

Annual Notices

Asbestos

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office. The Management Plan containing past, present, and future asbestos activity is located at the District Office at 400 Metcalf Street, Maxwell, Iowa. People wishing to view this plan may contact Melissa Cory at Collins-Maxwell Middle/High School, 400 Metcalf Street in Maxwell, IA (515-387-1115) or Cody Smith at Collins-Maxwell Elementary, 416 4th Ave, Collins, IA (641-385-2446).

Directory Information

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen (18) or parent not wanting this information released to the public must take an objection in writing to the principal. The objection needs to be reviewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL AND INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Educational Equity Policy Statement

Students, parents, employees, and others doing business with or performing services for the Collins-Maxwell Community School District ("District") are hereby notified that the District does not discriminate on the basis of race, color, age, (except students), religion, national origin, sex, marital status, creed, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

The District does not discriminate on the basis of race, color, age, (except students), religion, national origin, sex, marital status, creed, sexual orientation, gender, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of Rehabilitation Act of 1974, or Iowa Code 280.3 is directed to contact:

Lori Fricke

Located at 400 Metcalf Street, Maxwell, IA 50161

Phone: (515) 387-1115

Who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of Rehabilitation Act of 1974, or Iowa Code 280.3 (2005).

District Discipline Policy Statement

"The Collins-Maxwell School Board affirms its intent to support the school discipline policies, to support school staff that enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy."

Harassment and Bullying

The Collins-Maxwell Community School District is committed to providing all students with a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The Collins-Maxwell Community School District shall educate students about our cultural diversity and shall promote tolerance of individual differences. The Board Policy can be found in its entirety on the District website at collins-maxwell.k12.ia.us. You also can request a copy be sent to you by contacting the Office of the Superintendent by calling 515-387-1115 or sending a letter of request to the Office of the Superintendent, 400 Metcalf Street, Maxwell, Iowa 50161.

Equal Employment Opportunity (Affirmative Action)

It is the policy of the Collins-Maxwell Community School District Board of Education to extend equal opportunities to all employees and to applicants for employment who meet the qualifications established for a class or a position for which the application is made. It is also the policy of this district to not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, gender identity, or marital status. (Code No. 401.1)

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Affirmative Action Coordinator, Collins-Maxwell Community School District, 400 Metcalf Street, Maxwell, IA 50161. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee,

Wisconsin 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, IA 50309, (515) 281-4121.

Health Service Responsibilities

The health service responsibilities for grades pre-kindergarten through twelfth is shared by one nurse. Not only is the focus of physical care for the students but on health promotion and health education as well. The complete school health program includes elements of health service, health education, and a healthy school environment to help meet the educational and health needs of the student population.

Some of the health services for students and staff include screening programs, illness care, emergency care and first aid, health counseling, and communicable disease control. Screening programs which include vision (grades kindergarten through 8th) hearing, blood pressure, height and weight measurements, are completed.

Health counseling, an increasingly important part of health service, involves conferences with students on concerns such as family problems, personal health problems, pregnancy, weight-control, stress, and/or hygiene.

Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development, and CPR.

Through health services and health education, the school nurse can help students make healthy and responsible choices.

Iowa Sex Offender Registry

Many communities in Iowa, including our two communities have residents living in the community that are on the Iowa Sex Offender Registry. We are aware of residents living in the area that are on the sex offender register, although we no longer receive any official notification. The sex offender register is available online at <http://www.iowasexoffender.com>. Parents are encouraged to be aware of this information by accessing this website.

Please be aware that this notification is to serve only as a means for the public to protect themselves. Any action taken by anyone against these individuals or their family can result in arrest and prosecution.

Military Recruiter Access

Under federal law, Collins-Maxwell must provide military recruiters your child's name, address and telephone number, without your prior written consent. Parents of secondary school students have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Parents/Guardians may request that information not be provided by contacting the High School Guidance office by calling 515-387-1115 or sending a letter of request to the High School Guidance Office, 400 Metcalf Street, Maxwell, IA 50161.

Video Surveillance

Collins-Maxwell uses video surveillance/electronic monitoring equipment to observe, monitor, and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is the law that prohibits schools from discriminating against students with disabilities. Section 504 sets minimum standards for providing related services and aids to students with disabilities that substantially limits a major life activity. All accredited Iowa schools must comply with Section 504, Section 504 applies to elementary and secondary education, preschool and adult education, and private education.

For more information on consideration of a 504 Plan for your child, please contact your child's Principal. The Principal will then take steps to convene a team of individuals who are knowledgeable about your child to determine, based on evaluation data, if a 504 Plan is warranted. Following is a link to the Iowa Dept. of Education website <http://educateiowa.gov> for more information on Section 504.

Homeless Information

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

Collins-Maxwell Community School District Assignments

Multi-Cultural Non-Sexist Education Coordinator, Marc Snavely (Superintendent) 515-387-1115
Title IX Coordinator, Marc Snavely (Superintendent) 515-387-1115
504 Coordinator, Marc Snavely (Superintendent) 515-387-1115
Equity Coordinator, Lori Fricke (MS/HS Principal) 515-387-1115

Open Enrollment

Parents/guardians considering the use of the Open Enrollment option to enroll their child or children in another public-school district in the State of Iowa need to fill out an Open Enrollment Form and have that filed and approved by the Superintendent in both Districts.

There is a March 1st Deadline for Open Enrollment for K-12 grade or a September 1st Deadline for students entering kindergarten.

Parents/guardians of Open Enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the District Office at 515-387-1115.

Special Education Delivery Plan

This plan can be located on the District website at collins-maxwell.k12.ia.us. If you have any questions or concerns regarding this plan, please contact Marc Snavely, Superintendent at 515-387-1115 or by email at msnavely@collins-maxwell.k12.ia.us.

Post-Secondary Enrollment Options Act

As High School students (9-12) plan their class schedules, it is important that they are aware of the opportunity to enroll in college classes. The Post-Secondary Enrollment Options Act is intended to promote rigorous academic pursuits and to provide a wider variety of options to High School students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. In simple terms – a Junior or Senior in High School has the option to attend a university, college, community college or private institution that is eligible under the act. Several Collins-Maxwell students have taken advantage of this opportunity in past years.

For students enrolling under this act, tuition is authorized to be paid by the local school district. The amount of tuition reimbursement for each separate course shall equal the lesser of the actual and customary costs of tuition, textbooks, materials and fees directly related to the course taken. Students and/or parents interested in learning more about earning post-secondary credit while in High School should contact Teddy Palmer, High School Guidance Counselor.

School Bus Safety – Kady’s Law

One would think it would be difficult to miss the flashing amber and red 8-way flashers on the bulkhead of our buses front and back as well as the red flashing lights on our two bus-mounted stop signs. Unfortunately, this is a common occurrence. The purpose of the law is to protect our students. The fine is issued only after the dangerous action is over and is used as a deterrent in the future. Under the bill, Senate File 2218, a first offense fine is at least \$250 and up to \$675, and a violator can be sent to jail for up to 30 days. A second offense within five years is a serious misdemeanor, with fines ranging from \$315 to \$1,875 and a jail term up to a year.

Collins-Maxwell has cameras mounted in most of our buses. This has been a very valuable tool in identifying the vehicles involved in the situation. Every year we hear about young children getting killed or injured in situations involving school transportation. Most schools, including Collins-Maxwell design our bus routes to minimize the risk for our students, but we need your help. Keep in mind that it is illegal and dangerous to pass a school bus from either direction while the red lights are flashing and the stop arm is extended. You must slow to 20 mph or less and be prepared to stop a minimum of 15 feet away from the bus when approaching from the front when the amber warning lights are flashing. The only time these lights are going to be used is when children are coming to or going away from the bus at their designated stops so please stay clear until all children have left the area. For a complete set of details, please go to the Code of Iowa (Iowa Code section 321.372) at <http://www.legis.state.ia./us/IACODE/2001/321/372.html>.

Teacher Qualifications

Parents/Guardians in the Collins-Maxwell Community School District have the right to learn about the following qualifications of their child’s teacher: whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; whether the teacher is teaching under emergency or provisional status through which state licensing criteria would have been waived; the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; if your child is provided services by paraprofessionals their qualifications.

Parents/Guardians may request this information from the Office of the Superintendent by calling or sending a letter of request to the Office of the Superintendent, 400 Metcalf Street, Maxwell, IA 50161 or calling 515-387-1115.

Tobacco/Nicotine Free Environment

Collins-Maxwell Community School District facilities and grounds, including school vehicles, are off limits for tobacco, nicotine or vape use, including the use of look-a-likes where the original would include tobacco, nicotine or vape. This requirement extends to students, employees, and visitors. This policy applies at all times, including school sponsored events, wherever held, and non-school sponsored events on District facilities and grounds. Visitors failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco, nicotine or other products or leave the District premises immediately. Students or employees failing to abide by this policy are subject to additional sanctions. It is the responsibility of the administration to enforce this policy.

Use of Video/Audio Cameras on School Buses

The Collins-Maxwell Community School District Board of Directors has authorized the use of video/audio cameras on District buses. The video/audio cameras may be used to randomly monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child.

Student Records

The Collins-Maxwell Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, and observations and agency reports.

The records of each student are generally located in the school in which he or she is attending. The person in charge of record maintenance for each school building will note in the student's other records any exception. The name and position of the person responsible for maintenance of student records for each school building is listed below.

Collins-Maxwell Elementary- Chelsey Plants (Elementary Principal)

Collins-Maxwell Middle/High School- Lori Fricke (Principal)

The following persons, agencies, and organizations may have restricted access to student records, without prior written consent of the parent or student over the age of 18 years. Any

other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena (consistent with an interagency agreement between the school district and juvenile justice agencies);
- In connection with a health or safety emergency; or,
- As directory information.

Student records are reviewed and inappropriate material destroyed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level, from middle school level to the high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years after graduation or discontinued attendance.

The parents of disabled students, or disabled students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Code 102.E1 Annual Notice of Nondiscrimination

The Collins-Maxwell Community School District offers career and technical programs in the following areas of study: Agriculture, Business Education, Health Occupations, Auto Mechanics, Culinary Arts, Family and Consumer Science, Health Science, Construction Trades, Criminal Justice, Manufacturing Engineering Technology, Autobody Collision & Repair Technology, Automotive Mechanics Technology, and Diesel Mechanics Technology.

It is the policy of the Collins-Maxwell Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District Equity Coordinator, Lori Fricke, 400 Metcalf Street, Maxwell, Iowa 515-387-1115 (lfricke@collins-maxwell.k12.ia.us)

Code 102.E2 Continuous Notice of Nondiscrimination

It is the policy of the Collins-Maxwell Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District Equity Coordinator, Lori Fricke, 400 Metcalf Street, Maxwell, Iowa 515-387-1115 (lfricke@collins-maxwell.k12.ia.us)

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate

Iowa Vocational Rehabilitation Services (IVRS)

Iowa Vocational Rehabilitation Services (IVRS) partners with schools to provide services for individuals who experience a disability. Your child may be eligible for IVRS services during high school, even if they are not eligible for special education services. For more information on services available through IVRS, contact the IVRS Ames Area Office at (515) 233-5753. If you would like IVRS to have access to your child’s educational records to assist with assessing their

eligibility for IVRS services, please contact the Collins-Maxwell District Office about the necessary consent forms.

**For questions regarding these notices, please contact Marc Snavely (Superintendent)
515-387-1115 msnavely@collins-maxwell.k12.ia.us**