappropriate student conduct causes a material and substantial disruption to the school environment and/or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Each classroom teacher will set guidelines for their class. The guidelines are to ensure student success and maintain a positive learning atmosphere. Students are made aware of these guidelines at the onset of each course. Certain rules and regulations are necessary to ensure a school environment conducive to learning. These rules are intended to encourage all students to behave in such a manner that all may learn as much as possible and no one will be kept from learning by the behaviors of others. Students whose conduct is illegal under state statute may be referred to local law enforcement authorities, in addition to facing school disciplinary consequences up to and including expulsion. Therefore, students are expected to:

1. Represent all matters truthfully.
2. Demonstrate good citizenship and not interfere with the education of other students.
3. Conduct themselves in an orderly fashion in the school building, on school grounds, and at school-sponsored events.
4. Display respect for school property and the personal property of others.
5. Respect the rights of other students and the authority of all (associates, nutrition staff, transportation staff, certified staff, etc.) school employees.
6. Refrain from smoking, possession, distribution, consumption, or being under the influence of tobacco, alcoholic beverages, or drugs in the school buildings, on school property, and at home or out-of-town school contests.
7. Refrain from threatening other students, staff, visitors, or others
8. Refrain from possessing dangerous weapons on school grounds or at school-sponsored events.
9. Bring class materials and demonstrate proper work habits in each class and study hall.
10. Observe the rules established by the Transportation Department when riding in school buses and walking in bus lanes.
11. Express disagreements appropriately and through proper channels.
12. Refrain from using profanity or inappropriate language.
13. Exhibit appropriate behavior throughout the school year.

Students who violate behavioral rules at the end of the school year may be penalized for their actions at the beginning of the subsequent school year. Seniors may be penalized before commencement or be excluded from commencement exercises.

### Conduct

Students who fail to abide by this policy or implement administrative regulations shall be subject to discipline. Conduct violating this policy includes disruption of or interference with the educational program, disruption of the orderly and efficient operation of the school or school activity, disruption of the right of other students to obtain an education or participate in school-sponsored activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, probation, removal from the classroom, detention, suspension, and expulsion.

- **Probation** means a student is given a conditional deferment of a penalty for a definite time, not to exceed ten days, in addition to being warned and punished for misconduct. During the deferment period, the student **MUST** satisfy the conditions and terms imposed. Failure of the student to meet the conditions and terms shall invoke the deferred penalty.
- **Removal** from the classroom means a student is sent to the building principal's office. It will be within the discretion of the person in charge of the classroom to remove the student.
- **Detention** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear during lunch, before the beginning of the school day, or after school has been dismissed for the day.

The length of the detention shall be within the discretion of the school employee and/or principal disciplining the student. Detentions during the week will be served with the teacher who assigned the detention or designated before or after school supervisor.

- a) Students using profanity with or showing disrespect toward a teacher or staff member or violate other school



- policies may receive In-School Suspension or an Out-of-School Suspension at the principal's discretion.
- b) Detentions given must be served within two (2) weeks, or staff member discretion, or the time may be increased or additional consequences.
  - c) If a detention remains unserved at the end of a semester, community service time may be added to the student's total hours.

*Students who receive five (5) detentions or more in a semester will engage in a problem-solving conversation with a school counselor, building administrator, and student advocate (peer, teacher, staff member, parent, guardian, etc.) and develop a plan to be successful in school.*

- 1) **Restriction** from school activities means a student will attend school and classes, but will not attend or participate in school activities. Students involved in extracurricular activities will attend practice sessions and will be required to sit on the bench area out of any kind of uniform for athletic competition.
- 2) **In-School/Out-of-School Suspension** means removal from all classes and activities for up to ten (10) school days. The administrator will decide if the suspension is to be served in school or out of school. Suspended students shall complete all work assigned during the suspension to the satisfaction of the teacher. Failure to complete such work shall result in the assignment of an incomplete for the course. Students will receive full credit for the daily work made up while in suspension. In-School Suspension may be served in the Success Center.
- 3) **Expulsion** means the removal of a student from the environment, which includes, but is not limited to, classes and activities for a time set by the Board of Directors for Colfax-Mingo Schools.

**The following are violations of school policy and will result in a behavior referral and an appropriate school response:**

Student misbehavior is categorized into minor and major offenses. The categories are listed below and definitions are provided within the appendix. Responses to misbehavior will include the following:

- Timely communication to guardians
- Instruction to improve student behavior
- Actions to strengthen relationships
- Logical consequences that repair or restore harm done
- Structures and supports to ensure school safety and a positive school climate

#### Minor

- Academic dishonesty
- Defiance
- Disruption
- Dress code violation
- Inappropriate language
- Property misuse
- Technology misuse
- Physical contact

#### Major

- Abusive language / Threat
- Arson
- Bullying / Sexual harassment
- Illegal substances
- Dangerous weapon and materials
- Destruction of property or vandalism
- Extreme defiance or disruption
- Forgery
- Physical aggression or fighting
- Technology violation
- Theft
- Truancy

## Plagiarism & Academic Dishonesty

Plagiarism is taking credit for work that is not your own or is not being used for its original purpose. This includes copying information or ideas from the internet, reusing another student's work or ideas, reusing your own work, copying others' work,



using artificial intelligence (AI) to produce work, and more. Students are expected to produce their own, original work to the best of their ability. Cheating, plagiarism, AI, etc. may be addressed in the following manner:

- First offense: Teacher talks to the student, contacts the parent/guardian, and gives the student a chance to do a modified assignment or handwrite the same assignment within one week of teacher contact. Referral documented on Infinite Campus.
- Second offense: Student will write a report on plagiarism to all affected teachers. The student may have the opportunity to redo the assignment, at the discretion of the teacher. Conversations will be had with the student and the parent/guardian. Referral documented on Infinite Campus.
- Third offense: Zero on assignment without the opportunity to redo. Conversations will be had with the student and the parents/guardian. Referral documented on Infinite Campus.
- Fourth offense: Must retake the course (if all offenses in the same class), if not in the same course it would count as a third offense. Conversations will be had with students, parent/guardian, and administration. Referral documented on Infinite Campus.

For More information on what plagiarism is and how to avoid it, see your teacher or go to [www.plagiarism.org](http://www.plagiarism.org) .





## Vaping Policy

Students caught vaping on school property will be required to complete an online vaping education course - suspension day needs to include this course with proof of completion prior to return to the school building. This course is required for each occurrence.

1st Offense: Student may be suspended for the remainder of the school day and receive up to a 2 day suspension. Student will receive a citation from the police department, a parent/guardian meeting will be scheduled with administration, and the student will receive a 30 day Code of Conduct Violation.

2nd Offense: Student may be suspended for the remainder of the day and up to a 5 day suspension. Parent/Guardian and Student will be required to meet with the police chief prior to returning to school. Student will receive a citation from the police department, 60 day Code of Conduct Violation, and a behavior improvement contract will be entered.

3rd Offense: Student may be placed in an alternative setting. Parent/Guardian and Student will be required to meet with the police chief prior to returning to school. Student will receive a citation from the police department, 120 day Code of Conduct Violation, and a referral to substance abuse will be made.

## Good Conduct Policy

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school-sponsored activities must conduct themselves following Board policy "Student Conduct" throughout the calendar year.

Students disciplined under the good conduct policy shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

1. No use or possession of tobacco, alcohol, or controlled substances will be tolerated.
2. Misconduct, swearing, disrespect of coaches, referees, or other players will not be tolerated.
3. Any theft or other criminal activity will not be tolerated.
4. Any of the above offenses occurring during the 12 month year will result in penalties.
5. Any participant who is ejected or disqualified from a meet, game or match for gross misconduct will be disciplined according to the Iowa High School Athletic Association policy.
6. Practices: All squad members should attend practice every day. The coach should be notified in advance of absences if possible. Excuses should be presented to the coach in writing at the next practice. Repeat offenders may be required to make up practices, or be temporarily suspended from playing at the coach's discretion.
7. Any student who has a drug or alcohol problem and is seeking help may be exempt from the above rules.

Abuse of the above training rules and/or Board Policy will result in the loss of privileges. The Activity Director and administrators collectively will investigate and administer appropriate penalties. Penalties for violating the above rules will be the loss of the privilege of participating in extracurricular activities for four (4) calendar weeks on the first offense. The offender will be placed on one (1) year's probation. Upon a second offense within a year (12 months), a student will lose privileges for two (2) months with probation being extended. For a third offense, a student will lose privileges for six (6) months and the probation period will be extended. For any further violation of the "Good Conduct" policy, the student will lose all extra-curricular privileges for twelve (12) months. A student will attend practices while suspended from the squad.

There is an **Honesty Policy** that allows for a student to come to an administrator and confess their involvement in an above-mentioned activity. A student who does this will be allowed to cut their ineligibility to half the time described above.

**EXCEPTIONS TO THE RULES:** Any student in a co-curricular area that is being graded for an academic class will be allowed to participate in the graded activity, but not in an un-graded activity. Any student who is seeking professional help for potential drug and/or alcohol problems MAY be exempt from part or all of the above rules. Proper documentation of treatment must be presented in writing to the building principal. A written report of serious offenses will be made to the Board of Education within one (1) week of knowledge of the occurrence. Students who wish to participate in or attend school-sponsored activities must attend school the entire day of the activity. Exceptions to this requirement would include regularly scheduled medical/dental appointments or funerals. Other exceptions may be granted at the discretion of the building principal. All exceptions must be approved in advance.



**Quitting a Squad:** If a participant quits an activity, they should first discuss the situation with the Activity Director within two (2) days. If the problem is not solved and the participant stays with their decision, they will not be permitted to participate for the remainder of the season.

**Eligibility:** Please refer to Policy No. 502.14 regarding student eligibility.

## Rides to and From Scheduled Events

Students must ride in school-approved transportation to events. After signing the appropriate form with the coach, students may ride home with their parent/guardian. Students may ride home with a designated adult if this has been approved in advance by the parent/guardian and the administration. The designated adult must sign the appropriate form with the coach before leaving with the student. A high school student is not considered a designated adult. Violation of the above rules will result in suspension from playing on a squad for up to three (3) calendar weeks.

## Anti-Bullying/Harassment

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

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, staff, and/or volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age, or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to violate this policy, the student shall be disciplined by appropriate measures up to, and including suspension and expulsion.

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has the effect of substantially interfering with the student's academic performance; or Anti-Bullying/Harassment Policy.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Has a substantially detrimental effect on the student's physical or mental health.

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

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

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



environment.

**“Sexual Harassment”** means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

## Anti-Bullying/Harassment Policy

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment. Under this policy a school official shall be immune from civil or criminal liability relating to such a report and the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the principals, to develop procedures regarding this policy. The superintendent is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report on the progress of reducing bullying and harassment to the Board. [Bullying and Harassment Reporting Online Form](#)

## Alcoholic Beverages & Substance Abuse Philosophy

The Colfax-Mingo Community Schools recognize that substance dependency is a treatable illness. The primary responsibility for helping students who use harmful substances lies with the parents. The community and schools should assist parents in that responsibility because substance problems interfere with behavior, learning, and positive character development.

Colfax-Mingo School will cooperate closely with all effective organizations that deal with chemical dependency. All contacts will be on a confidential basis. It is also the intent of the school to uphold state and federal laws about substance use.

The Colfax-Mingo School, wishing to intervene early in the disease process, will make an effort to seek out and contact students manifesting signs of misuse or abuse. The sole purpose of intervention will be to educate and assist students needing help and not for disciplinary reasons.

Colfax-Mingo Schools recognize that chemical dependency is an illness that affects the entire family. The school will provide whatever assistance it can to the family to provide a referral, support, and limited counseling services for families in distress. Students who violate the school district's substance policies will be disciplined as outlined in the policy. However, all violators will be referred to the Student Services Team. These teams consist of school personnel who meet to provide support to students who have been referred to them because of the use of an illegal substance and/or other serious concerns.



The team will recommend to the Principal, support the student, and make recommendations concerning the student's future as a student in the Colfax-Mingo Community School District.

#### **A. Witnessed - Chemical Use/Possession**

1. Any faculty member who observes a student under the influence of alcohol or drugs or observes drug apparatus on their person or in their locker, during a school day or at a school function should confiscate materials, if possible, and escort the student to the building administrator.
2. The administrator will use his/her professional judgment in deciding the procedure to be followed. If necessary, the parents will be called to come and get the student.
3. The administrator will inform the student and parents of any disciplinary action that will be taken per school policy.
4. The police will be notified of all violations of the law involving chemical use or possession on school property.
5. The Building Assistance Team (BAT) will be notified by the building administrator. They will review the incident and make recommendations to the principal. The team will contact the student and parents and offer assistance to the family.
6. If a second school policy violation occurs, the principal, after considering the recommendation of the Team, can offer the following alternative to long term suspension to the parents and Board of Education:

**The student will be allowed to continue his/her education if he/she participates in a rehabilitation program that has been approved by the superintendent of Colfax-Mingo Schools.**

**If the program is completed, the student may return to regular school and receive any credits earned while in the rehabilitation program.**

**If the student refuses to participate or parents refuse to place the student in a program or the program is not completed, the recommendation for expulsion may go to the Board of Education**

#### **B. Suspected - Chemical Use**

1. A staff member may become concerned about abuse because of:
  - a. Class performance
  - b. Absence/tardiness
  - c. Behavior in and out of class
  - d. Attitude toward peers or teacher
  - e. Appearance
  - f. Comments of peer
  - g. Conversation with parents
  - h. Conversation with student
2. A staff member is to make referrals to the Student Services Team (SST). Additional information will be gathered from the other teachers who work with the referred student.
3. Upon receipt of a referral, the Student Services Team will meet to determine a course of action, which may include:
  - a. No immediate action/keep on file
  - b. Interview the student
  - c. Conference with parents
  - d. Other
4. If the Student Services Team feels an outside agency should be involved, that recommendation will be made to the parents/guardians and students.
5. While the information collected and recommendations made will be confidential, all of this information will be shared with the building administrator.

#### **General Procedures**

- A. All instances of alcohol or controlled substance use in school will be reported to parents/guardians.
- B. In cases of self-referral, the parents may be called at the discretion of the principal in consultation with the Student Referral Team.
- C. Students found to be selling or distributing alcohol or drugs on or near school property or at school functions will be referred to the police and will need to appear before the Colfax-Mingo School Board for further action.



- D. The Student Services Team will seek to assist all students who need the help of a support group.

Parents/guardians shall be notified of such action and shall have an opportunity for a hearing. Action taken by the Superintendent may include removing the student from the school bus until the end of the current school year or beyond if deemed appropriate. In the event of an infraction deemed severe by the Transportation Supervisor, sets 'A' and 'B' may be bypassed, with the situation to be dealt with as described in step 'C.' If a serious problem arises on the bus that demands immediate attention, the driver shall radio the Transportation Director for assistance. Under no circumstances will a driver put a student off the bus before arriving at the destination, school, or home. [Smoking-Drinking-Drugs-Code no. 502.7](#)

## Willful Damage

Any person found wilfully damaging property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.

## Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations. Students are responsible for the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the responsibility to discipline a student and may notify the Principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations. The following behaviors shall not be permitted on a school bus:

1. Hitting,
2. Spitting,
3. Profanity/Abusive Language,
4. Name-calling,
5. Failure to remain seated,
6. Throwing objects inside or outside of the bus,
7. Obstructing aisles,
8. Making excessive noise,
9. Assault,
10. Fighting,
11. Vandalism,
12. Failure to comply with a reasonable request from the bus driver or supervisor,
13. Possession of a weapon,
14. Possession of tobacco or smoking,
15. Possession of alcohol or other controlled substances,
16. Any other conduct deemed hazardous to the safety of the passengers or the bus.

### KEEP ARMS INSIDE BUS AT ALL TIMES

HS students will ride the same in-town bus at all times. The operation of a safe and effective transportation program necessitates the prohibition of the behaviors listed above. If an improper action occurs, the following procedures will be followed:

- A. **First Infraction:** The Bus Driver or designee will confer one-on-one with the student and a written report will be sent to the Transportation Site Supervisor and Building Principal. The driver or designee shall contact the parent(s) or guardians to report the incident.
- B. **Second Infraction:** The Bus Driver or designee shall submit a written report to the Transportation Site Supervisor and Building Principal. The Building Principal shall contact the parent(s) or guardians and the student. The penalty for a second infraction is probation, and/or the Building Principal may suspend the student from riding for one to three days.
- C. **Third Infraction:** The Bus Driver or designee shall submit a written report to the Transportation Site Supervisor, and the Transportation Site Supervisor shall notify the Building Principal. The Building Principal shall notify the parent(s)/guardian(s) that the student is immediately suspended from riding the bus and that the bus riding privilege will be restored only after a meeting of the student, the Building Principal, Bus Driver, Transportation Site Supervisor



and the parent(s)/guardian(s) results in a satisfactory agreement.

- D. **Fourth Infraction:** Students who receive a fourth notice shall be suspended and shall be referred to the Superintendent of Schools for appropriate action.

## SECTION 5: GENERAL REGULATIONS

### Care of School Property

No property of the Colfax-Mingo Community School District shall be removed from the school premises without a written release from the building Principal. Any loss or damage to such property shall be the full obligation of the borrower. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or damage property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.

### Use of Facilities and Equipment

- The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 3:30 p.m. unless approved by the Building Principal or Superintendent of Schools.
- Any person found wilfully damaging property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.
- Student groups are not to use the buildings on Wednesday evening or Sunday unless authorization is given by the administration. This does not pertain to an outside agency.

### Picnics and Field Trips

No picnic or party will be held without the permission of the administration. All functions must be chaperoned by teachers or employees of the district or persons specially designated by the Superintendent. The transportation must meet the approval of the Superintendent and where all possible and practical, school-owned and operated vehicles shall be used for the transportation to school functions.

### School Dances and Parties

School dances and parties must be cleared through the Principal's office (2) two weeks in advance and the names of (2) two sponsors submitted along with the name of the band/DJ, the cost of said band/DJ, the admission charge, and the times of the dance or party. Attendance at dances is limited to Jr/Sr High School students and their guests up to the age of 20.

**NO STUDENT 21 years of age or older will be permitted to a Jr/Sr High School dance or party. All non-Colfax-Mingo guests MUST be cleared in advance with the Principal.**

### Student Driving

The Board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center or at either their attendance center or a shared district's attendance center to attend extracurricular activities. **A parking pass must be displayed in the vehicle and may be purchased in the front office.** Students may not loiter around or be in their vehicles during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be the reason for the revocation of school driving and parking privileges as well as other disciplinary action, including suspension and expulsion.

The following rules have been established for the best interest of all concerned:



- All student vehicles need to be registered through the office or Infinite Campus
- No student-permit will be issued without the written request of a parent or guardian and the consent of school authorities.
- Parking by students is NOT permitted in spaces designated for school staff, visitors, or handicapped parking.
- Students shall have a parking pass displayed and easily viewable in vehicle. Passes can be purchased in the front office.
- Linger around cars during the school day, including lunch and advisory periods is NOT allowed. Students are expected to bring all the necessary items with them into the building. Students will not be allowed to go to their cars during the school day without permission from the office.
- After a student parks a car, he/she will not be permitted to move it again until he/she has been excused from school, or has received permission from the school office.
- Students are expected to observe the rules of quiet and order as well as safe driving rules. On-campus, radios and sound systems must be played at a volume that cannot be heard outside the car. Excessive speed, or kicking up gravel, will be considered a violation of on-campus driving rules.
  - Exhibition or careless driving MAY result in loss of parking privileges or a formal complaint filed with law enforcement.
- Students drive and park at their own risk. The district accepts no responsibility for damage caused to cars.

**In order to maintain safety in the parking lots before and after school, the following designated parking areas are established.**

**Senior and Junior Parking**

- Senior parking is located outside the main entrance (front lot), and designated by corresponding signs. Only seniors with an appropriate parking pass may use the designated “Senior Parking” area. Juniors may park in any open spot other than the reserved senior parking.

**Sophomore and Freshman Parking**

- All sophomore, freshman and approved middle school students must park in the back lot, located by the entrance to the competition gym and adjacent to the football stadium. Students can enter through the competition gym doors from 7:45-8:10am and 9:20-9:45am on late start days. Students arriving at school outside of this time will need to walk to the main office and check in.

## **Use of Bicycles, Mopeds, or other Motorized/Electric Bicycles**

The principal of each building shall make regulations concerning the riding of bicycles, mopeds, or other motorized/electric bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn from a student for failure to observe these regulations.

## **Quiet and Order**

The observance of order is another help to the atmosphere of calm and an exercise in wholesome self-discipline. Lunchroom lines will move with order and efficiency if you are patient and polite in waiting for your turn. Be considerate of others and leave your table perfectly clean.

## **Transferring to Another School**

If you are moving, please allow one day for checking out of school. Pick up a withdrawal card at the office. Your partial grades will be given for use at your new school. Cumulative records will be transferred after being requested by the new school.

## **Lunch Deposits**

Deposits for lunch or breakfast accounts should be done in the Jr/Sr High School office.

- Jr/Sr HS Student Breakfast.....\$1.55
- Jr/Sr HS Student Lunch.....\$3.15

Students may choose from regular school lunch, bring a sack lunch, or eat a la carte. Forms are available at registration or in





the main office for students who qualify for free or reduced lunch. Parents can monitor their child’s lunch balance online or by calling the Jr/Sr High School office. It is the responsibility of the student and their parents to maintain a positive balance in their lunch account throughout the year.

## Video Surveillance Cameras

Video surveillance cameras may be used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.

## Corridor Courtesy

Keep corridors open to traffic by walking to the right. Do not block traffic by standing or sitting in groups. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors and school grounds. Pass through corridors quietly. Be considerate of others in the halls and classrooms.

## Beverages & Vending Machines

Pop, snacks, and juice are available to students from vending machines before and after school. Classroom expectations regarding food and beverage will be up to the teachers and will be followed. Students may NOT have food and beverages in their lockers. The vending machines are a privilege granted with the assumption of proper disposal of waste papers and beverage containers.

## Fees

<u>Middle School</u>	<u>High School</u>
Technology Fee=\$55.00/\$6.00	Technology Fee=\$60.00/\$7.20
Consumables=\$45.00/\$6.75	Consumables=\$50.00/\$7.50
Instrument Rental=\$40.00	Vocational Safety Equipment=\$10.00/\$.50
	Chemical Goggles (Science)=\$10.00/\$1.50
	Instrument Rental=\$40.00
	Class Dues (Optional)=\$20.00

### **FEE WAIVERS AND ADJUSTMENTS**

Forms are available at registration or in the main office for students who qualify for waived or reduced fees. If fees present a hardship, the student should see their counselor or an administrator. (Note that separate applications are required for free or reduced lunch and waived or reduced fees.)

## Student Fee Waiver & Reduction Procedure

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

1. **Waivers**
  - a. **Full Waivers** - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, (no longer a qualification), or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
  - b. **Partial Waivers** - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program.
  - c. **Temporary Waivers** - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.





2. **Application** - Parents or students eligible for a fee waiver shall make an application on a form provided by the school district. Applications may be made at any time but must be renewed annually.
3. **Confidentiality** - The school district will treat the application and application process as any other student records and student confidentiality and access provisions will be followed.
4. **Appeals** - Denials of a waiver may be appealed to the superintendent.

## Dress Code

We recognize the effect which student dress and appearance has upon student behavior and commitment to learning. We also recognize the role of parents in assisting their child(ren) in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain a positive learning environment and help prepare students for working environments, standards of dress and conduct are required.

- Students are expected to wear clothing that is reasonable and proper at all times.
- Students may not have blankets or any other large covering that conceals the body while in school. Students may not cover their face or conceal their identity
- Clothing with words or pictures should not include profanity, libel, or sexual innuendo.
- Shoes will be worn in the building at all times and are clean, safe, and have a hard sole designed for exterior use.
  - Clean tennis shoes must be worn for all physical education classes
- Clothing that advertises or promotes the use of tobacco, alcohol, drugs, or related materials is not acceptable.
- The following student attire is deemed inappropriate for school:
  - Exposed undergarments
  - Clothing that exposes private areas of the body
  - Clothing that substantially interferes with the learning environment
  - Chains, dog collars, spiked jewelry, very long earrings, or similar items will not be permitted in school. These items will be turned into the office and parents will need to come to pick them up.

Our intent for these limits is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work. Under certain circumstances or during certain classes or activities, a more strict dress code may be appropriate, and students must comply with the stricter requirement. The building principal or designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing, offered another option, or possible disciplinary action. If this is not an option, you will be asked to not wear that clothing item again.

## Freedom of Expression

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

## Equal Educational Opportunity

The Board will not discriminate in its educational activities based on age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation.

The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations about contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from employment based on age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation of the individual or individuals or creates an



intimidating, hostile, or demeaning environment for education.

## Multicultural & Gender Fair Education

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin, disability, gender identity, age, socioeconomic status, creed, or sexual orientation. The education program shall be free of discrimination and provide equal opportunity for all students. The education program shall foster knowledge of respect and appreciation.

For the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The Board shall adopt a written plan for the implementation of multicultural and gender-fair education and shall evaluate this plan at least every five years. During the evaluation process, the Board shall involve parents, students, employees, and community members.

## Student Visitors

Students may not have a guest accompany them to class unless special arrangements have been made via administration. Former students may stop by the office and visit a teacher only during their prep period unless otherwise approved by the administration.

## Communicable Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases are included in the school district's bloodborne pathogen exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with communicable diseases. For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Website: [Iowa Department of Public Health](https://www.idph.iowa.gov/)

## Interview with Students

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. When practical, generally, before granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents and whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal, excluding law enforcement agencies with proper legal documentation.

## Advisory Time (Homeroom)

Advisory is a separate block of time set aside during the day where students meet with their Advisory class. The Advisor will pass along important messages/information to the students and help them develop their skills. This time is split up between Social Emotional Learning, Team building, and College/Career Exploration.



## Minimum Student Course Load

Students in Grades 9-11 must enroll in courses each semester which carry a total of six (6) credits plus P.E (.5) credits. Students in Grade 12 that have 44 credits completed and have 70 of 80 hours (or 90%) of their community service hour requirement completed, can enroll in only five(5) credits plus P.E (.5) credits per semester.

Students participating in the alternative, at-risk programs, or taking college courses may be excused from the credit requirement with the approval of the high school principal. Students who need a lessened load to be successful are encouraged to discuss their situation with the counselor.

## Personal Property

The district will not assume responsibility for personal property.

## Occupancy of Building After Hours

The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 3:30 p.m. unless approved by the Building Principal or Superintendent of Schools.

## Restricted Areas

The following areas are off-limits to all students during the school day without teacher/staff permission:

1. All parking lots (except when students are arriving at or leaving school.)
2. Locker rooms (except when the students are scheduled for physical education or have a pass from a physical education teacher.)
3. Staff lounge
4. Academic halls during class and lunchtime.
5. Weight Room/ indoor athletics areas
6. Outdoor athletic fields

## Student Records Access

[Policy Title: STUDENT RECORDS ACCESS Code No. 506.](#)

Any information concerning a student's grades, attendance, or permanent records, etc. will not be given without the student's or parents' permission. Permanent records include demographic information, attendance data, achievement data (grades and standardized test scores), health data, and date of graduation. Permanent records remain in perpetuity. Cumulative records include the information in the permanent record along with any information pertinent to the student's educational placement, progress, and behavior.

## Posters

All posters and signs are to be approved by the school administration before posting. At no time are signs to be mounted on painted surfaces. Bulletin board strips are provided in the hallways for posters and signs.

## Student Directory Information

The student directory information (name, grade, address, parent, photograph, etc.) is designed to be used within the school district to assist certified personnel. The school will not furnish a list of names of pupils enrolled in the Colfax-Mingo Community School District to any non-school group, organization, or private individual unless required by law.

The superintendent may authorize the release of class rosters if judgment deems that such release will offer gainful experiences for the students.

A provision in Federal Public Law does require public schools to release that information regarding secondary students to military or college recruiters upon their request. A provision in the law allows any secondary student or the parent of the student to request that such directory information not be released. If you choose not to have directory information released, please have your parents put that request in writing and send it to the high school principal.



## Money and Valuables

The school is not responsible for stolen property. You must assume all responsibility for your own money, valuables, and school-issued materials and equipment. Keep valuables locked in your locker or your possession at all times. Do not leave purses or other valuables lying around. If you wish, you may leave valuables at the office for safekeeping during the day.

The school does not have insurance for theft of personal property; items that you bring to school are your responsibility. Finally, do not take off your rings and watches in the restrooms unless you place them in your pocket or purse. They are easily forgotten. Students will be expected to return the same textbooks issued to them, in good condition for less normal one-year use.

## SECTION 6: ACTIVITIES

### Eligibility

At the end of each semester, eligibility for participation in extracurricular activities will be determined. For a student to be considered eligible to participate in extracurricular activities, they must pass ALL of their classes in a semester. If a student is declared ineligible, they must follow state guidelines of not participating in competition for twenty (20) calendar days from the first date of competition at the beginning of the current or next sport in which they will participate. It should be noted any students declared ineligible for participation in competitions will be allowed to practice and travel with the team, but may not participate in games.

During the school year, grade reports will be updated frequently and sent out upon request. The Student Referral Team will implement a process to determine possible reasons for a student who is struggling with classes consistently. This process will be used to help identify potential programs or strategies to help students improve academically. This process will be in place for ALL students regardless of participation in extracurricular or not.

This process allows for teachers and coaches to work with a student before or after school to improve academically. At the end of each semester, the state eligibility rules for each independent association will be followed. Please make note that the state athletic association, the state music association, and the state speech association all have varying rules governing the eligibility of their participants and must be followed by the school district.

### Rules for Extracurricular Activities

*(Extra-curricular includes all school-related activities except academic subjects)*

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school-sponsored activities must conduct themselves following Board policy ["Student Conduct"](#) throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

1. No use or possession of tobacco, alcohol, or controlled substances will be tolerated.
2. Misconduct, swearing, disrespect of coaches, referees, or other players will not be tolerated.
3. Any theft or other criminal activity will not be tolerated.
4. Any of the above offenses occurring during the 12 month year will result in penalties.

Abuse of the above training rules and/or Board Policy will result in punishment. The Activity Director and administrators collectively will investigate and administer appropriate penalties.

1. Any participant who is ejected or disqualified from a meet, game or match for gross misconduct will be disciplined according to the Iowa High School Athletic Association policy.
2. All squad members should attend practice every day. The coach should be notified in advance of absences if possible. Excuses should be presented to the coach in writing at the next practice. Repeat offenders may be required to make up practices, run extra drills, or be temporarily suspended from playing at the coach's discretion.
3. Any student who has a drug or alcohol problem and is seeking help may be exempt from the above rules.



Penalties for violating the “Rules for Extracurricular Activities” will be the loss of the privilege of participating in extracurricular activities (four) 4 calendar weeks on the first offense. The offender will be placed on one (1) year’s probation. Upon a second offense within a year, a student will lose privileges for two (2) months with probation being extended. For a third offense, a student will lose privileges for six (6) months and the probation period will be extended. For any further violation of the “Good Conduct” policy, the student will lose all extra-curricular privileges for twelve (12) months. A student will attend practices while suspended from the squad.

There is an **Honesty Policy** that allows for a student to come to an administrator and confess their involvement in an above-mentioned violation. A student who does this may be allowed to cut their ineligibility to half the time described above.

Middle School Ineligibility

Sport	Ineligibility~Suspension Length
Football	1 Game
Volleyball	2 Games
Cross Country	1 Meet
Basketball	3 Games
Wrestling	2 Meets
Track	1 Meet
Baseball/Softball	4 Games

SECTION 7: STUDENT SERVICES

Illness, Injury, Medication

When a student becomes ill or is injured at school, the school district shall be notified by school personnel as soon as possible after these individuals are aware of the incident. The school district, while not responsible for the medical treatment of an ill or injured student, will have authorized school personnel to administer emergency or minor first aid if possible.

An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible. Students **MUST NOT LEAVE THE BUILDING** because of illness without administrative authorization.

Guidelines are as follows:

1. Please report all communicable diseases to the school nurse's office.
2. No medical care beyond first aid will be given by the nurse or other school personnel.
3. Medication policy: All prescription drugs are to be brought into the school nurse or office staff by a parent or guardian. All medication must be in original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered.
  - i. A record of each dose of medication administered shall be documented.
  - ii. Medication shall be stored in a locked/secure area.
  - iii. Medication not claimed by the parent at the end of the school year shall be destroyed. (procedure for destroying medication shall include a witness and documentation)
  - iv. Only the school nurse or staff who have completed a medication administration course approved by the Department of Education will administer medication.
4. Students shall be dismissed from school with diarrhea, vomiting, and/or a temperature of 100 degrees or above. They should not return to school until they have been free of these symptoms for 24 hours without the use of medication.

Immunizations

Students must submit a certificate of immunization as required by law to attend school. Failure to meet the immunization



requirements will be grounds for exclusion from school and all school-sponsored activities. Exemptions from the certification of immunization requirements are allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. Exemption forms are available in the nurse's office. Immunizations required by state law are:

- **DPT** (Diphtheria/Tetanus/Pertussis): **5 doses** with at least **1 dose** received on or after 4 years of age if born on or after September 15, 2003.
- **Polio**: **3 doses** with at least **1 dose** received on or after 4 years of age if born before September 15, 2003, or **4 doses** with at least **1 dose** received on or after 4 years of age if born after September 15, 2003.
- **MMR** (Measles/Mumps/Rubella): **2 doses** with the first received on or after 12 months of age; the second dose shall have been received no less than 28 days after the first dose.
- **Hepatitis B**: **3 doses**.
- **Varicella**: **1 dose** received on or after 12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the student has had a reliable history of the natural disease; or **2 doses** received if born on or after September 15, 2003, unless the student has a reliable history of natural disease.
- **Tdap** (tetanus/diphtheria/acellular pertussis): **1-time dose** for **students in 7th grade and above**, if born on or after September 15, 2000; regardless of the interval since the last tetanus/diphtheria containing the vaccine.
- **Meningococcal A, C, W, Y**: **1 dose** for students 10 years of age and older in grades 7 and above if born after September 15, 2004; and **2 doses** for applicants in grade 12, if born after September 15, 1999; or 1 dose if received when the student is 16 years of age or older.

Students found not in compliance with immunization requirements will be placed on provisional enrollment for 60 days if they have had the first dose of the vaccine. During this time, immunizations must be completed and documentation reported to the school. If the immunizations have not been completed at the end of the provisional enrollment, the student will be excluded from school and school-sponsored activities until the requirements are met.

## Locker and Desk Inspections

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

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents 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. [Search and Seizure Regulation \(Code 502.12A\)](#)

## Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name, grade, and school are written in the book in case they are misplaced. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

New Book = 100% of cost price	Four Year Old Book = 55% of the cost price
One Year Old Book = 100% of cost price	Five Year Old Book = 40% of the cost price
Two Year Old Book = 85% of the cost price	Six Year Old Book = 25% of the cost price
Three Year Old Book = 70% of the cost price	Seven Year Old Book or older = 10% of the cost price

## Chromebooks

Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The replacement cost of the Google Chromebook will be charged. The amount charged is based on the fair market value of the Chromebook including accidental damage insurance. Students are expected to bring a charged Chromebook to school each day. Failure to do so may result in a student's Chromebook being required to stay at school.



## Cafeteria/Lunch

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing ALL litter in wastebaskets
- Returning ALL trays and utensils to the dishwashing area
- Leaving the table and floor around you in a clean condition for others
- Keeping food within the lunch area
- 

**If a teacher requests a student have lunch in their classroom as part of a review session, extra work opportunity or to help a student with classwork remediation the student may take their lunch to the designated teacher's room. A pass must be presented to the lunchroom supervisor.**

## Breakfast

School breakfast is available daily from 7:45-8:05 a.m. Breakfast for a student costs \$1.55; a la carte items are extra.

## Meal Charges

Under state and federal law, the Colfax-Mingo Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### 7-12th Grades Procedure:

1. Printed balance notification sent home with students \$9.00 or below daily
2. \$9.00 or below, cashier verbalizes balance to the student
3. \$0.00 balance or below, students will not be allowed to charge an extra entree, extra milk, or a la carte
4. \$0.00 balance to -\$10.00, students will be allowed to charge one meal per day (approximately 4 meals)
5. -\$10.00 or below, students may pay cash in the office or bring a cold lunch from home until funds are deposited into the student's account

Money must be available in a student's account for extra meals, extra milk or a la carte to be purchased. This applies to all students, including students from families participating in the free and reduced meal program.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. [Meal Charges Code No. 701.2](#)

## Notifications

For parents/guardians providing an email address, an email will be sent from the school district notifying parents/guardians of their student(s) low balance daily until funds are deposited into the student's account. For parents/guardians not providing an email address, a printed balance notification will be sent home with students as stated above.

## Negative Account Balances

Negative student balances will be carried over to the following school year. These negative balances must be taken care of before the start of the school year as a part of the school registration process. Parents/guardians with negative student accounts will be asked to send lunch from home until negative balances have been paid or a payment schedule has been arranged.

Free and Reduced Price Meals applications are available to parents/guardians if at any time a parent/guardian believes they may qualify for free or reduced lunches under the federal guidelines. Parents/guardians may contact the building secretary or





the school business office for further assistance.

The school district and the nutrition services department reserves the right to take any other reasonable action, including legal action, to collect the balance due in any student's account. At -\$35.00, accounts may be forwarded on to a collection service for recovery.

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at the time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information were communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

## Doors, Unlocked or Locked

In the interest of creating a safe and secure environment, student access to Colfax-Mingo Jr/Sr High School during the school day will be through the front door. Students leaving the building during the school day **MUST** exit through the front doors.

All external doors will remain locked after 8:10 a.m. The Jr/Sr High School is equipped with a buzz-in security system that is controlled by the front office.

## School Counseling

The school counseling department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems may be discussed with the school counselors. As a student progresses through senior high school, the school counselors will help each individual to choose the subjects which fit his/her individual needs.

During these high school years, plans for the future start taking shape. To help with the many decisions a student must make, the counseling department is well supplied with information about colleges and trade schools and about many jobs in different fields. Every student will complete an ICAP (Individual Career and Academic Plan) with assistance from their school counselors and teachers. Each student is encouraged to become acquainted with the counselors early and to use the counseling services often. Appointments may be made by contacting the counseling office.

## Avenues for Help

Colfax-Mingo Jr/Sr High School wants to respond quickly and professionally to young people's needs. Assisting students troubled by physical, social, emotional, sexual, legal, medical, family, or chemical problems. Administrators, counselors, teachers, office staff, or the nurse will be able to assist the needs of students. **Any information shared will be held in strict confidence as permitted by law.**

## Homeless Children and Youth

The Board will make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for the identification of homeless children and tracking and monitoring programs and activities for these children is Tim Salmon.

## Student Organizations

Secondary school student-initiated, non-curriculum related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.





### **Curriculum-Related Organizations**

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

### **Non-Curriculum Related Organizations**

Student-initiated, non-curriculum-related organizations shall be provided access to meeting space and school district facilities. Only students may attend and participate in meetings of non-curriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings. Employees may be assigned to monitor approved meetings. Employees shall not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the non-curriculum group's meetings. Based on federal law.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Des Moines Central Academy**

The Colfax-Mingo Community School District offers a variety of programs to meet the needs of all students. In addition to the general school curriculum, the district provides opportunities to participate in accelerated programs. Students are eligible to participate in these programs based on their student achievement level through tests and grades, academic needs, and program availability.

Students interested in pursuing Central Academy programming should begin by contacting the District Talented and Gifted Coordinator. At that time, the district's course offerings will be compared to those offered at the Central Academy.

1. The following criteria must be met:
  - a. ISASP 95th percentile or above on national composite score in math total test, reading total test, and/or language total tests. All applicants must have a reading core score of 90%. Multiple years of data will be used for analysis.
  - b. MAP scores in the gifted range for the current grade level.
  - c. Grades from previous 3 semesters--4 of 5 core scores of at least A-, no core grades below a B.
  - d. Criteria will be reviewed on an annual basis.
2. The following letters must be filed with the District Talented and Gifted Coordinator:
  - a. Letter of support from parents including need, rationale, and parental support.
  - b. Letter from the Central Academy that they will accept the student.
3. Approval by the following individuals:
  - a. Colfax-Mingo Talented and Gifted Coordinator
  - b. Building Principal/Curriculum Coordinator
  - c. Colfax-Mingo Superintendent of Schools

## **Accelerated Learning Opportunities**

The Colfax-Mingo Community School District recognizes that some students are able to accelerate through the program at a faster pace than their classmates. To meet the needs of these students, Colfax-Mingo offers opportunities to accelerate in classes at the junior high and high school levels. Opportunities to participate in such acceleration in any content area will be determined by student achievement on testing and in the classroom, teacher recommendation, and academic needs.

## **College Credit Courses**



The Colfax-Mingo High School provides various college credit opportunities to students in 11th-12th grade as well as high school students that score in advanced categories for academic subjects. DMACC is our main provider for college credit opportunities. All college credits obtained in high school affect a student's high school GPA/transcript and starts a transcript record with DMACC. We offer college credit courses in three formats: Dual-Credit courses, Newton Career Academy programs, and Online Career Academy courses.

*Dual-Credit Courses:* Taught by a certified high school teacher at CM. Students get taught the college curriculum by an in-person instructor. It will appear on their schedule as a normally scheduled class.

*Newton Career Academy programs:* College courses offered at the Newton Campus to 11th and 12th grade students. Programs are scheduled in the morning or afternoon and usually take up 2-3 periods of a student's schedule. Students have to provide their own transportation and be on track for graduation to register.

A list of programs can be found at <https://www.dmacc.edu/newton/Pages/careeracademy.aspx>

*Online Career Academy:* College courses taught over an online learning format (DMACC currently uses Blackboard). There are no live lectures to attend. Students are responsible for doing the coursework on their own time or during study hall. They will be enrolled in online classes with current college students. A list of the most frequently taken courses can be found at <https://www.dmacc.edu/online/Pages/careeracademy.aspx>

Students get 1 high school credit for each semester of a DMACC course. DMACC will give them the equivalent of how many credits the courses are worth at the college though. Example: DMACC Intro to Psychology - 1 HS credit for the semester course, 3 DMACC credits for the semester course. High school students must maintain a DMACC GPA above a 2.00/4.00 to avoid being put on Academic Probation. Financial aid and ability to register for college courses is effected by those that get below a 2.00 GPA.

Please see a school counselor to discuss taking college courses in more detail. They can help with eligibility and picking out the correct courses that are best for the students and their future plans.

## Colfax-Mingo Opportunity Program / Success Center

The Colfax-Mingo Opportunity Program is an alternative setting that is an extension of Colfax-Mingo High School. The goal is to assist students in obtaining a high school diploma. These students have not been successful in the traditional setting, and require additional support to graduate.

The CMOP is a secondary program. A student must have reached the age of legal attendance, as required under Iowa Code. Those not meeting this requirement may be admitted with the approval of the High School Principal and the Opportunity Program Coordinator. All students must be enrolled in the Colfax-Mingo Community School District.

Students in the CMOP will complete all requirements for graduation as set forth by the Board of Education. All students in CMOP may earn a traditional CMHS diploma under the guideline of the [Alternative Program Handbook](#).

To earn an Opportunity Diploma, students must earn credits in the following areas: English (8), Math (6 with 2 credits in Algebra), Science (6), Social Studies (6), PE (4), Personal Finance (1), Career Planning (1) and Electives (9). Students will have the opportunity to take electives in the traditional setting only after showing progress toward their graduation requirements.

Students enrolled in the traditional setting may also seek help on coursework in the Success Center. The staff in the Success Center provides a quiet space for testing, extra help during study hall, and a place to work before or after school with internet access.

## SECTION 8: SAFETY

### Emergency Drills..... Be Prepared!

During the year several fire and tornado drills will be held. You must respond both correctly and immediately. Be sure you know the evacuation procedures for each of your rooms. The following procedures will be used in cases of emergency:

#### A. Evacuation (Fire):

1. In the event of a fire or fire drill, the alarm will buzz continuously.
2. Students are to leave the building according to the instructions of the supervising teacher.
3. Please exit quickly and quietly and move completely away from the building so all may exit safely.



## **B. Shelter-in-Place (Tornado):**

1. In the case of a tornado or shelter-in-place drill, the alarm will be rung after instructions are given over the PA system.
2. Students should move immediately to the areas designated by the supervising teacher.
3. Move to interior walls. Stay away from the glass.

## **C. Evacuation Drill:**

1. In case of an evacuation, an announcement will be made over the intercom giving the necessary instructions.
2. Students should only take personal items with them and not stop at their lockers on the way out of the building.
3. Students should move immediately to the areas designated by the supervising teacher.
4. After reaching the designated area, all students should check in with their designated classroom teacher for purposes of accountability.

## **D. Lockdown:**

1. Students will move away from the door. The teacher will patrol the hallway and gather any students that are near. The staff and students will remain in the classroom until they are advised otherwise by the administration or local authorities.
2. Students will be expected to follow directions as given.
3. Cell phones are prohibited during lockdown drills.

Students should stay in the designated area until given further directions by the administration or their supervising teacher. The above-mentioned rules are general and will depend on the situation that causes the Lockdown to occur.

## **Emergency School Closings**

In deciding to cancel, close, or dismiss early District buildings, the Superintendent/Designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The Superintendent/Designee will weigh these factors and will take action to cancel, close, or dismiss early District buildings after consultation with traffic and weather authorities, local principals, and/or school officials from neighboring districts. Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of an emergency closing. When District buildings are closed for emergency reasons, staff members will comply with Board policy in reporting for work. [Emergency School Closings and Procedures Code No. 504.7](#)

## **School Closing Procedures**

### **Non-Weather Related Events**

If classes at any school are canceled or students are dismissed early due to a non-weather event, activities will be canceled or adjusted depending upon the emergency.

### **Weather-Related Events**

#### **High School**

If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.

#### **Junior High**

All activities will be canceled unless they are a part of approved high school activity.



# Referenced Policies and Forms



The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look-alike" substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students while on school district property or property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco, or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities.

Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug, and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

*NOTE: This policy is mandatory and complies with the federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.*

**Legal Reference:**

34 C.F.R. Pt. 86 (2012).

Iowa Code §§ 123.46; 124; 279.8; 279.9; 453A (2013).

281 I.A.C. 12.3(6); 12.3(7); 12.3(8); 12.3(9); 12.3(10); 12.3(11); 12.3(12); 12.3(13); 12.3(14); 12.3(15); 12.3(16); 12.3(17); 12.3(18); 12.3(19); 12.3(20); 12.3(21); 12.3(22); 12.3(23); 12.3(24); 12.3(25); 12.3(26); 12.3(27); 12.3(28); 12.3(29); 12.3(30); 12.3(31); 12.3(32); 12.3(33); 12.3(34); 12.3(35); 12.3(36); 12.3(37); 12.3(38); 12.3(39); 12.3(40); 12.3(41); 12.3(42); 12.3(43); 12.3(44); 12.3(45); 12.3(46); 12.3(47); 12.3(48); 12.3(49); 12.3(50); 12.3(51); 12.3(52); 12.3(53); 12.3(54); 12.3(55); 12.3(56); 12.3(57); 12.3(58); 12.3(59); 12.3(60); 12.3(61); 12.3(62); 12.3(63); 12.3(64); 12.3(65); 12.3(66); 12.3(67); 12.3(68); 12.3(69); 12.3(70); 12.3(71); 12.3(72); 12.3(73); 12.3(74); 12.3(75); 12.3(76); 12.3(77); 12.3(78); 12.3(79); 12.3(80); 12.3(81); 12.3(82); 12.3(83); 12.3(84); 12.3(85); 12.3(86); 12.3(87); 12.3(88); 12.3(89); 12.3(90); 12.3(91); 12.3(92); 12.3(93); 12.3(94); 12.3(95); 12.3(96); 12.3(97); 12.3(98); 12.3(99); 12.3(100); 12.3(101); 12.3(102); 12.3(103); 12.3(104); 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## Policy Title: STUDENT RECORDS ACCESS

Code No. 506.1

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at the collection, storage, disclosure, and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post-high school level.

Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Anyone, other than the parents of an eligible student, may be denied access to a student's records if the District has a court order stating such or when the District has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the collection of student personal information before the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their students or to be informed of the information. Eligible students will also have the right to access their information or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance, more than forty-five calendar days after the request is made. Parents, an eligible student, or an authorized representative of the parents will have the right to access the student's records before an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it will prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the District will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained, or used by the District.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parents or an eligible student may request that the District amend the student records. The District will decide whether to amend the student records within a reasonable time after receipt of the request. If the District determines an amendment is made to the student record, the District will make the amendment and inform the parents or the eligible student of the decision in writing.

If the District determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the District.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the District's decision or setting forth the reasoning for disagreeing with the District. Additions to the student's records will become a part of the student record and be maintained like other student records. If the District discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student.

This disclosure may be made to the following individuals or under the following circumstances:

- to District officials within the District and AEA personnel whom the Superintendent/designee has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, District's attorney, auditor, health professionals, and individuals serving on official District committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;



- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an inter-agency agreement between the District and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.

The Superintendent/designee will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The Superintendent/designee will also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent/designee, however, does not need to keep a list of the parents, authorized educational employees, officers, and agencies of the District who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student, and the custodian of student records.

Student permanent records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. Student permanent records will be kept in a fire-safe vault.

When personally identifiable information, other than student permanent records, no longer needs to be maintained by the District to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the District. If the parents or eligible students request that the personally identifiable information be destroyed, the District will destroy the records. Before the destruction of the records, the District must inform the parents or eligible students the records may be needed by the parents or eligible students for social security benefits or other purposes.

The District will cooperate with the juvenile justice system in sharing information contained in student permanent records regarding students who have become involved with the juvenile justice system. The District will enter into an inter-agency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information before a student's adjudication to promote and collaborate between the District and the agencies to improve District safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in completing their education.

The District may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Before adjudication information contained in the permanent record may be disclosed by the District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the District to the agencies after adjudication only with parental consent or court order. Information shared according to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

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

Information shared under the agreement is not admissible in any court proceedings, which take place before a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The District may discontinue information sharing with an agency if the District determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal/designee of the attendance center where the student is currently or was enrolled. The principal/designee will then forward copies of the records within 10 business days of the request. The District will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the Superintendent/designee to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the District collect personal information from students for marketing or selling that information, the District will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the District failed to comply with this policy. Complaints are forwarded to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Date of Adoption:



September 3, 1991  
Reviewed & Revised:  
August 5, 1996  
November 2002  
April 21, 2003  
January 21, 2008  
March 15, 2019

## Policy Title: GOOD CONDUCT RULE

Code No. 503.4

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

*NOTE: This is a mandatory policy. The detail outlining specific conduct expected and penalties for violation should be in the student handbook, and students involved in extracurricular activities must be notified of its contents.*

Legal Reference: *Bunger v. Iowa High School Athletic Assn.*, 197 N.W.2d 555 (Iowa 1972). *In re Jason Clark*, 1 D.P.I. App. Dec. 167 (1978). Iowa Code §§ 280.13, .13A (2013).

281 I.AC. 12.3(6); 36.15(1).

Date of Adoption:  
September 3, 1991

Reviewed & Revised:  
May 20, 1996  
January 27, 2003  
January 21, 2008  
March 15, 2019

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## Policy Title: SEARCH & SEIZURE REGULATIONS

### Code No. 502.8R1

#### I. Searches, in general

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

1. Eyewitness observations by employees;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or
4. The student's history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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





the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

5. The age of the student;
6. The sex of the student;
7. The nature of the infraction; and
8. The emergency required the search without delay.

## II. Types of Searches

### A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a) Pat-Down Search: If a pat-down search or search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
  - b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergencies when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### B. Locker and Desk Inspections

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

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

### C. Automotive Searches

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

#### **Date of Adoption:**

September 2014

#### **Reviewed & Revised:**

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

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#### **Policy title: Meal Charges**

**Code No. 701.2**

In accordance with state and federal law, the Colfax-Mingo Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **K-6th grades Procedure:**

1. Printed balance notification sent home with students \$5.00 or below daily
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2. \$0.00 balance or below, student will not be allowed to charge an extra entrée, extra milk, or a la carte
3. Phone call made be made to parents/guardians by the nutrition department at -\$5.00 or below daily
4. If no response at -\$25.00, the building principal or district designee contacts parents/guardians and makes arrangements for lunch. Suggestions include cold lunch from home or cash.

#### **7-12 grades Procedure:**

1. Printed balance notification sent home with student \$9.00 or below daily
2. \$9.00 balance or below, cashier verbalizes balance to the student
3. \$0.00 balance or below, students will not be allowed to charge and extra entrée, and extra milk, or a la carte
4. \$0.00 balance to -\$15.00 students will be allowed to charge one meal per day (approximately 5 meals)
5. -\$15.00 or below, students may pay cash in the office or bring a cold lunch from home until funds are deposited into the student's account

Money must be available in a student's account for extra meals, extra milks, or a la carte to be purchased. This applies to all students, including students from families participating in the free and reduced meal program.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

#### **Staff**

Employees are expected to pay for all meals promptly. At -\$5.00 or below, employees may pay cash in the office. Negative balances must be paid at the end of the year.

#### **Notifications**

For parents/guardians providing an email address, an email will be sent from the school district notifying parents/guardians of their student(s) low balance daily until funds are deposited into the student's account. For parents/guardians not providing an email address, a printed balance notification will be sent home with students as stated above.

#### **Negative Account Balances**

Negative student balances will be carried over to the following school year. These negative balances must be taken care of before the start of the school year as a part of the school registration process. Parents/guardians with negative student accounts will be asked to send lunch from home until negative balances have been paid or a payment schedule has been arranged.

Free and Reduced Price Meals application is available to parents/guardians if at any time a parent/guardian believes they may qualify for free or reduced lunches under the federal guidelines. Parents/guardians may contact the building secretary or the school business office for further assistance.

The school district and the nutrition service department reserve the right to take any other reasonable action, including legal action, to collect the balance due in any student's account. At -\$35.00, the account may be forwarded to a collection service for recovery.

#### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Student and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy

Records of how and when the policy and supporting information were communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: 42 U.S.C. §§ 1571 *et seq.*



7 C.F.R. §§ 210 *et seq.*

U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).

U.S. Dep't of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016)

Date of Adoption:

May 15, 2017

Review & Revised:

June 18, 2018

**Policy Title: EMERGENCY SCHOOL CLOSINGS and PROCEDURES**

**Code No. 504.7**

The Superintendent is empowered to cancel, close, or dismiss early the District buildings in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be canceled, closed, or dismissed early.

In deciding to cancel, close, or dismiss early District buildings, the Superintendent/designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The Superintendent/designee will weigh these factors and will take action to cancel, close, or dismiss early District buildings after consultation with traffic and weather authorities, local principals, and/or officials from neighboring districts. Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of an emergency closing. When District buildings are closed for emergency reasons, staff members will comply with Board policy in **reporting to work**.

#### **School Closing Procedures**

##### **Non-Weather Related Events**

If classes at any school are canceled or students are dismissed early due to a non-weather event, activities will be canceled or adjusted depending upon the emergency.

##### **Weather-Related Events**

#### **High School**

If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.

#### **Middle School**

All activities will be canceled, unless they are a part of an approved high school activity.

#### **Elementary**

All activities will be canceled.

#### **Meetings**

District/school building meetings will be canceled.

#### **Weekend Events**

The Superintendent/designee, in consultation with the responsible administrator, will decide if weekend events will be canceled.

#### **Non-School Events**

Community Engagement and outside facility rental events scheduled in or on District facilities are canceled if the Colfax-Mingo Schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.

**Date of Adoption:**

July 1, 1985

**Review & Revised:**

September 3, 1991

July 10, 1995

January 27, 2003



January 21, 2008  
February 16, 2015  
March 15, 2019

## STUDENT CONDUCT

Code No. 503.1

The Board believes inappropriate student conduct causes a material and substantial disruption to the school environment and presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the right of others while on school premises, while on school-owned and/or operated school or chartered buses while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school.

Students who fail to abide by this policy may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the right of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear before the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the certified employee disciplining the student or the principal.

A suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or a Saturday detention. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

A Saturday suspension means a student is required to appear at school on Saturday and be under the supervision of school district personnel. A Saturday suspension shall not exceed ten Saturdays. A restriction from school activities means a student will attend school and classes, but will not attend or participate in school activities. A restriction from activities will not exceed ninety days.

Probation means a student is given a conditional suspension of a penalty for a definite period, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period set by the Board.

The following will result in punishment:

- ★ Excessive tardies;
- ★ Refusal to conform to school policies, rules, or regulations;
- ★ Conduct which disturbs the orderly, efficient, and disciplines atmosphere and operation of the school or school-related activity;
- ★ Refusal to comply with directions from the teacher, administrators, or other school personnel;
- ★ Physical attack or threats of physical attack to students, teachers, administrators, or other school personnel;
- ★ Possession of weapons, contraband, or dangerous objects;
- ★ Extortion;
- ★ Criminal or illegal behavior;
- ★ Theft or robbery
- ★ Damaging, altering, injuring, defacing, or destruction of any building, fixture, or tangible property;
- ★ Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is damaged or destroyed;
- ★ Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school-sponsored activity will be held;
- ★ Fighting or engaging in disruptive or violent behavior at school or school events;
- ★ Making noise in the vicinity of the school or school-sponsored activities, which disrupts the orderly, efficient, and disciplined atmosphere of the school or the school-sponsored activity;
- ★ Abusive epithets or threatening gestures to other students, teachers, administrators, or other school personnel;
- ★ By words or actions initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless;
- ★ Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity;
- ★ Possession of a controlled substance or controlled substance look-alike;
- ★ Use of tobacco or any controlled substance;
- ★ Gambling;
- ★ Documented conduct detrimental to the best interest of the school district.



Date of Adoption:  
September 3, 1991

Reviewed & Revised:

August 15, 1994  
March 27, 2000

January 27, 2003  
January 21, 2008

March 15, 2019

## Age Appropriate Misbehavior

Students are expected to make behavior mistakes as an essential part of maturing, learning and social development.

Age appropriate misbehavior should be addressed as a natural part of learning. Responses to age appropriate misbehavior should be formulated around child development, individual student learning and the school's expectations and values.

## Minor – Behavior Violation

Category	Definition	Responses: Primarily classroom level
Academic dishonesty	Cheating, plagiarism, fabrication, unauthorized collaboration, use of artificial intelligence	<ul style="list-style-type: none"> <li>Teacher contact parent or guardian</li> <li>One on one conference with student</li> <li>Reteach or provide instruction</li> </ul> <p>Response to an incident may include the following:</p> <ul style="list-style-type: none"> <li>Mediation / restorative conversation</li> <li>Teacher / student agreement to prevent minor behavior</li> <li>Loss of school or classroom privilege</li> <li>Referral to building student services team</li> <li>Detention; making up loss instructional time</li> <li>Temporary and brief removal from class</li> <li>Any other action deemed appropriate by classroom teacher</li> </ul>
Defiance	Refusal to follow expectation and/or redirection	
Disruption	Low intensity, short term	
Dress Code Violation	Knowing wearing clothing that violates the dress code policy.	
Inappropriate Language	Incidental swearing / nonverbal gesturing not directed at another person. Non-threatening name calling or low intensity teasing	
Property Misuse	Wasting materials or resources or using property in a way not intended.	
Technology Misuse	Violation of district cell phone policy, Use of technology for off-task or inappropriate purpose	
Physical Contact	Physical contact that is not serious but is inappropriate and unwelcomed. Includes inappropriate displays of affection.	

## Major – Behavior Violation

Category	Definition	Responses
Abusive Language / Threat	Language and nonverbal gesturing, including sexual language and nonverbal gesturing, that does or could cause to alienate an individual related to protected class status covered under Iowa code. Could include, but is not limited to hate speech OR descriptions, slang terminology and/or labels commonly understood to be offensive, demeaning or derogatory.  Communication of a threat including mention of weapons through any form (included but not limited to verbal, non-verbal, social media, written) that creates a hostile school environment or disrupts the good order of school.	<ul style="list-style-type: none"> <li>Requires parent or guardian notification and meeting with building administration</li> <li>Referral to law enforcement for all illegal actions</li> <li>Review of response to prior offense, if applicable, to inform an increased level of response.</li> <li>Formal notice or written contract</li> <li>Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> </ul> <p>Response to an incident may include the following:</p> <ul style="list-style-type: none"> <li>Parent or guardian conference that includes the student, when</li> </ul>
Arson	Destruction of school property resulting from student use of fire regardless of intent or level of property damage	
Bullying/Sexual Harassment	Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student where there is a real or perceived imbalance of power that is repeated or has the potential to be repeated and which creates an objectively hostile school environment and meets one or more of the following conditions: Places the	



	<p>student in reasonable fear of harm to the student’s person or property, has a substantially detrimental effect on the student’s physical or mental health, has the effect of substantially interfering with the student’s academic performance, has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.</p> <p>Unwelcome conduct based on sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity. Includes sexual assault, dating violence, domestic violence, stalking and unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p>	<p>appropriate;</p> <ul style="list-style-type: none"> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention</li> <li>○ Referral to building student services team</li> <li>○ Loss of school or classroom privilege</li> <li>○ Restitution or opportunities to repair</li> <li>○ Mediation / restorative conversation</li> <li>○ Detention; making up loss instructional time</li> <li>○ Temporary or permanent removal from extracurricular activities</li> <li>○ Temporary or permanent removal from class</li> <li>○ In-school suspension</li> <li>○ Out-of-school suspension</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle</li> <li>○ Placement in an alternative learning environment</li> <li>○ Placement to virtual learning or homebound</li> <li>○ Recommendation for expulsion</li> <li>○ Any other action deemed appropriate by building and district administration</li> </ul>
Controlled / Illegal Substances	In possession, under the influence, use,, or distribution of illegal or controlled substances such as: Tobacco, alcohol, prescription medications, narcotics, or any illegal or controlled substance.	
Dangerous Weapon / Materials	Student possess a weapon or realistic-looking fake weapon, threaten aggression with weapon, possession of any device designed to take life or cause bodily harm. Student is in possession of substances or objects that are readily capable of causing bodily harm and/or property damage	
Destruction of property / Vandalism	Damage or destruction that occurs as a result of ignoring expectations. Requires professional cleaning, repair or replacement. May disrupt the normal operations of the building. Includes behavior that requires a crisis plan to be activated.	
Extreme Defiance / Disruption	Interferes with the regular operation of the school building or event. Includes behavior that requires a crisis plan to be activated. Refusal to follow directions in crisis response situations.	
Forgery/ Deception	Falsifying permanent records or signatures, providing false or misleading information creating an unsafe school environment, lying or omitting information during a school investigation	
Good conduct Policy Violation	Students who participate in extracurricular activities who violate the code of conduct, commit acts that poorly represent the school district, or commit violations during out of school time.	
Physical Aggression / Fighting	<p>Mutual physical fight, Serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)</p> <p>w/Injury: where the offender(s) or target(s) require professional medical attention.</p> <p>Serious bodily injury: where the offender(s) or target(s) require off-site medication attention extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death</p>	
Technology Violation	Use of devices or access to accounts that disrupts access to learning, any communication/media that includes: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), explicit language. Use of school technology devices and/or infrastructure to organize illegal activity, engage in illegal activity, or purchase illegal items. Hacking, modification, or damage of the technology infrastructure.	
Theft	Intentional act to possess or take property permanently	



Truancy	Failure to report to designated area, hiding in unsupervised area, in unassigned location, leaving an assigned area without permission in the school building. Elopement in school building. Failing to report to school building or leaving school building without permission. Elopement off campus.	
Other	Only to be used if behavior is not listed, but creates a hostile school environment or affects the good order of school.	