

Collins-Maxwell Elementary
Student Handbook
2026-2027



416 4th Ave.
Collins, IA 50055
641-385-2446

<https://cmspartans.org/>

TABLE OF CONTENTS

General Information • Welcome (4) • Foreword (5) • Changes in the Handbook (5) • Communication (5) • Entrance/Admission Requirements (6) • School Hours (6) • Security Procedures (6) • Emergency Procedures (7) • Shuttle Buses (7) • Weather Related Closings/Bad Road Conditions (7) • School Closings (7) School Policies & Guidelines • Messages & Use of School Phones (8) • Visitors (8) • Textbook Responsibility (8) • Media Use (9) • Personal Property (9) • Field Trips (10) • Lost & Found (10) • Miscellaneous (10) • Book Bags • Animals • Party Invitations • Student Deliveries • Gum, Snacks, Treats, Parties (11) School Meals • Prices and System Details (11) • Free & Reduced Priced Meals (11) • Lunches from Home (11) • School Breakfast (12) Attendance/Absence • Attendance Requirement (12) • Reporting Procedure (12) • Excused/Unexcused Absences (12) • Absence/Tardiness Procedures (13) • Make-up Work (13)	From the Nurse • Immunizations (13) • Health Screenings (14) • Guidelines for Sick Children (14) • Illness (15) • Illness & After School Events (15) • Injury (15) • Medication at School (15) Additional Services • Speech/Language/Hearing Programs (16) • Title I/Early Intervention Reading (16) • School Guidance Program (17) Pupil Code of Conduct • Dress Code (17) • Rules of Conduct (17) • Transportation Discipline (17) • PBIS (Positive Behavior Intervention & Supports) (18) • Recess Information (19) District Policies • Discipline Policy Statement (20) • School Equity (20) • Grievance Procedure (21) • Weapons & Dangerous Objects (21) • Student Bullying & Harassment (23) • Multicultural/Nonsexist Education (24)
---	--

COLLINS-MAXWELL COMMUNITY SCHOOL DISTRICT

District Faculty

Superintendent
MS/HS Principal
Elementary Principal
Curriculum Director
Activities Director
Transportation Director
Technology Director
Maintenance Director
Business Manager
Human Resources
MS/HS & Board Secretary
Elementary Secretary
Food Service
School Nurse

Chad Wahls
Lori Fricke
Aliyah Kralik
Ashley Jensen
Troy Houge
Ken Leighty
Brett Fricke
Bill Lytle
Traci Nessa
Jade Hammers
Kim Hinton
Mandy Wiersen
Sheila Anderson
Meredith Jans

Elementary Faculty

Preschool
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade

Josie Skinner
Kristi Hauptert
Cheryl Fricke, Heather Meinerts
Morgan Meeker, Gina Ericson
Kayla Wilkie
Jenny Schmidt, Kelsie Smith
Deanna Davis

Special Education
Media Associate
K-5 Music/Band
Talented and Gifted
Physical Education
Art
Instructional Coach
Title 1 Reading
Guidance
At-Risk

Ryanne Allen, Shelbi Fisher
Anna Baldwin
Becky Holliday
Ashley Shivers
Lauren Svejda
Ashley Dietze
Ashley Jensen
Skye Franken
Ashley Shivers
Allie Risting

Welcome to Collins-Maxwell Elementary!

Dear Collins-Maxwell Elementary Students and Families,

Welcome to the 2026–2027 school year! I am excited to begin another wonderful year of learning, growth, and fun at Collins-Maxwell Elementary. It is a privilege to work alongside our students, families, and staff as we help every child reach their full potential.

At Collins-Maxwell Elementary, we believe every child can learn, grow, and succeed. Our goal is to provide a safe, caring, and positive environment where students feel valued, supported, and encouraged to do their best each day. We strive to build strong relationships, foster a love of learning, celebrate individual strengths, and help students develop the skills they need to be successful both in and out of the classroom.

This handbook is designed to provide important information about our school and serve as a helpful resource throughout the year. Inside, you will find information about attendance, behavior expectations, academic programs, transportation, health and safety procedures, and other school guidelines. While this handbook addresses many common situations, it cannot cover every circumstance. School administrators may make decisions based on the specific situation and in accordance with district policies, state and federal laws, and the best interests of students. A complete list of School Board policies can be found on the district website.

We know that a strong partnership between home and school is one of the most important factors in student success. We encourage families to stay involved, communicate openly with school staff, and reach out whenever questions or concerns arise. Together, we can ensure a positive and rewarding educational experience for every child.

Thank you for being a part of the Collins-Maxwell Elementary community. We look forward to a fantastic year filled with learning, friendships, growth, and memorable experiences.

Go Spartans!

Warm regards,

Mrs. Aliyah Kralik
Elementary Principal



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.

COLLINS-MAXWELL ELEMENTARY MISSION STATEMENT

“At Collins-Maxwell Elementary School, our mission is to create a supportive learning environment where every student is empowered to reach their full potential, grow with confidence, kindness, and responsibility, and develop the skills needed for lifelong success.”

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 and families.

Infinite Campus: This communication tool allows administrators to send messages and updates to students and families, helping keep everyone informed about academics, attendance, events, and important school information.

Facebook: Parents may learn about various school activities and receive through our school Facebook page - [Collins-Maxwell CSD](#).

Class Dojo: This is a communication platform that helps teachers and families stay connected by sharing updates, tracking classroom behavior through ‘Dojo Points,’ and celebrating student learning. Teachers update this at least once a week.

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 CONFERENCES

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 the current quarter.

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 Arrival: Supervision of students begins at 7:35 AM, so students who arrive prior to this time are unsupervised. Students who arrive early for breakfast may enter the building at 7:35 AM. Breakfast is served beginning at 7:35 AM. 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 around 3:45 (after the buses have departed). Parents, older siblings, & daycare providers are required to pick up their student from the north door by the gravel parking lot.

SECURITY MEASURES AND PROCEDURES

The Elementary building will lock all doors at 8:00 and remain locked for the duration of the school day. All visitors are required to sign in at the office and wear a visitors badge.

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 AND 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 7:25 and 7:35 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 around 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.

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

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.

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 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 by 2:30pm 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 keep it in their locker turned off.

***Please notify the office of *any* changes to your child's usual before or after bus-travel routine by 2:30pm. We will not alter a student's normal travel-home arrangements without notification from a parent/guardian.**

VISITORS

Visitors to our school are welcome! We do ask that you do the following prior to and during 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. Personal electronic devices (cell phones and smart watches) should not be brought to school. If cell phones and/or smart watches are brought to school, they should be turned off and stored in student lockers. Emergency contacts may be made through the office.

FIELD TRIPS

Field trips provide students with meaningful, hands-on learning experiences by extending the classroom beyond the school building and into the community. These experiences help bring learning to life in authentic ways. Because students are outside of their usual school environment, we sometimes ask parents and guardians to serve as chaperones to help ensure that all students remain safe, engaged, and ready to learn.

If you are volunteering as a chaperone, please help by:

- Keeping your assigned student group together and with the larger tour group at all times.
- Ensuring students walk while traveling on foot during the trip.
- Remembering that siblings may not attend field trips.
- Encouraging students to be respectful, quiet, and attentive while guides or presenters are speaking.
- Saving food and drinks for designated lunch or snack times only.
- Helping enforce our expectation that students do not use cell phones during field trips.
- Most importantly, enjoy the experience and encourage students to learn, ask questions, and have fun!

The most effective way to support students is by modeling these expectations throughout the trip. If a student is having difficulty following directions or meeting expectations, please notify a teacher, associate, or administrator so we can provide support. This may include having the student join a group led by a staff member.

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)
- **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: Families will receive a low-balance notice 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 7:35am to 8:00am. 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 he/she is to eat breakfast, because we will assume it is okay if the student goes through the line.

SCHOOL ATTENDANCE REQUIREMENT

Board Policy 501.03: 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 **and** your child's teacher. Please include information about why your child will be absent. The office phones are answered by 7:40am. 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 9:00am 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**:

- Personal Illness (three or more consecutive days of illness will require a doctor's note)
- Death or serious illness in the immediate family or household
- Medical/dental/or business appointment that cannot be made other than school time (students will be asked to bring a signed note back from their appointment)
- Educational trips (if approved in advance by principal)
- Family vacations (if approved in advance by principal)
- 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

Level 1: Notification to parent/guardian of 7 (or more) absences before the end of the semester.

Level 2: Notification to parent/guardian of 10 (or more) absences before the end of the semester. The school attendance review committee will convene to investigate the student's attendance record and determine whether or not there will be any consequences for excessive absence.

Level 3: Notification to parent/guardian of 12 (or more) absences before the end of the semester and a meeting to include parent/guardian, principal, counselor, classroom teacher, and student.

- Meeting Purpose:
 - Discuss the reasons and concerns about the students absences
 - Write an attendance plan that will be agreed upon by the student, parent/guardian, and school to assist the student in improving attendance.

Level 4: A referral to the county attorney for mediation.

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.

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-5th grade:** Bring an approved Iowa Department of Public Health Immunization Certificate

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.

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.

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

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 MEDICATION 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.

HEARTLAND 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 ONE/EARLY INTERVENTION READING

In accordance with Iowa House File 2618 and state early literacy requirements, reading support and intervention services are provided for students who are identified as needing additional assistance in reading. These services are not optional and are an integral part of the district's commitment to ensuring all students develop strong foundational literacy skills.

Students are identified for support through ongoing classroom instruction, universal reading assessments, and progress monitoring. Those who demonstrate a need may receive targeted, evidence-based reading interventions designed to strengthen skills in areas such as phonics, fluency, vocabulary, and comprehension. Interventions may be delivered in small groups or individualized settings in addition to core classroom instruction.

Families will be informed when their child is receiving reading intervention services and will receive monthly updates on progress. The goal of these supports is to help every student reach grade-level reading proficiency and build long-term academic success.

GUIDANCE

Elementary students participate in a comprehensive academic, social-emotional, and career guidance program that covers topics such as substance abuse prevention, refusal skills, personal safety, coping strategies, and healthy peer relationships. The school counselor meets with each class on a weekly basis and also provides individual and small-group counseling services as needed. Students may request to meet with the counselor independently or may be referred by parents, teachers, or other school staff.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Please see the following information on the school dress code:

- Hats, 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.

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

At Collins-Maxwell Elementary, we believe that positive relationships, clear expectations, and consistent support create the foundation for both academic and behavioral success. PBIS is a proactive, school-wide approach designed to establish a safe, supportive, and inclusive learning environment where every student can thrive!

PBIS is not a curriculum or a program – it is a framework that helps us organize practices, systems, and data to improve student outcomes. Through this framework, we:

- Clearly define and teach behavioral expectations.
- Recognize and reinforce positive behavior.
- Use data to guide decisions and improve practices.
- Provide increasing levels of support to meet individual student needs.

Our approach is grounded in prevention, rather than punishment. We focus on teaching appropriate behaviors the same way that we teach academic skills – through modeling, practice, feedback, and encouragement.

A Tiered System of Support:

PBIS operates within a three-tiered model:

- **Tier 1 (Universal Supports):** School-wide expectations and practices for all students.
- **Tier 2 (Targeted Supports):** Additional interventions for students who need more structured support.
- **Tier 3 (Intensive Supports):** Individualized interventions for students with significant behavioral needs.

The tiered structure ensures that every student receives the level of support necessary to succeed.

Our Commitment:

By implementing PBIS with fidelity and consistency, we commit to:

- Creating predictable and equitable learning environments.
- Strengthening positive school culture.
- Reducing exclusionary discipline practices.
- Supporting students' social, emotional, and behavioral growth.

The success of PBIS depends on collaboration among staff, students, families, and the broader school community. Together, we share responsibility for fostering a respectful, responsible, and safe school environment.

Collins-Maxwell Spartan PRIDE:

At Collins-Maxwell Elementary School, "Spartan PRIDE" embodies the school's commitment to fostering a positive and respectful learning environment. "Spartan PRIDE" is a set of core behavioral expectations:

Patience: We wait our turn, stay calm when challenges arise, and understand that learning and growth takes time.

Respect: We treat ourselves, others, and our school environment with kindness, courtesy, and care.

“I” Matter: We take responsibility for our actions, make positive choices, and recognize that each person is a valuable member of our school community.

Determination: We persevere through challenges, put forth our best effort, and continue learning from mistakes.

Excellence: We strive to do our best every day.

RECESS INFORMATION

Recess is an important part of the school day and provides students with opportunities for physical activity, social interaction, and unstructured play. Students are encouraged to participate in recess activities that promote cooperation, respect, and safe behavior. Recess is typically held outdoors when weather conditions permit; however, indoor recess may be held during inclement weather or when temperatures are unsafe. Students are expected to follow school rules and demonstrate respectful behavior toward peers and staff during recess. Recess helps support students’ physical well-being, social development, and readiness to learn.

Toys from Home:

To help ensure safety and prevent loss or conflict, students are not permitted to bring toys or personal play items from home to recess unless specifically approved by school staff for a special activity or event.

Recess Flag System (Weather/Conditions Sign)

RECESS RULES

	61° or Above Your Choice	
	50° - 60° Long sleeve shirt or hoodie	
	49° or below Winter coat or warm coat	
	Raining or below 10° Indoor Recess	



The school uses a recess flag system to communicate daily outdoor recess conditions and student safety guidelines. Flags are posted before recess to indicate whether students may go outside and what attire is appropriate based on weather. Flags are based on the ‘real feel’ temperature. This system helps ensure students remain safe while still having opportunities for movement and play whenever possible.

Green Flag: 61° or above student choice

Yellow Flag: 50°-60° – long sleeve shirt or sweatshirt

Red Flag: 49° or below – winter coat or warm coat

Blue Flag: Raining or below 10° – indoor recess

Specific Recess Expectation

Swings	Slides	Main Playground Equipment	Spider Web	Park Bench
One person on the swing at a time. Swing straight. Push only from behind. (No underdogs) Sit on your bottom--no swinging on your stomach, back, side or standing up. Do not walk between the swings when someone is swinging. No jumping out of the swings. If there is a line, take turns with the limit set by the teacher.	Wait at the bottom of steps for your turn. Walk up the steps. Sit down on your bottom to go down--one at a time. Do not climb up the slide. Keep rocks off the slide. Do not play at the top of the slide. No jumping off the slide. No sliding down the edge of the slide. No climbing on the supports of the slide.	Walk up the steps and climbers. No hanging from the curved climber. No crawling across, standing or sitting on top of the monkey bars or the tunnels. One person crosses the monkey bars at a time. No running, jumping or playing tag on the equipment. Only slide down the fireman's pole--do not climb up it.	No standing up or on the tip of the climber--you will sit. You can hang from the climber but do not push or pull on anyone who is hanging. Get down safely. No tag.	Used for sitting only - not standing on or jumping off.

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 Ms. Lori Fricke, 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, 7:30 to 4:00

ILLEGAL SUBSTANCES AND CONTROLLED SUBSTANCE-FREE SCHOOL ENVIRONMENT

The school district is committed to providing a safe, healthy, and drug-free learning environment for all students. The use, possession, distribution, or being under the influence of illegal drugs, controlled substances, or any substances represented as such is strictly prohibited for all students while on school property, in school vehicles, at school-sponsored activities, or at any time when students are under school supervision or jurisdiction.

This includes, but is not limited to, illegal drugs, controlled prescription medications used without authorization, and any substances or paraphernalia intended to be used in a manner inconsistent with their lawful use. Students are also prohibited from possessing, using, or distributing any look-alike or simulated substances that could be mistaken for illegal drugs.

Any student found in violation of this policy will be subject to disciplinary action in accordance with district policies, which may include parent notification, intervention supports, loss of privileges, suspension, or other consequences as appropriate for elementary-age students. The district may also involve law enforcement when required by law or district policy.

The district also emphasizes prevention and education and will provide age-appropriate instruction to help students understand the dangers of substance use and to support healthy, safe decision-making.

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

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@cmspartans.org. 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.