

Collins-Maxwell Elementary
Student Handbook
2025-2026



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COLLINS-MAXWELL COMMUNITY SCHOOL

District Personnel

Superintendent:	Marc Snavely
MS/HS Principal:	Lori Fricke
Elementary Principal:	Aliyah Kralik
Board Secretary:	Kim Hinton
Elementary Secretary:	Mandy Wiersen
Food Service:	Sheila Anderson
School Nurse:	Jackie Lewis

Preschool and Elementary Faculty

Preschool	Josie Skinner
Kindergarten	Gina Ericson, Kristi Hauptert
1st Grade	Cheryl Fricke, Heather Meinerts
2nd Grade	Allie Risting
3rd Grade	Kayla Wilkie, Morgan Goetz
4th Grade	Jenny Schmidt
5th Grade	Deanna Davis, Kelsie Smith
Special Education:	Ryanne Allen, Shelbi Fisher
Media Associate:	Anna Baldwin
K-5 Music/Band	Cameron Mitchell
Talented and Gifted:	Ashley Shivers
Physical Education:	Lauren Anderson
Art:	Ashley Dietze
Instructional Coach:	Ashley Jensen
Title 1 Reading:	Skye Franken
Guidance:	Ashley Shivers

FOREWORD

The purpose of this handbook is to acquaint you with the policies and procedures under which the Collins-Maxwell Elementary School operates. It is to be used as a guide to a smooth and efficient operation of the school. Please take time to familiarize yourself with the contents of this handbook. The contents have been reviewed and revisions have been suggested by the Collins-Maxwell School Board, student council, teachers, and advisory committees. Its contents have been presented and approved by the Collins-Maxwell Board of Education as part of its administrative policy.

CHANGES IN HANDBOOK

The administration reserves the right to add or delete any materials in the handbook any time during the school year.

COMMUNICATION

There are many ways we try to communicate to parents, please consider following us on Social Media!

Facebook:Collins-Maxwell CSD

ENTRANCE/ADMISSION REQUIREMENT

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. All incoming kindergarten students need to be toilet trained unless specified otherwise by an individual education plan.

SCHOOL HOURS

School begins at 8:00 and dismisses at 3:30. Students who walk to school should plan their arrival between 7:50 and 7:55 in the morning.

Morning Entry: Supervision of students begins at 7:30 AM, so students who arrive prior to this time are unsupervised until 7:30. Students who arrive early for breakfast may enter the building at 7:35. Breakfast is served beginning at 7:35. All other students will be gathered in the gym until 8:00. Middle school and high school students who are waiting at the elementary building for their shuttle bus will be asked to wait outdoors except on days when the weather makes this a hardship.

Afternoon Dismissal: Students who ride the buses are dismissed at 3:30 and exit the building through the main entrance utilizing the sidewalks to get to the buses. Students who walk home from school are dismissed at about 3:35 (after the buses have departed). Parents, older siblings, & daycare providers are asked to pick up their student from the north door near the garden and outdoor classroom.

Security Measures/Procedures

The Elementary building will lock all doors at 8:00 and remain locked for the duration of the school day.

The building is also equipped with security cameras in hallways and outside of the building, these cameras are monitored daily and the footage is recorded for review if needed.

Emergency Procedures/Drills:

Each year, we review and practice a variety of drills. Throughout the course of the year students practice tornado and fire drills 4 times per year so they know what to do in case of an emergency

If a crisis situation should arise, the district will not release your child unless a valid driver's license is shown to school personnel.

SHUTTLE BUSES

Morning Shuttles: Three shuttle buses transport students between Maxwell and Collins each morning. Elementary students should plan to arrive at the high school between 7:30 and 7:40 to ride their shuttle. Students planning to eat breakfast should arrive in time for the early shuttles.

Afternoon Shuttles: Shuttle buses transport students between Maxwell and Collins each afternoon. These shuttles arrive at the high school building in Maxwell at about 3:45.

WEATHER-RELATED SCHOOL CLOSINGS

Sometimes, due to inclement weather (blizzards, extreme heat or cold, dense fog), we will delay, cancel school or dismiss early. Please make sure you have a plan for your child's care in the event that any of these situations occur. Rural students should be able to enter their home or have another place to go in the event they arrive home to an empty house. Each *in-town* student should know to return to school if they are unable to enter their home.

PRESCHOOL WEATHER-RELATED SCHOOL CLOSINGS

If there is an early dismissal due to dangerous weather conditions, PM preschool will be canceled for the day.

Missed preschool days due to bad weather may be made up as scheduled by the principal and preschool teacher after an accumulation of 3 missed preschool sessions. These makeups will take place on a Monday or at the end of the school year.

Please check local broadcast news and other media for school closings. We also send email alerts as soon as the decision has been made to dismiss early. Make sure the school has your email information if you wish to receive these messages.

TV Stations

WOI - Channel 5

KCCI - Channel 8

WHO - Channel 13

Bad Gravel Road Conditions: Occasionally, during extremely wet weather or with thawing conditions, the gravel roads cannot handle bus traffic and we will be limited to traveling on hard surface roads. Students who live on gravel roads will be given a location for pick-up/drop off. Please check local broadcast news and other media for "Hard Surface Only" notifications.

MESSAGES AT SCHOOL--PHONE USE

We typically do not allow students to call home for forgotten items. If you need to get important information to your child during the school day, please contact the elementary school office. Cell phone use is not permitted by elementary students while on school grounds. We discourage cell phone use on the buses.

While we recognize the need for students and parents to be able to occasionally communicate with their family during the school day, we ask that families make arrangements for after-school activities before their child arrives at school. Examples include such things as making arrangements for your child to go to a friend's home after school, or that you will be picking up your child instead of them riding the bus as usual. If your plans change during the day, please contact the office so that the information can be delivered to your child's teacher.

If you feel that your child will need access to a cell phone before or after school, your child may bring a cell phone to school and drop it off in the office for safe keeping.

*Please notify the office of any changes to your child's usual before or after bus-travel routine. We will not alter a student's normal travel-home arrangements without notification from a parent/guardian.

VISITORS

Visitation to school/classrooms are welcome! We do ask that you do the following prior to and during your visit.

- 24-hour notice to classroom teacher prior to your visit
- Enter through the main office doors
- Sign-in and get a visitors badge to be worn for the entirety of your visit.
- Visits will be 60 minutes or less

If your child forgot something at home and you will be bringing it to school during school hours, we ask that you drop it off in the office and a school employee will bring it to the student during a transition time so classroom instruction is not interrupted. Please make sure the object is clearly marked with your child's name on it.

TEXTBOOK RESPONSIBILITY

Each student is responsible for the books issued to him. Normal wear is expected, but if there is extensive or abusive damage, students will be assessed a fee.

MEDIA /LIBRARY BOOKS AND CHROMEBOOKS

- Each class has media time weekly. Students are allowed to check out two books per week. Books are due back during media class the following week.
- If a book is lost or damaged, parents will be asked to pay a repair or replacement fee.
- Please help teach your child how to be responsible and to take care of the books they have checked out so that they may be enjoyed by others.
- Computer use in elementary may be thought of as an extension of the student's use of library books and textbooks. Computers in the elementary school remain the property and responsibility of the school and the classroom teacher. The student is responsible for the proper use of and care of the device while she is using it.
- Teachers will instruct students in the proper use of elementary school technology, including Chromebooks. The teacher will hold students accountable for the safe and ethical use of these devices in school. Computers are not checked out for use outside of school.
- We recognize that even with proper use accidents will happen. In the unlikely event that one of the computers is damaged by the student, the school will follow the district's acceptable use policy to determine the student's family's liability.

Collins-Maxwell Acceptable Use Policy

Costs for Damaged, Lost or Stolen devices

Students will be held responsible for ALL damage to their device (iPad or Chromebook) not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc.

In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – *up to* \$25
- Second incident – *up to* \$50
- Third incident or negligence – *up to* full cost of repair or replacement

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the iPad, setting heavy items on top of the iPad, stepping on the iPad, leaving the iPad in extreme heat or cold temperatures, abusing apps, etc. In the event the device, cover, sleeve or cables are lost or stolen, the Student and Parent may be billed the full cost of replacement as determined by the administration. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.

PERSONAL PROPERTY

Security of personal property is the individual responsibility of the student. Items of sizable value should not be brought to school. However, if a valuable item must come to school, it may be checked at the office for the day. Personal electronic devices should

not be brought to school. If cell phones are brought to school, they should be turned off and stored in the elementary office. Emergency contacts may be made through the office.

FIELD TRIPS

Field trips allow students to engage in highly authentic learning by moving the classroom out of the school and into the world outside school walls. Because this places students outside of the usual safety and behavior support systems of the school, we sometimes request parent assistance to ensure that students are safe and engaged in learning.

If you are asked to help chaperone your child's class on a field trip:

1. Keep your student group together and with the tour group. Students are to walk during the portion of the tour when we are on foot.
2. Siblings are not allowed to attend field trips.
3. Expect students to be quiet and attentive to guides.
4. Eating occurs only during our lunch or specified snack breaks.
5. Student use of cell phones is not permitted during field trips.
6. Learn and have fun. It's the whole point of being here!
7. The single most powerful way that you can support students is by modeling each of these behaviors for them. If a student is having difficulty following your guidance, please let a teacher, associate, or administrator know so that we can support you. This support may include having the student join a group led by a teacher or administrator.

LOST AND FOUND

The school makes every effort to return lost items to students. Please ask your child to look at the items in our Lost and Found that is located near the office.

Lost and Found items will be donated at the conclusion of each semester

BOOK BAGS

Book bags should be small enough to fit inside the student's locker and allow the locker door to shut completely.

PETS AND ANIMALS AT SCHOOL

To protect the safety of students and staff please do not bring pets or other animals to school. The exceptions are service animals and animals used for demonstration or class activity by organizations such as Story County Conservation.

PARTY INVITATIONS

Party invitations can be distributed at school only when EVERY student in the class is receiving an invitation. Please contact your child's teacher to notify him/her prior to sending the invitations.

DELIVERIES TO STUDENTS ON SPECIAL OCCASIONS

Deliveries must be made to the office. Items will be given to students at the end of the school day.

GUM, SNACKS, TREATS, PARTIES, ETC.

Gum is not allowed at school. We require that any food sent to school from home be sealed and prepackaged and meet the district's healthy food requirements. Individually prepackaged treats are fine, but not necessary. A list of snacks that fit the USDA guidelines follows:

- Individually sealed **cheese sticks**
- **Crackers** (wheat, saltine)
- **Graham crackers** (plain, chocolate or cinnamon)
- **Goldfish crackers**
- **Ritz Bitz** (cheese filled only)
- **Chex Mix** (not Doritos snack mix)
- Frozen **yogurt tubes**
- **Pretzels**
- **Low sugar cereal** (Cheerios, Honey Nut Cheerios, Life, Mini Wheats, etc.)
- Individually sealed **fruit cups**
- **Granola or cereal bars** (not chocolate covered)
- **Low fat microwave popcorn**
- **Animal crackers**



SCHOOL MEALS

See board policy for fees.

LUNCH

USDA guidelines and board policy require that we provide 20 minutes each day for a child to eat her/his lunch.

Meal System: We use a computerized meal system. Families have a choice of having an individual account for each of their children or a family account. With family accounts, money will be drawn from a single account, even if the children attend different buildings. Breakfasts, lunches, extra milk and kindergarten snack milk are all charged from the same account. When you send meal money with your child, the money is turned in to the office for deposit. A receipt will be issued for cash payments. Parents with computer access will be able to monitor their children's accounts through the school website under Infinite Campus. You will need to get your original login information from the school office.

Low-balance notices are sent by email. Please watch for the notices and pay promptly. Remember: Students may charge lunches for a limited time only. Students are not allowed to purchase extra milk when their account falls below zero.

Free or Reduced Price Meals: Families who qualify may receive free or reduced meals. Application forms are emailed at the beginning of the school year and are available throughout the school year by contacting the school office.

Lunch from Home: Board policy (710.3) discourages the consumption of soda pop at school. Your child may bring juice, purchase milk at school, or drink water that will be available to your child at lunchtime and throughout the day.

BREAKFAST

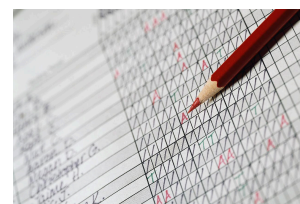
Breakfast is available at the school. Elementary breakfast is served from 7:35 to 8:00. USDA guidelines and board policy requires that we provide 10 minutes in which a child may eat his breakfast.

Please make sure your child knows whether she is to eat breakfast, because we will assume it is O.K. if the student goes through the line.

ATTENDANCE & ABSENCE INFORMATION

SCHOOL ATTENDANCE REQUIREMENT

Board Policy 501.03 State: Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum number of days deemed reasonable and appropriate for student learning.



ABSENCE FROM SCHOOL

Reporting Procedure: Notify the school if your child is going to be late or absent from school, by contacting the school office or your child's teacher. Please include information about why your child will be absent. Please phone the office, email us, or write a note to your child's teacher. The office phones are answered by 7:45 A.M. Notifying the school in advance of anticipated absences or tardiness helps your child's teacher better meet your child's academic needs. School staff will begin contacting families of absent/late students by 9:00 unless the family has already contacted the school.

How Are Absences And Tardiness Determined? If a student comes in after 10:00 a.m., they will be counted 1/2 day absent. If a student leaves before 2:00 p.m., they will be counted 1/2 day absent. If a student is gone more than an hour and a half in the middle of the day, they will also be counted 1/2 day absent.

Attendance Guidelines: The school reserves the right to determine if a student absence will be considered an **excused** or **unexcused absence**.

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

- Illness
- Death or serious illness in the immediate family or household
- Medical/dental/or business appointment that cannot be made other than school time
- Educational trips (if approved in advance)
- Family vacations (if approved in advance)
- Recognized religious observances
- Other reasons which can be justified from an educational standpoint (if approved in advance)

Absences from school because of activities that could be done outside of the school day will generally be considered **unexcused**.

Excessive Absences/Tardiness Procedures

Any absence requires that the student's family be contacted by the school unless a phone call by the parent has been made prior to school. **Any** combination of excused or unexcused absences totaling **5** per semester requires a letter from the school and a review of the student's attendance by the school in order to determine what, if any, steps need to be taken to support the student's attendance.

A child with excessive absences/tardiness will have his/her attendance record monitored closely. If the absences/tardiness does not improve and your child's attendance record will be sent to the county attorney's office for Truancy.

Make up Work

If your child is absent you may contact the office or the teacher to have your child's make-up work ready for pick up.

Student Health, Well being, and Safety

Health Requirements for school:

- **Immunizations**
 - Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate will receive an Immunization Provisional Certificate and are given

30 days to complete. If the student's immunizations have not been initiated by the 30 day deadline then they will not be allowed to attend school until they have started to get up to date on their immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse.

- **Preschool-6th grade:** Bring an approved Iowa Department of Public Health Immunization Certificate
- **7th grade:** Before starting 7th grade your child will need: 1-TDap and 1-Meningococcal
- **12 grade:** Before starting 12th grade your child will need 2-Meningococcal (unless the first dose after the age of 16).

- **Dental Screenings**

- **Kindergarten:** Your child will need a completed Iowa Dental Screening from their dentist. This can be done anytime after the age of 3, and up to 4 months after enrollment.
- **9th grade:** Your child will need a completed Iowa Dental Screening from their dentist. This can be done a year prior to this year's enrollment and up to 4 months after enrollment.

- **Vision Screenings**

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

- **Physicals:**

- **K-5th:** physicals are not required, but a good idea to get an annual physical done.
- **6-12th:** Students participating in athletics are required to provide a school district Athletic Physical Examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the

student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

SCHOOL HEALTH SCREENINGS

- **Health Screening:** Elementary students in PK, kindergarten, and 3rd grade will have vision screenings performed by the school nurse or a representative from a community organization. Only students who have not turned in their IDPH vision screening form will be tested. Students may also be screened by the school nurse if there is a suspected vision issue. Students will automatically be screened unless the parent submits a note asking the student to be excused from the screening. If your student has been screened and the nurse has a concern, or the student needs a referral the school will send home a referral letter. MS/HS students will be screened on referral only.
- **Head Lice Screenings:** Elementary students are only screened individually for head lice if there is a concern. If your child has head lice you will be notified by phone. It is the parents responsibility to treat your child's hair. You need to go through it daily and follow the IDPH's pamphlet guidelines sent home with your child. Even if your child does not have head lice it is a good practice to look through their hair on a weekly basis to make sure they do not have it. Our manner of dealing with students with head lice is consistent with the recommendations of the State Health Department.
- **Hearing Screening:** Heartland AEA will conduct hearing screening at some point during the school year. Parents will be notified of any abnormal results.

Parent Guidelines for Dealing with Sick Children:

- If you are unsure if you should send your child to school, please follow this guideline: A child is usually fine to send to school if his or her fever is under 100.5 degrees and there is no rash, nausea/vomiting, or diarrhea.
- **Fever:** If your child has a temperature 100.5 degrees or higher, keep them home until they are **24 hours** fever free without fever reducing medication.
- **Vomiting/Diarrhea:** Keep your child home for **24 hours** after last episode.
- **Pink eye:** Keep home for **24 hours** after starting antibiotics.
- **Strep Throat:** Keep home for **24 hours** after starting antibiotics.
- **Cough:** Keep home if your child is coughing continuously. Once their cough is under control they may return to school.
- **Head Lice:** Your child may come to school if they have head lice. Please follow this link for more information or call the school nurse:
<https://idph.iowa.gov/CADE/Disease-Information/HeadLice>
- **Scabies:** Keep home until after first treatment. Please return with a doctor's note.
- **Please be sure the school has current telephone numbers for home and work plus several alternate numbers in case a parent cannot be reached.**

Illness—

- The school provides the service of a nurse during most hours of the day. These services cover illness related care. When the students are ill, they should notify their teacher and then go to the nurse's office or main office. If it is necessary to be excused from school for illness, the nurse or principal will contact parents and make arrangements for transportation home. Parental contact is needed to be sure they will be responsible for your care after leaving school.
- **Reasons your child will be sent home from school:**
 - **Fever:** If your child has a temperature 100.5 degrees or higher. They will then need to stay home until they are fever free for **24 hours** without fever reducing medication.
 - **Vomiting/ Diarrhea:** They will then have to stay home for **24 hours** after the last episode.
 - **Pink Eye:** They will then have to stay home for 24 hours after starting antibiotics.
 - **Cough:** A student with an excessive cough will be sent home.
 - **Scabies:** Any student with a rash that appears to look like scabies will be sent home and may return to school after their first treatment with a doctor's note.
- **Illness and After School Events:** Students who are absent from school due to illness should not attend after-school events. Extenuating circumstances will be reviewed.

Injury

- In the case of an injury, the school nurse will assess the student's injury, and if the injury is serious, the school shall attempt to notify the parents according to the emergency information on the registration sheet or by sending a note home.

Guidelines for Administering Medications at School

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

- Purpose: Over the Counter (OTC) medications are drugs that can be purchased without a doctor's prescription and are used for the relief of symptoms on a temporary basis. The Iowa Board of Nursing states in declaratory ruling #3 that the registered nurse, using education and experience, may determine that the use of over the counter medications ordered by a parent is the appropriate care for some children. Appropriate use of over the counter medications at school can assist students to remain in school and continue to achieve in the classroom.
- The following over the counter medications will be available for administration of age appropriate doses in the elementary, middle, and high school health offices in treatment of headaches, menstrual cramps, muscle aches, and dental pain.
 - Acetaminophen (Tylenol)
 - Ibuprofen (Advil/Motrin)
 - Cough drops
 - Tums
- All medications must be kept in the health office in their **original bottle**.
- All medication will be administered by an adult who has been certified to administer medications at school.
- Parent permission will be required to administer over the counter medications.
- Students will be allowed up to 5 combined doses of Acetaminophen and/or Ibuprofen.
- Over the counter medications will not be offered on demand but only after a careful assessment of the need to medicate has been made by the school nurse and other treatment measures to resolve the problem have been considered.
- Students who are currently taking medications that use with Acetaminophen and Ibuprofen is contraindicated, have significant allergy histories, are pregnant and/or have chronic health conditions that could be adversely impacted by the use of over the counter medications will require a doctor's order to receive the medication at school.
- Use of over the counter medications will be documented in the student's health record according to district guidelines. For K-5th students a note will be sent to notify the parent when their student receives ibuprofen or tylenol at school. Seventh-twelfth students will be responsible to notify their parents when they receive ibuprofen or tylenol at school.
- The school nurse will assess the response to the medication. If the student feels better, the student will stay in school. If there is no improvement after 1 hour, the school nurse will contact the parent.
- If the student shows any sign of an allergic reaction or other adverse reaction, the school nurse will contact the parent and the doctor if known, and follow first aid guidelines for managing allergic reactions until further follow-up care is determined.
- A student who routinely needs over the counter medications often will need to bring in their own bottle for school, and a health plan will be created.

ADDITIONAL SERVICES

AREA EDUCATION AGENCY

The district utilizes the services of Heartland Area Education Agency to provide additional services (speech, language, hearing, individual testing) to students. Please contact the school with any questions or concerns you may have regarding your child.

TITLE 1/EARLY INTERVENTION READING

The school provides support for students who need additional learning opportunities.

TALENTED AND GIFTED

TAG provides services to students identified as possessing outstanding academic or artistic abilities who are capable of high performance. The TAG teacher also works with all students in the general education classroom.

GUIDANCE

Elementary students learn the academic, social, and career guidance curriculum that deals with topics such as substance abuse, ways to say no, good touch/bad touch, developing coping skills, and peer relationships. The guidance counselor meets with each class weekly. The counselor also meets with students individually or in small groups. Students may seek individual meetings with the counselor on their own or be referred by faculty or parents.

PROGRESS REPORTING TO PARENTS

The school uses a variety of methods to communicate with student families:

SCHOOL NEWSLETTER & WEEKLY CLASSROOM LETTER

Building Newsletter: Parents may learn about various school activities and programs through the school's monthly newsletter, the school newsletter is shared via email and also shared on our various social media accounts when it is released the 1st of every month.

Classroom Newsletters: Letters from the classroom teacher are sent home with students each Friday.

INDIVIDUAL CONFERENCES

Teachers are available to meet with families at a variety of times. Please contact the school office or your child's teacher to arrange a time to meet.

STUDENT LED CONFERENCES

Student Led conferences are held in the fall and spring. You and your child are responsible for attending the conference with your child's teacher. This is a great opportunity to showcase the progress your child has made in the current year.

STUDENT PROGRESS REPORTS

Student academic progress is reported four times each year. Our Elementary Report cards align to the following scale:

4	3	2	1	NT
Student is one whole grade-level above his/her peers at this time.	Student is at grade-level.	Student is slightly below grade-level and may receive extra support.	Student is one whole grade level below his/her peers at this time.	Skill not taught in current quarter.

PUPIL CODE OF CONDUCT

DRESS

- Caps, stocking hats, hoods, and bandanas may not be worn in the school building.
- If your child is wearing flip/flops to school, please also send close-toe shoes for them to change into at recess time and during PE class.
- Students are expected to be clean, well-groomed, and wear clothes that are appropriate for the time, place, and occasion. Clothing and other apparel promoting products illegal for use by minors, or displaying obscene or profane material are not suitable for school.
- Students should dress to be comfortable if the weather changes.
- Students must wear a coat outside if the weather falls below 50 degrees (with windchill)

RULES OF CONDUCT

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

Enforcement for these rules could result in a conversation with the student, with the parent, detention, or suspension depending on the severity and/or frequency of the behavior. The school will provide timely communication with the parents regarding detentions and suspensions. The type and duration of the consequence depends on the severity and/or frequency of the behavior. The building administration recognizes that various circumstances including the developmental level of the child can impact student behaviors, and reserves the right to use those circumstances to adjust the consequences. The school will provide timely communication with the parents regarding serious misconduct by a student

TRANSPORTATION DISCIPLINE

Riding the Collins-Maxwell transportation is a privilege. Consequences for misconduct on buses will be handled by the building administrator in partnership with the bus driver and the director of transportation. All Collins-Maxwell CSD buses are equipped with cameras.

PBIS - Positive Behavior Intervention & Supports

Collins-Maxwell Elementary staff and students implement Positive Behavior Intervention & Supports (PBIS). PBIS helps develop systems of positive and proactive school-wide and individual interventions that contribute to the following:

- 1) Promote a positive learning environment
- 2) Create a positive culture
- 3) Teach and reinforce positive behaviors
- 4) Prevent problem behaviors

During the 2017-2018 school year our PBIS Committee, made up of classroom and special education teachers, school counselor, principal, and a community member worked closely with Heartland Area Education Agency to undergo five extensive training sessions. These trainings enabled CM Elementary to enforce existing and introduce new expectations that fit into the PBIS model.

An example of a PBIS-implemented strategy is our Spartan Pride tickets that are distributed to students when they show Patience, Respect, I-Matter, Determination, and Excellence. We will continue this theme into the upcoming school year. We encourage parents/guardians to talk with your child when they bring home a Spartan Pride ticket or certificate and celebrate their successes.

Currently, there are over 500 schools in Iowa that are following PBIS. We are fortunate to be able to bring this important program to CM Elementary. If you have any questions regarding PBIS, please contact Mr. Grandon, Principal, or Mrs. Shivers, Professional School Counselor at 641.385.2446.

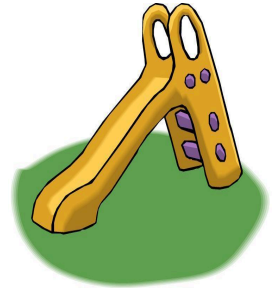
SPECIFIC PLAYGROUND EQUIPMENT RULES

Swings

1. One person on the swing at a time.
2. Swing straight.
3. Push only from behind. (No underdogs)
4. Sit on your bottom--no swinging on your stomach, back, side or standing up.
5. Do not walk between the swings when someone is swinging.
6. No jumping out of the swings.
7. If there is a line, take turns with the limit set by the teacher.

Slides

1. Wait at the bottom of steps for your turn.
2. Walk up the steps.
3. Sit down on your bottom to go down--one at a time.
4. Do not climb up the slide.
5. Keep rocks off the slide.
6. Do not play at the top of the slide. No turning somersaults on the bar at the top of the slide.
7. No jumping off the slide.
8. No sliding down the edge of the slide.
9. No climbing on the supports of the slide.



Main Playground Equipment

1. Walk **up** the steps and climbers.
2. No hanging from the curved climber.
3. No crawling across, standing or sitting on top of the monkey bars or the tunnels.
4. One person crosses the monkey bars at a time.
5. No running, jumping or playing tag on the equipment.
6. Only slide **down** the fireman's pole--do not climb up it.

Spider Web

1. No standing up or on the tip of the climber--you will sit.
2. You can hang from the climber but do not push or pull on anyone who
3. is hanging.
4. Get down safely.
5. No tag.

Park Bench

1. Used for sitting only--not standing on or jumping off.

DISTRICT POLICIES

DISTRICT DISCIPLINE POLICY STATEMENT

The Collins-Maxwell School Board affirms its intent to support discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

SCHOOL EQUITY POLICY

It is the policy of the Collins-Maxwell Community School not to illegally discriminate on the basis of sex, race, national origin, creed, age, marital status, disability, SES, gender identify, sexual orientation, color, or religion in its educational programs, activities, or employment policies, as required by Title VI and VII of the Equal Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 601A of the Iowa Code.

It is also the policy of this district that curricular content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching is to reduce stereotyping and to eliminate bias on the basis of sex, race, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to Mr. Chad Grandon, Principal, Collins-Maxwell Community School, 416 4th Ave, Collins, Iowa 50055 or the Director of Civil Rights, Department of Education, Kansas City, Missouri.

GRIEVANCE PROCEDURE

Students, parents of students or employees of the Collins-Maxwell Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

LEVEL I - Principal or Immediate Supervisor (Informal and Optional -may be bypassed by the grievant) Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

LEVEL II - Title VI, Title IX and Section 504 Compliance Officer - If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or

from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level III - Superintendent - If the complaint is not resolved at level two, the grievants may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Compliance Officer. The grievants may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievance to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer:

Lori Fricke

Collins-Maxwell MS/HS

(515)387-1115, 7:45 to 3:45

WEAPONS AND DANGEROUS OBJECTS POLICY

Weapons and other dangerous objects such as, but not limited to firearms, explosives, knives and brass knuckles, are not to be brought on school district property. This includes transportation vehicles and covers all school-sponsored activities. Weapons are defined as anything used or usable in injuring another, or an instrument or object designed for or used in fighting. Weapons and other dangerous objects cause material and substantial disruption to the school environment. They present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion.

Any student who brings a firearm to school or to a school activity shall be suspended immediately and recommended for expulsion for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school. Students shall not possess any weapons or "look-alike" weapons at school. Violation of this policy shall result in confiscation of the "weapon" and disciplinary action that may include detention or suspension.

Any student who threatens another person on school property or at a school event with an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

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

The superintendent and principals shall be responsible for notifying staff, students, and parents or guardians of this policy.

STUDENT BULLYING AND HARASSMENT POLICY

The school district 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 school district 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 when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, cyber bullying, hazing, or any other victimization based on real or perceived concerns regarding 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 race, and/or personality characteristics.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school owned and/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 district.

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

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or 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.

MULTICULTURAL AND NONSEXIST EQUITY EDUCATION OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of sex, sexual orientation, gender identity, race, religion, creed, color, national origin, marital status, socioeconomic status, or disability as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator.

Mrs. Lori Fricke, Collins-Maxwell MS/HS Principal, 400 Metcalf St., Maxwell, IA 50161 515-387-1115, lfricke@collins-maxwell.k12.ia.us. The contact for the regional office is, Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500

W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560
Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.