

# Tigerhawk Talk



2021-22 School Year starts

August 2021

## Wednesday, August 25

*Returning Student Registration and any new students PK-12*

- Please make sure you are in the 2021-22 school year when logging on to your parent portal, click on Register for 2021-22 and follow the instructions.
- Various forms are available on the home page for your convenience
- Remember to sign ALL forms, (signatures do not have to be perfect) and pay tuition/fees
- Please include the student cell phone number and make sure yours is up to date. With the possibility of having to do online learning, being able to communicate through text is vital.
- Be sure to include an email address for the parent if there is not one already.
- Free/Reduced Applications are available online.
- The school will send out a notification when we will be open to parents that need to come into the building and use a school computer to complete the registration process.
- Registration needs to be completed by ALL returning families by August 13, 2021.
- If you have any questions, contact Missy Daft at [mdaft@colfaxmingo.org](mailto:mdaft@colfaxmingo.org).

**NOTE: Forms included in this newsletter are for informational purposes ONLY.**  
Colfax-Mingo Schools now require that **ALL** forms for registration be completed online.

## Hello, Tigerhawks!



Erik Anderson  
Superintendent

We are excited for the start of the 2021-22 school year! We have an opportunity to start a fresh, new school year filled with optimism and excitement. With anticipation of a "normal" year for the first time in three school years, all Tigerhawks are looking forward to a year like no other!

The 2021-22 school year has some significant change as well. From our community supported bonds, our students will enter our buildings through a renovated, safe and secure office area. The elementary restrooms were renovated. In addition, our three kindergarten rooms were renovated floor to ceiling, with new furniture being delivered mid-September. Our stadium project is not making the progress we would like, but it is still moving forward and when complete, will be one of the most unique stadiums in the state. We look forward to the gymnasium addition getting started very soon!

We have some new administrative leaders, teachers, custodians, and paraprofessionals. Additionally, with the use of federal COVID relief funds we have added five staffing positions: an academic interventionist at each building, a

school counselor at each building, and an at-risk teacher at the Jr/Sr High School. When you see these new staff members, please welcome them to our family!

- Alex Lancaster, Jr/Sr High Principal
  - Andrew Kessel, Jr/Sr High English Language Arts
  - Autumn Simpson, Jr High Science
  - Diana Bunce, Preschool
  - Emilee McAtee, 3rd Grade
  - Gabe Simpson, Jr/Sr High Social Studies
  - Gabrielle Hoffman, Shared K-6 Counselor
  - Jennifer McDaniel, Jr/Sr High English Language Arts
  - Joe Krieger, Jr/Sr High Mathematics
  - Kristen Hainer, 3rd Grade
  - Kristjana Smith, K-6 Counselor
  - Laura Breckenridge, Kindergarten
  - Rachel Russell, Jr/Sr High Special Education
  - Rachel Van Zante, Jr/Sr High Counselor
  - Sabrina Kinch, Jr/Sr High Special Education
  - Sierra Johnson, Jr/Sr High English Language Arts
  - Wendy Anderson, Shared Curriculum Director
  - Whitney Wikert-Kuecker, Jr/Sr High Science
- Many new faces for us all to get to know and welcome into our Tigerhawk family!  
Our new and returning staff members are

committed to providing the best learning environment available to all of our students. Parents and guardians, you are the most important and influential people in your children's lives. Together, there are many steps we can take to ensure that our kids are prepared. We can ensure that they are attending daily, getting an appropriate amount of sleep each night, getting breakfast before school, making good choices, and being active participants in their learning. Together we will support our students in meeting Colfax-Mingo District's mission to ensure a community that fosters life-long learners, independent thinkers, and productive citizens of character.

A copy of the comprehensive district calendar is contained within this newsletter. Please note:

- First day of school is Aug 25
- Professional Development 90-minute late starts begin Sept. 8

I am very much looking forward to the 2021-22 school year being an outstanding one for you and your child! If I can ever be of service to you, please do not hesitate to contact me.

Take care,  
Erik Anderson Superintendent  
Colfax-Mingo Community Schools  
[erik.anderson@colfaxmingo.org](mailto:erik.anderson@colfaxmingo.org)  
515-674-3646

**School website:** Link [www.colfaxmingo.k12.ia.us](http://www.colfaxmingo.k12.ia.us)

**Mission Statement:** “Colfax-Mingo community School District’s mission is to ensure a community that fosters life-long learners, independent thinkers, and productive citizens of character.”

As the 2018-2019 school year gets underway, the Board of Directors and Administration of the Colfax-Mingo Community School district want to clearly state our position on weapons, drugs, alcohol, gang activity, and racial intolerance in our schools and at our school activities.

The Colfax-Mingo Community School District mission and belief statements reflect our commitment to a safe environment for all, where the teaching for learning can occur. Personal safety is essential if the mission of the district is to be accomplished.

Children are our most precious resource. We are committed to educate, guide, and support every student. We believe that every child can succeed both academically and socially. The expectations for students’ behavior are clearly defined in the handbooks. Any changes will be communicated to students and parents through the school newsletter prior to going into effect. The teachers, administrators, and support staff of the school district are committed to maintaining a safe learning environment at all times.

An active partnership among home, school, and community enhances the growth and development of all students. We pledge our continued determination to meet our responsibilities to all the students who attend the Colfax-Mingo Community Schools.

#### NONDISCRIMINATION STATEMENT

It is the policy of the Colfax-Mingo 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 Erik Andersen, Superintendent, 1000 North Walnut, Colfax, IA 50054. Telephone 515-674-3646 or email [erik.anderson@colfaxmingo.org](mailto:erik.anderson@colfaxmingo.org).

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

## COLFAX-MINGO SCHOOL 2021-22 School Year

# WELCOME NEW STAFF

Alexandra Lancaster ~ Jr/Sr High School Principal  
Dr. Wendy Anderson ~ Shared Curriculum Director w/Baxter  
Laura Breckenridge ~ Kindergarten  
Michael Britt ~ Technology Coordinator  
Diana Bunce ~ PK  
Kristen Hainer ~ 3rd Grade  
Gabrielle Hoffman ~ Shared K-6 Counselor w/Baxter  
Sierra Johnson ~ 7-12 ELA  
Andrew Kessel ~ 7-12 ELA  
Sabrina Kinch ~ 7-12 Special Education  
Joseph Kreiger ~ 7-12 Math

Whitney Kuecker ~ 7-12 Science  
Emilee McAtee ~ 3rd Grade  
Jennifer McDaniel ~ 7-12 English  
Heidi Merrick ~ 7-12 Interventionalist  
Rachel Russell ~ 7-12 Special Education  
Autumn Simpson ~ Jr High Science  
Gabe Simpson ~ 7-12 Social Studies  
Kristjana Smith ~ K-6 Counselor  
Rachel Van Zante ~ 7-12 Counselor  
Stephanie Ver Helst ~ Shared Special Education Director w/PCM

# COLFAX-MINGO COMMUNITY SCHOOL ADMINISTRATIVE SERVICES

1000 North Walnut • Colfax, IA 50054 • Telephone: 515-674-3646 • Fax: 515-674-3921



Erik Anderson, Superintendent  
erik.anderson@colfaxmingo.org  
515-674-3646



Deb Hodgson, Board Secretary/Business Mgr  
dhodgson@colfaxmingo.org  
515-674-3247



Bert Deaton, Administrative Secretary  
bertdeaton@colfaxmingo.org  
515-674-3646



LiJean Thomas, Business Assistant  
jthomas@colfaxmingo.org  
515-674-3247



Alexandra Landcaster  
alancaster@colfaxmingo.org  
515-674-4111



Brian Summy  
bsummy@colfaxmingo.org  
515-674-3465



Missy Daft, Date Managaer  
mdaft@colfaxmingo.org  
515-674-4111 X 1102



Erin Hume, Activities Director  
ehume@colfaxmingo.org  
515-674-4474



Dr. Wendy Anderson, Curriculum Director  
wanderson@colfaxmingo.org  
515-674-4111



Michael Britt  
mbritt@colfaxmingo.org  
515-674-4111 X1300



Monty Beals, Director of Operations  
& Maintenance  
mbeals@colfaxmingo.org  
515-674-3646 X 117



Kerri Roling, Nutrition Director  
kroling@colfaxmingo.org  
515-674-4312

## TEACHERS PROFESSIONAL DEVELOPMENT

**Late starts will be on Wednesdays for the 2021-22 school year.**

There will be a 90 minutes late school start on the following dates:

September 2021: 8, 15, 22, 29

December 2021: 1, 8, 15

March 2022: 2, 9, 23, 30

October 2021: 6, 13, 20, 27

January 2022: 5, 12, 19, 26

April 2022: 6, 13, 20, 27

November 2021: 3, 10, 17

February 2022: 2, 9, 16, 23

May 2022: 4, 11

**Policy Title: Equal Employment Opportunity & Affirmative Action Grievance Procedure**

Code No. 403

Employees of the District and applicants for employment with the District have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in employment.

**Level One- Counselor and Nurse as Alternate.**

Individuals with a grievance of discrimination on the basis of gender, race, national origin, disability, religion, creed, sexual orientation, gender identity or age may first discuss it with their Counselor principal/designee or immediate supervisor, with the goal of resolving the matter informally. An applicant for employment with a complaint of discrimination on the basis of age, color, religion, sex, race, disability, gender identity, marital status, sexual orientation, socio-economic status, national origin, and creed. may discuss it with the instructor, counselor, supervisor, department chairperson, building administrator, or personnel contact person involved.

**Level Two- Building Principal**

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, he or she may formalize it by filing a complaint in writing.

The complaint shall state the date filed, the name of complainant, home address, home and work phone number, the nature of the grievance, the date the alleged violation occurred, the remedy requested, and the signature of the complainant. 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 grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the affirmative action coordinator.

The affirmative action coordinator shall investigate the complaint and attempt to resolve it. A written report from the affirmative action coordinator regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level Three- Superintendent**

If the complaint is not resolved at level two, the grievant may process the complaint to level three by presenting a written appeal to the superintendent/designee within ten (10) working days after the grievant receives the report from the affirmative action coordinator. The grievant may request a meeting with the superintendent/designee. The superintendent/designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent/designee within ten (10) working days after receipt of the written appeal.

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

**Equal Educational Opportunity**

“The Colfax-Mingo Community School district does not discriminate in its educational programs, activities, or employment practices on the basis of age, sex, race, religion, color, disability, national origin, marital status, gender identity, sexual orientation, socio-economic status and/or creed. Students are educated in programs, which 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. The Colfax-Mingo Community School District offers career and technical programs in the following service areas: Family & Consumer Sciences, Business, Constructional Trades, Agricultural & Information Technology. Those who feel they have been discriminated against are encouraged to report it to the School District Affirmative Action Coordinator, the District Superintendent, who can be reached at 515-674-3646. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Dept. of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203-2292 [414]291-1111, or the Iowa Dept. of Education, Grimes State Office Building, Des Moines, IA 50319-0146 [515]281-5294”

<b>Colfax-Mingo Community School District Mission:</b> <i>to develop life-long learners, independent thinkers, and productive citizens of character.</i>				
<i>We commit to collaborating through PLCs</i>	<i>We commit to developing and delivering a Guaranteed and Viable Curriculum</i>	<i>We commit to continuously reviewing and responding to assessment data</i>	<i>We commit to using evidence-based instructional strategies</i>	<i>We commit to using an MTSS structure that responds to both social-emotional and academic needs</i>
<b>Colfax-Mingo Vision for Learning:</b> Colfax-Mingo’s vision is to ensure curriculum, instruction, and assessment are student centered and focused on continuous improvement. Meaningful learning is achieved through collaboration, technology integration, and high expectations for all.				

## 2021-22 ELEMENTARY STAFF

20 West Broadway • 515-674-3465 • FAX 515-674-4396



**Mr. Brian Summy - Elementary Principal**  
bsummy@colfaxmingo.org

**Mrs. Annette McGill - Elementary Secretary**  
amcgill@colfaxmingo.com



**Mrs. Lindsey Cummins - School Nurse**  
lcummins@colfaxmingo.com

Staff	Grade
April Ament	PreSchool
Diana Bunce	PK
Jessica Fritch	PreSchool
Denise Bracewell	Kdg
Laura Breckenridge	Kdg
Kris Keuning	Kdg
Adrienne Flattery	1st
Deb Hainer	1st
Brenda Rice	1st
Beck Derry	2nd
Terra Tague	2nd
McKinzie Tjaden	2nd
Emily McAtee	3rd
Kristen Hainer	3rd
Brittany Johnson	4th
Kathy Uecker	4th
Kelcy Brecht	5th
Sara Johnston	5th
Justin Teed	6th
Josie Wyrick	6th

Staff	Grade
Jami Gruwell	Sp Ed
Stacey Rice	Sp Ed
Jason Staley	Sp Ed
Denise Williams	Title 1
Bobbi Jo Boggs	TAG
Jeff Lindsay	PE
Drew Otto	Art
Fallan Stookesberry	Music
Bree Skow	Counselor
Gabrielle Hoffman	Counselor
Kristjana Smith	Counselor
Erin Engle	Inst. Coach
Tara Surprenant	Behavior Interventionist
Andrew Wirtz	Academic Interventionist
Brian Summy	Principal

Para-Educator
Carrie Chadwick
Scarlett Craig
Deanna Cross
Traci Dunsbergen
Amy Forschler
Stacy Hardney
Meghann Hernandez
Jessica James
Cheyenne Klaassen
Candice Kite
Lila Maher
Tina Parks
Heather Peterson
Beth Slacum
Donna Teed
Tifini Teneyck
Christina Villegas

Nutrition
Jess Burns
David Hanson
Bobbi Lewis
Kerri Roling

Office	
Annette McGill	Secretary
Lindsey Cummins	Nurse

Custodial/Maintenance
Ty Derry
Pat Teed
Ben Cooper



## 2020-21 Jr/Sr High School Staff Members



Alexandra Lancaster, Jr/Sr HS Principal

Erin Hume, Activities Director



Erica Pierce, Jr/Sr HS Secretary

Staff	Position	Para-Educators	Position
Sophia Al-Khanfar	Spanish	Kristen Duchene	Special Education
Matt Barkalow	At-Risk Coordinator	Jim Earles	General Education
Jeff Beener	Special Education	Kaylea Fridley	Special Education
Bobbi Jo Boggs	TAG	Carrie Haney	Special Education
David Brahn	HS Social Studies	Jeremy Holdefer	Special Education
Chrystin Bojack	FCS	Jesica Jones	Special Education
Melissa Crossland	HS Social Studies	Kim Lester	Special Education
Lindsey Cummins	Nurse	Holly McClain	General Education
Merilee Fenton	Math	Kim Overhouse	Special Education
Michelle Grant	Music	Andrea Wamsher	Special Education
Sierra Johnson	JH English	Tammy Wickett	Special Education
Amber Joyce	Counselor	Kathy Wolf	Special Education
Andrew Kessel	English		
Sabrina Kinch	Special Education		
Joe Krieger	Math	<b>Custodial</b>	
Jeff Lindsay	Physical & Health Education	Ben Cooper	
Autumn Simpson	JH Science	Jenny Elliott	
Jennifer McDaniel	HS English	Dustin McAninch	
Laurie McGhee	HS Science	Steve Smith	
Ben Merrick	HS English		
Heidi Merrick	Academic Interventionist	<b>Nutrition</b>	
Matt Murley	Instructional Coach	Connie Bucklin	
Jeanne Patterson	Special Education	Becky Carter	
Mike Rupert	Agriculture/Ind. Arts	Judy Tinsley	
Rachel Russell	Special Education		
Gabe Simpson	Social Studies		
Jen Snyder	Business		
Jeff Sontag	Art		
Tara Surprenant	Behavior Interventionist		
Zach Tomas	Physical & Health Education		
Rachel Van Zante	Counselor		
Stephanie VerHelst	Special Education Director		
Whitney Wikert	HS Science		
Korie Whiteman	Math		
Shane Webster	Industrial Technology		

THE FOLLOWING FORMS ARE PART OF ON-LINE REGISTRATION.  
COPIES MAY BE OBTAINED BY CONTACTING THE SCHOOL

- Covid-19 School Activities Student Permission, Release & Hold Harmless Form  
 2021-2022 Iowa Application For Free & Reduced Price School Meals/Milk  
 Standard Fee Waiver Application  
 Diet Modification Request Form  
 Iowa Immunization Requirements  
 Student Health Registration Form  
 Certificate Of Dental Screening  
 Student Transportation Form  
 Iowa Athletic Pre-Participation Physical Examination Form  
 Heads Up: Concussion In High School Sports  
 Colfax-Mingo Community Service Requirements & Form  
 NOTE: Most forms are available on website ie: Forms and Handbooks

# COLFAX-MINGO TIGERHAWKS



	Classroom	Hallways	Cafeteria	Bathrooms & Locker Rooms	Assemblies	Parking Lot
<b>R</b> Respectful	<ul style="list-style-type: none"> <li>• Listen quietly.</li> <li>• Use appropriate language.</li> <li>• Follow directions.</li> <li>• Use classroom equipment as it was intended.</li> <li>• Follow class rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language.</li> <li>• Follow staff directions.</li> <li>• Public displays of affection do not belong in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line.</li> <li>• Use appropriate language.</li> <li>• Keep noise to a minimum.</li> <li>• Use "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain privacy.</li> <li>• Leave others' belongings alone.</li> <li>• Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and be polite to the speaker.</li> <li>• Participate appropriately.</li> <li>• Use electronics appropriately, if at all.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow traffic laws.</li> <li>• Park in one spot in designated areas.</li> </ul>
<b>O</b> Open-Minded	<ul style="list-style-type: none"> <li>• Be mindful of others' opinions.</li> <li>• Remember there are multiple ways to solve problems.</li> <li>• Know that students learn differently.</li> <li>• Accept that class expectations vary.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of others as they are getting to their destination.</li> <li>• If you see trash, pick it up; we all need to do our part.</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of the staff.</li> <li>• Be inclusive of others at your table.</li> </ul>	<ul style="list-style-type: none"> <li>• Three minutes is plenty of time to use the restroom.</li> <li>• Be accepting of student differences.</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of the speaker's point of view.</li> <li>• Be flexible during the assembly.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand that the parking lot is for everyone— student &amp; adult drivers, buses, pedestrians, etc.</li> </ul>
<b>A</b> Accountable	<ul style="list-style-type: none"> <li>• Be engaged in class content.</li> <li>• Use resources to track your progress.</li> <li>• Use electronic devices appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hallways clear and clean.</li> <li>• Move to your destination in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Put dishes and food in proper receptacles.</li> <li>• Keep your area clean and pick up after yourself.</li> <li>• Don't waste food.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Place trash &amp; paper products in the proper receptacles.</li> <li>• Use the restroom closest to your class.</li> </ul>	<ul style="list-style-type: none"> <li>• Move quickly and quietly to a seat and stay there.</li> <li>• Keep your hands and feet to yourself.</li> <li>• Only talk at appropriate times.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings.</li> <li>• Lock both ways before crossing.</li> </ul>
<b>R</b> Responsible	<ul style="list-style-type: none"> <li>• Come to class on time.</li> <li>• Come with all necessary materials.</li> <li>• Stay in the designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep lockers clean.</li> <li>• Keep floors and walls free of debris.</li> </ul>	<ul style="list-style-type: none"> <li>• Help clean up after yourself and others.</li> <li>• Stay in the designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep this area neat and clean.</li> <li>• Use restroom between classes or during lunch.</li> <li>• Electronic devices do not belong here.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Stay in the designated area.</li> </ul>	<ul style="list-style-type: none"> <li>• Get permission from the office to go to your car.</li> <li>• Sign out before you leave the building.</li> </ul>

### **Colfax-Mingo Beliefs**

1. Although students learn in a variety of ways, all students can learn.
2. Students must take responsibility/ownership of their learning.
3. High expectations lead to higher results.
4. Education is a partnership, which requires communication among schools, family and community.
5. Learning is a lifelong journey.
6. A safe environment that fosters dignity, tolerance, diversity and respect, enhances learning.
7. Students' social, emotional & behavioral needs must be met for learning to take place.
8. Students need positive role models.

### **NOTICE: Corporal Punishment, Restraint, and Physical Confinement & 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 the Office of the Superintendent at 515-674-3646. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Emergency Procedures**

The Colfax-Mingo Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school, should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies, your child will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire or toxic waste spill, etc.) students will be accompanied to a pre-determined alternate site or be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency: (1) TURN ON YOUR RADION TO WHO, KJJY, OR KCOB. With the use of text message, we will keep the media informed of any emergency. (2) PLEASE DO NOT TELEPHONE THE SCHOOL. We must use our phone lines to respond to the emergency. (3) PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU HAVE BEEN REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean that emergency vehicles and workers must be able to get into the building. If the emergency necessitates relocation of staff and students, you will be informed through parental emails, texts and radio stations.

### **Emergency Drills**

During the school year, several fire, tornado, evacuation and lockdown drills will be held. It is extremely important that staff and students respond both correctly and immediately. Instructions as to where to go in these emergencies are posted within the perspective buildings.

### **Freedom of Expression**

Under the US Constitution, all individuals have the right of freedom of expression. However, student expression made on school premises or as a part of a school-sponsored activity must be appropriate. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgement of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency.

### **Social Media**

Within the Colfax-Mingo School, we recognize the effective use of social media with students (both in and out of the classroom) can help to create transformative learning environments. With it, we are able to further our vision as a "learning organization," in the way that we are able to collaborate, create, and learn together. As this is a "new world" for many, we have set guidelines for educators and stakeholders that will help promote innovation in a safe manner for staff, students and community.

### **Compulsory Attendance**

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, shall have the children attend the attend the school district at the attendance center designated by the Board.

Students shall attend school the number of days school is in session in accordance with the school calendar.

### **ABSENCES/TARDIES**

#### **Parental Notification Responsibility**

It shall be the responsibility of the parent/guardian to notify the school attendance center as soon as the parent/guardian knows the student will be absent. Regular attendance by students is essential for students to obtain maximum opportunities from the educational program. A parent/guardian notification does not constitute an excused absence. The principal may request evidence or written verification of the student's reasons for absence. All absences will be considered unexcused until parental notification is received. A text message to your child DOES NOT substitute for a phone call to the school for permission to leave school grounds.

Following are considered appropriate excused absences: (1) Illness, (2) Medical or dental appointments that cannot be schedule outside of the school day (such appointments should general not cause a student to miss an entire school day). We suggest such appointments be scheduled during studyhalls or alternating class periods. (3) Death or serious illness in the family. (4) Court or judicial appearances scheduled beyond the control of the student. (5) Other verified emergencies.

Absences for the following reasons will be considered unexcused: (1) Intentional skipping of class, studyhall, or school, (2)



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

**\*\*NOTE:** Please refer to the student handbooks for complete policies

### **Unexcused Absences & Truancy**

Truancy is an unexcused absence of three (3) days per quarter. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the Colfax-Mingo School District.

The truancy officer shall investigate the cause for a truancy. If the investigator is unable to secure the truant student's attendance, the investigator shall discuss the next step with the superintendent. If, after additional efforts, the student is still truant, the investigator shall refer the matter to the County Attorney.

The school will participate in mediation, if requested by the County Attorney. The appropriate building principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the County Attorney.

### **INCLEMENT WEATHER**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over WHO, KMXD, KLYF, KISS, KJJY, KCOB, KRTI, KIOA, KRNT, KXTK, KLTl, KAZR & KSTZ radio stations. KCCI and WHO & WOI television will also carry the announcement. The school will also use text messages to notify.

Normally the announcement will be made by 6 am.

If school is dismissed because of inclement weather, after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been

dismissed.

School officials determine whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

The principal will determine whether to hold extracurricular activities and/or practices. If the extracurricular activity is to be held, it will be voluntary for students. Students and parents are notified in the same manner as the notification that school was dismissed, or notification will be made by individual phone calls.

### **Jurisdictional Statement**

The handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and consideration for the rights of others. Students are expected not to use abusive language, profanity or obscene gestures, or language. The handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/ or school-operated buses, or vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district, or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies,

rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principals' or superintendent's offices for information about the current enforcement of the policies, rules or regulations of the school district. Definitions In the handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses, or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.



# COLFAX-MINGO COMMUNITY SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR



## July 2021

M	T	W	T	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

## August 2021

M	T	W	T	F	Days	Hrs
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27	3	20
30	31				5	33.3

## September 2021

M	T	W	T	F	Days	Hrs
		1	2	3	8	53.3
6	7	8	9	10	12	78.5
13	14	15	16	17	17	110.3
20	21	22	23	24	22	142.2
27	28	29	30		26	167.3

## October 2021

M	T	W	T	F	Days	Hrs
				1	27	174
4	5	6	7	8	32	205.8
11	12	13	14	15	36	231
18	19	20	21	22	41	262.8
25	26	27	28	29	46	294.7

## November 2021

M	T	W	T	F	Days	Hrs
1	2	3	4	5	51	325.5
8	9	10	11	12	55	349.7
15	16	17	18	19	61	387.2
22	23	24	25	26	63	400.5
29	30				65	413.8

## December 2021

M	T	W	T	F	Days	Hrs
		1	2	3	68	432.2
6	7	8	9	10	73	464.2
13	14	15	16	17	78	496
20	21	22	23	24	80	509.3
27	28	29	30	31		

### School Building Hours:

Elementary 8:00 - 3:15  
Secondary 8:15 - 3:15

August 2-6; 9-13	Teacher - Collaborative Flex Day
August 16, 17	New Teachers Prof Development
August 18,19,23, 24	All Teachers Prof Development
August 25	First Student Day
September 6	Labor Day - No School
September 8	90-min Late Starts Begin
October 11	Teacher Prof Development - No School
October 29	1 <sup>st</sup> Quarter Ends (46 days)
November 4,11	Parent/Teacher Conferences--Elementary
November 11,16	Parent/Teacher Conferences--Secondary
November 8	Teacher Prof Development - No School
November 12	1 <sup>st</sup> Trimester Ends (55 days)
November 24	Teacher Comp Day - No School
November 25 - 26	Thanksgiving Break - No School
Dec 22 - Jan 2	Winter Break
January 3	School Resumes
January 14	2 <sup>nd</sup> Quarter Ends (44 days) 1 <sup>st</sup> Semester Ends (90 days)
January 17	Teacher Prof Development - No School
February 21	Presidents Day - No School
February 25	2 <sup>nd</sup> Trimester Ends (63 days)
March 3,8	Parent/Teacher Conferences--Elementary
March 3,10	Parent/Teacher Conferences--Secondary
March 11	Teacher Comp Day - No School
March 12-20	Spring Break
March 25	3 <sup>rd</sup> Quarter Ends (43 days)
April 18	Teacher Contract Day - No School
May 11	90-min Late Starts End
May 19	Seniors Last Day
May 22	High School Graduation 1:00PM
May 24	Pre-School Last Day
May 26 -	Last Day of School 4 <sup>th</sup> Quarter Ends (43 days) 3 <sup>rd</sup> Trimester Ends (58 days) 2 <sup>nd</sup> Semester Ends (86 days)
May 27	Teacher Prof Development - No School
May 30	Memorial Day - No School
May 31 - June 10	Teacher - Collaborative Flex Day
May 27;	
May 31 - June 3	Reserved as Make-up Days

# Colfax-Mingo

Conferences (4:00-8:00 pm):  
1 hour early dismissal  
Nov 4, 11, 16  
March 3, 8, 10

*Board Approved:*  
> Each Wednesday (Sept.8 - May 11), school will begin 1 hour and 30 minutes later. Adjusted start time will be used for staff professional development.  
> 400 min per day (310 min on late starts)

District Office 515-674-3646  
Elementary School 515-674-3465  
Junior/Senior High School 515-674-4111  
[www.colfax-mingo.k12.ia.us](http://www.colfax-mingo.k12.ia.us)

## January 2022

M	T	W	T	F	Days	Hrs
3	4	5	6	7	85	541.2
10	11	12	13	14	90	573
17	18	19	20	21	94	598.2
24	25	26	27	28	99	630
31					100	636.7

## February 2022

M	T	W	T	F	Days	Hrs
	1	2	3	4	104	661.8
7	8	9	10	11	109	693.7
14	15	16	17	18	114	725.5
21	22	23	24	25	118	750.7
28					119	757.3

## March 2022

M	T	W	T	F	Days	Hrs
	1	2	3	4	123	781.5
7	8	9	10	11	128	811.3
14	15	16	17	18		
21	22	23	24	25	133	843.2
28	29	30	31		137	868.3

## April 2022

M	T	W	T	F	Days	Hrs
				1	138	875
4	5	6	7	8	143	906.7
11	12	13	14	15	148	938.7
18	19	20	21	22	152	963.8
25	26	27	28	29	157	995.7

## May 2022

M	T	W	T	F	Days	Hrs
2	3	4	5	6	162	1027.5
9	10	11	12	13	167	1059.3
16	17	18	19	20	172	1042.7
23	24	25	26	27	176	1117.3
30	31					

## June 2022

M	T	W	T	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

**Colfax-Mingo Community School District  
2021-2022 Student Fees**

Book Rental – All Students Grades K-5.....	\$35.00
Elementary Consumables.....	\$35.00
Pre-School 3 year old two day program..(monthly fee) .....	\$55.00
Pre-School 3 year old four day program..(monthly fee) .....	\$110.00
Developmental Kindergarten & 4 year old Pre-School.....	FREE
Pre-School Consumables (3 and 4 year olds).....	\$30.00
Book Rental – All Students Grades 7-8.....	\$40.00
Middle School Consumables.....	\$40.00
Middle School Band Instrument Rental Fee.....	\$40.00
Middle School Assignment Book (Grades 7-8).....	\$ 5.00
Book Rental—All Students Grades 9-12.....	\$45.00
High School Consumables.....	\$45.00
High School Assignment Book.....	\$ 5.00
High School Band Instrument Rental Fee.....	\$40.00
Vocational Safety Equipment.....	\$ 5.00
Science Lab Safety Equipment.....	\$ 10.00
Class Dues [optional] .....	\$20.00

**2021-2022 ACTIVITY TICKETS**

Student Activity	\$50
Adult Activity	\$100
Family Activity	\$225

**2021-2022 LUNCH PRICES**

	<i>One Day</i>
<i>Pre-K (snack ticket)</i>	<i>\$ .60</i>
<i>Extra Milk</i>	<i>\$ .40</i>
<i>Breakfast-Elementary</i>	<i>\$1.45</i>
<i>Breakfast-Grades 6-12</i>	<i>\$1.45</i>
<i>Breakfast-Adult</i>	<i>\$1.80</i>
<i>Lunch-Pre-K thru 12</i>	<i>\$3.05</i>
<i>Lunch-Adult</i>	<i>\$3.85</i>

## Colfax-Mingo Elementary

### Supply List

### 2021 -2022

#### Little Tigerhawk Preschool

- 1-Supply box (**plastic 9x5**)
- 1-box Ziploc brand slider bags quart size (**AM students**)
- 1-box Ziploc brand slider bags gallon size (**PM students**)
- 3** – Elmer’s brand glue stick (**big glue sticks**)
- 2** – Crayola brand **washable** classic markers (**10 ct.**)
- 4**– Box Crayola brand crayons (**regular 24 ct.**)
- 1- Crayola brand water-color paint set (**8 ct. )**
- 1 – Fiskars scissors blunt 5”
- 1 - 1” Avery View Binder
- 1- Plastic 2 pocket folder for home/school communication
- 1 – set of seasonal clothing (**to be left In preschooler’ backpack**)

#### Developmental Kindergarten

- 10** – pencils - #2
- 3** - .77 oz. Elmer’s glue stick (big glue sticks)
- 1 - Blunt 5” Fiskars scissors
- 4** – 24 ct. Crayola crayons
- 2** – Crayola Classic Washable Markers - thick (10 ct.)
- 3** – Highlighters (any color)
  - 1 – 160 ct. Kleenex
  - 1 – 1” Avery View Binder, white
  - 1 - 1” Avery View Binder, black
 ( Please only write name on binders – on the inside)
- 2** – 2 pocket folders (without prongs)
- 2** – 2 pocket folders with prongs
  - 1 – Hard Plastic 9x5 spacemaker supply box
  - 1 - pack Expo dry erase markers
  - 1 - Crayola watercolor 8 count paint set

#### Kindergarten

- 24** – pencils - #2
- 8** - .77 oz. Elmer’s glue stick (big glue sticks)
- 1 - Blunt 5” Fiskars scissors
- 9** – 24 ct. Crayola crayons
- 1 – 160 ct. Kleenex
- 1 – 2” Avery View Binder, white
- 1 - 1” Avery View Binder, black
- Please only write name on binders
- 4** – 2 pocket folders
- 1 – Hard Plastic 9x5 spacemaker supply box
- 1 – Small pink bevel eraser
- 1-4 pack Skinny/Thin Expo dry erase markers
- 1 - Crayola watercolor 8 count paint set
- 1- Headphones (no ear buds please)
- 1 - Crayola colored pencil set of 12
- 1 – gallon Ziploc baggies(girls)
- 1 – sandwich size Ziploc baggies (boys)

#### 1st Grade

- 1 – plastic school box
- 6** – 24 ct. Crayola crayons
- 24** - #2 pencils
- 4** – Pocket only folders
- 4** – pink bevel eraser
- 12** - small Elmer’s glue sticks
- 1 – sharp 5” Fiskar scissors
- 2** – 160 ct. boxes of Kleenex
- 1 – 1” Avery view binder-White
- 1 – headphones (no earbuds)
- 1-Wide ruled 1 subject spiral notebook

#### 2<sup>nd</sup> Grade

- 1 – sharp 5” scissors
- 4** - Expo skinny markers (black only)
- 12** - #2 pencils (yellow only)
- 2** – 24 ct. Crayola crayons
- 8** – small Elmer’s glue sticks
- 2** – pocket- only folder
- 3** – 70 ct. spiral notebook/wide rule
- 1 - plastic school box (without lock)
- 2** – 160 ct. boxes of Kleenex
- 4**– Pink bevel eraser
- 2** - Highlighter



**Colfax-Mingo Elementary**  
**Supply List**  
**2021-2022**

**2nd Grade Continued**

- 1 – 1" Binder
- 1 - Headphones (no ear buds please)

**3<sup>rd</sup> Grade**

- 1 – 24 ct. Crayola crayons
- 24 - #2 pencils
- 2 – Highlighters
- 4 – 70 ct. spiral notebook/wide rule
- 1 - Pencil box or bag
- 1 – Pointed scissors
- 5 – Pocket folders
- 2 – Boxes of Kleenex
- 2 – pink bevel erasers
- 2 – Pack of 4 dry erase markers
- 1 - Bottle glue or pack of glue sticks
- 1 – Pair earbuds or headphones
- 1 – Pack of markers

Boys: 1 pack of disinfecting wipes

Girls: 1 gallon box of Ziploc baggies

**4<sup>th</sup> Grade**

- 1 - 1 inch 3 ring binder with clear front presentation cover
- 4 – pocket only folders
- 24 - #2 pencils or mechanical pencil
  - 1 – sharp/pointed Fiskar scissors
  - 8– Small Elmer's glue sticks
  - 3 - dry erase markers- Black only
  - 3 – Pink bevel erasers
  - 2 – 200 ct. Kleenex
  - 1 – 24 ct. crayons
  - 2 – sets of colored markers
  - 1 – plastic pencil box
  - 1 – 12 ct. Crayola colored pencils
  - 4 – composition notebook- wide rule
  - 1- pair earbuds or headphones

**5<sup>th</sup> Grade**

- 1 – Basic Calculator
- 1 – 200 ct. wide ruled filler paper
- 1 – Accordion folder (letter file) 6 slots Preferred or a small Trapper Keeper with folders (some type of organization system that works for your child)
- 3 - spiral notebooks/wide rule
- 12 - #2 pencils or mechanical pencils (personal use)
  - 1 – box Crayola classic thick markers (optional)
  - 4 – Elmer's glue sticks
  - 1 – Large box of Kleenex
  - 1 – pair of scissors
  - 1 – 24 ct. Crayola colored pencils
  - 1 – nylon pencil bag/pouch
  - 1 - 1 ½" or 2" 3-Ring Binder with Clear Front Presentation cover
  - 1 – 24 ct. Crayola crayons
  - 1 - pair earbuds or headphones

**6<sup>th</sup> Grade**

- 4- pocket folders
- 1- 200 ct. wide ruled filler paper
- 1 – pair of scissors
- 1 – set of 8 Crayola Markers
- 1 – 24 ct. colored pencils or crayons
- 6 - pens (blue or black)
- 24 - #2 Pencils or Mechanical Pencils
- 1 - basic calculator
- 3 - 1 subject notebooks/ wide ruled
- 1 – Highlighter
- 1- nylon pencil bag or pencil box
- 2- Expo dry erase markers
- 2 – small Elmer's glue sticks
- 1 - 1½" or 2" 3-ring binder with clear front presentation cover
- 1- pair earbuds or headphones
- 1 – 3 ring binder, Trapper Keeper or Zipper Binder (all are optional)

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## Colfax-Mingo

### Junior High Supplies

These are recommended basic supplies for your student to have. Teachers may request specific items for their class during the first week of school.

- 3 ring notebook/binder
- Loose leaf notebook paper
- Folders
- #2 Pencils
- Pens
- Colored Pencils
- Glue Sticks
- Highlighter
- 1 pack - Index Cards - Lined (100)
- Inexpensive headphones or earbuds
- Water Bottle
- Required:** Gym Clothes: T-Shirt, Shorts/Sweatpants, and deodorant
- Lock for locker - Students may use a lock on their lockers. If they use their own, we ask that they provide the office with their extra key or the combination. This prevents us from having to cut the lock off if they forget their key at home or do not remember their combination.



### High School Supplies

It is recommended to buy basic supplies for the first day of school. These may include: Pencils, paper, pens, notebooks, etc. Teachers may request specific supplies for their class during the first week of school.

High school students will need:

- Gym Clothes: T-Shirt, Shorts/Sweatpants, and deodorant
- Inexpensive headphones or earbuds
- Water Bottle

Supplies required for freshman (9th grade):

- 8 Folders
  - 1 Spiral Notebook
-

**Policy Title: BUSES AND OTHER SCHOOL DISTRICT VEHICLES: PENALTIES FOR INFRACTIONS**

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

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

1. hitting,
  2. spitting,
  3. profanity/abusive language
  4. name calling,
  5. failure to remain seated,
  6. throwing objects, inside or outside of bus
  7. obstructing aisles,
  8. making excessive noise,
  9. assault,
  10. fighting,
  11. vandalism,
  - failure to comply with a reasonable request from the bus driver or supervisor,
  13. possession of a weapon,
  14. possession of tobacco or smoking,
  15. possession of alcohol or other controlled substances,
  16. any other conduct deemed hazardous to the safety of the passengers or to the bus.
- HS students will ride same in-town bus at all times
- KEEP ARMS INSIDE OF BUS AT ALL TIMES**

The operation of a safe and effective transportation program necessitates the prohibition of the behaviors listed above. In the event that an improper action occurs, the following procedures will be followed:

**A. First Infraction**

The Bus Driver or designee will confer one-to-one with the student and a written report will be sent to the Transportation Site Supervisor and Building Principal.

The Transportation Site Supervisor shall contact the parent(s) or guardians to report the incident.

**B. Second Infraction**

The Bus Driver or designee shall submit a written report to the Transportation Site

Supervisor and Building Principal. The Building Principal shall contact the parent(s) or guardians and the student. The penalty for a second infraction is probation, and/or the Building Principal may suspend the student from riding for one to three days.

**C. Third Infraction**

The Bus Driver or designee shall submit a written report to the Transportation Site Supervisor, and the Transportation Site Supervisor shall notify the Building Principal. The Building Principal shall notify the parent(s)/guardians that student is immediately suspended from riding the bus, and that the bus riding privilege will be restored only after a meeting of the student, the Building Principal, Bus driver, Transportation Site Supervisor, and the parent(s)/guardians results in a satisfactory agreement.

**D. Fourth Infraction**

Students who receive a fourth notice shall be suspended and shall be referred to the Superintendent of Schools for appropriate action. Parents shall be notified of such action and shall have an opportunity for a hearing. Action taken by the Superinten-

dent may include removing the student from the school bus until the end of the current school year or beyond if deemed appropriate.

In the event of an infraction deemed severe by the Transportation Supervisor, sets 'A' and 'B' may be bypassed, with the situation to be dealt with as described in step 'C.'

If a serious problem arises on the bus that demands immediate attention, the driver shall radio the Transportation Site Supervisor for assistance.

Under no circumstances will a driver put a student off the bus before arriving at the destination - school, or home.

**Restrictions Regarding Persons Required To Register On The Sex Offender Registry**

Any person required to register as a sex offender under Iowa law who has been convicted of a sex offense against a minor, or any person required to register as a sex offender in another jurisdiction for an offense involving a minor, shall not do any of the following:

- Be present upon the property of a Colfax-Mingo public elementary or secondary school or child care facility.
- Loiter within three hundred feet of the boundary of a Colfax-Mingo elementary or secondary school or child care facility.
- Be present on or in any vehicle owned, leased, or contracted by a Colfax-Mingo elementary or secondary school when the vehicle is in use to transport students to or from a school or school-related activities.

A sex offender who has been convicted of a sex offense against a minor who is the parent or legal guardian of a Colfax-Mingo student shall not be in violation of this policy solely during the period of time reasonably necessary to transport the offender's own student to or from a Colfax-Mingo facility.

A sex offender who has been convicted of a sex offense against a minor who is legally entitled to vote shall not be in violation of this policy solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a Colfax-Mingo facility.

A sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at a Colfax-Mingo elementary or secondary school or child care facility. This policy shall not apply to resident students of school age. Separate policies or procedures will be applied to these persons.

**USDA Nondiscrimination Statement**

All FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than

English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit

your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410;
2. fax: 202-690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Declaración de no discrimi-

nación del Departamento de Agricultura (USDA)

**Iowa Nondiscrimination Statement**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa

Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

Revised March 21, 2016

<b>LUNCH PRICES</b>	
<b>One Day</b>	
<b>Pre-School Snack.....</b>	<b>\$ .60</b>
<b>Extra Milk.....</b>	<b>\$ .40</b>
<b>Breakfast-Elementary.....</b>	<b>\$ 1.45</b>
<b>Breakfast-Grades 6-12.....</b>	<b>\$ 1.45</b>
<b>Breakfast—Adult.....</b>	<b>\$ 1.80</b>
<b>Lunch-Pre K thru 12.....</b>	<b>\$ 3.05</b>
<b>Lunch-Adult.....</b>	<b>\$ 3.85</b>

**Student Fee Waiver & Reduction Procedure**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program [FIP], Supplemental Security Income [SSI], transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived, or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for the temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's secretary during registration or by August 31 annually for a waiver form. This waiver does not carry over from year to year and must be requested and completed annually.

**WAIVER STATEMENT**

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made.

Signature of Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.



## WELLNESS POLICY

The Colfax-Mingo Community School District's Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.

- Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.

- Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;

- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;

- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance law.

- Schools will promote marketing and

advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;

- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;

- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and

- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

### Legal Reference:

42 U.S.C. §§ 1751 et seq.

42 U.S.C. §§ 1771 et seq.

Iowa Code §§ 256.7(29); 256.11(6).

281 I.A.C. 12.5; 58.11.

### Cross Reference:

504.5 Student Fund Raising

504.6 Student Activity Program

710 School Food Services

## WELLNESS REGULATION

To implement the Wellness Policy, the following district specific goals have been established:

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotions that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following

- Provide students with the knowledge and skills necessary to promote and protect their health

- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods

- Implement evidence-based healthy food promotion techniques through the school

meal programs using Smarter Lunchroom techniques

- Nutrition services policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations require

- A la carte offerings to students shall meet United States Department of Agriculture (USDA) Smart Snacks in Schools nutrition standards and guidelines

- Provides staff development programs and training for nutrition staff meeting the USDA professional standards for child nutrition professionals

Goal 2 – Physical Activity: Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the Iowa Healthy Kids Act. The goal(s) for addressing physical activity include the following

- Develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components:

- o Physical education, recess;

- o Classroom-based physical activity

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits

- Engage students in moderate to vigorous activity during at least 50 percent of physical education class time

- Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate

- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle

- Ensure physical activity is not used for or withheld as a punishment

- Afford elementary students with recess according to the following:

- o At least 20 minutes a day;

- o Outdoors as weather and time permits;

- o Encourages moderate to vigorous physical activity

- Scheduled to avoid extended periods of inactivity (i.e., periods of two or more hours)

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following:

- Foods and beverages should not be used as a reward, or withheld as punishment
- Engage students through taste-tests of new school meal items and surveys to identify new, healthful, and appealing food choices
- Permit students to bring and carry water bottles filled with water throughout the day
- Make drinking water available where school meals are served during mealtimes
- Encourage fundraising efforts held outside school hours to sell only non-food items, promote physical activity, or include foods and beverages that meet or exceed the Smart Snacks nutrition standards
- Strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs
- Encourage parents/guardians to eat school meals with their student(s)

Public Involvement: There is a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy.

- The district has a local wellness policy committee to advise the district on the development, implementation, and improvement of the school wellness policy

**Policy Title: Meal Charges  
Code No. 701.2**

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

nonprofit school nutrition program.

**K-6th Grades Procedure:**

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

**7-12th Grades Procedure:**

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

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

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

**Staff**

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

**Notifications**

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

**Negative Account Balances**

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

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

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

**Communication of the Policy**

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

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

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

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

## INFORMATION LETTER

### Frequently Asked Questions About Free And Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. Colfax-Mingo Community School District offers healthy meals every school day. Your school is offering no cost meals in school year 2021-2022 through the Seamless Summer Option. The free and reduced price application may be needed by your school for other programs, such as P-EBT. Return or mail the completed application to: Jean Thomas, 1000 North Walnut, Colfax, IA, Telephone: 515-674-3247; Email: [jthomas@colfaxmingo.org](mailto:jthomas@colfaxmingo.org).

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
  - All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP-formerly Food Assistance in Iowa), the Family Investment Program (FIP) or a few specific Medicaid programs are eligible for free or reduced price meals.
  - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - Children participating in their school's Head Start program are eligible for free meals.
  - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - Children may receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/Milk.)

**FEDERAL INCOME ELIGIBILITY GUIDELINES for School Year 2021-2022**

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
Each additional person:	8,399	700	350	324	162

2. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your notification, contact: Jean Thomas, 1000 North Walnut, Colfax, IA, Tele.: 515-674-3247; Email: [jthomas@colfaxmingo.org](mailto:jthomas@colfaxmingo.org) immediately as eligibility for free or reduced price meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit this letter to your children's school. You may add any students living in your household who are not listed on the letter. Also, if someone in your household receives food assistance and you did not receive either of these letters, you may complete an application listing the case number as this will qualify all school age children in your household for free meals. If you were informed that your children will get reduced price meals automatically, see the income guidelines above and if you feel you would qualify for free meal benefits, complete an application for free and reduced price meals.
3. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.
4. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact: Supt. Erik Anderson, 1000 North Walnut, Colfax, IA 50054 Tele: 515-674-3646 Email: [erik.anderson@colfaxmingo.org](mailto:erik.anderson@colfaxmingo.org)
5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application unless complete eligibility information is submitted, so be sure to complete all required information.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year, through September 24, 2021 (30 operating days from the first day of school)]. You must send in a new application unless the school told you that

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your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals. The school is not required to send a reminder or a notice of expired eligibility.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting SNAP, FIP or other benefits.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Supt. Erik Anderson, 1000 North Walnut, Colfax, IA 50054 Tele: 515-674-3646 Email: erik.anderson@colfaxmingo.org
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on Active Military Housing Projects. Any additional combat pay resulting from deployment is also excluded from income.
15. DO I NEED TO PROVIDE MY SOCIAL SECURITY NUMBER? Only the last four digits of the Social Security Number of the household's primary wage earner or another adult household member (or an indication of "none") is needed.
16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact Jean Thomas, 1000 North Walnut, Colfax, IA, Telephone: 515-674-3247; Email: jthomas@colfaxmingo.org to receive a Supplemental Worksheet.
17. WHO CAN GET FREE MILK? If your school participates in the Special Milk Program for half day kindergarteners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they eat breakfast or lunch and have an afternoon milk break, they are not eligible to receive free milk.
18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-877-347-5678. Your children may be eligible for Hawki (children's health insurance) or a waiver of school fees. Read the information on the back of the Application for Hawki information. A school waiver form is available from your school.
19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call Jean Thomas, Tele: 515-674-3247; Email: jthomas@colfaxmingo.org  
Sincerely, COLFAX-MINGO COMMUNITY SCHOOL DISTRICT  
This institution is an equal opportunity provider.

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### Note from Nurse Lindsey

I hope you have enjoyed your summer! I look forward to seeing you and starting off another wonderful school year.

**Over the Counter Medication:** We will only offer **Acetaminophen, Ibuprofen, Calamine Lotion or Spray, and Antibiotic Ointment.** Only five total doses of fever and pain reducing medication (Acetaminophen, Ibuprofen) will be given per school year. Additional doses of medication will be given only with written instruction from a physician. No medication, prescription or nonprescription, will be given without written parent or guardian consent.

### Kindergarten Checklist

Please make sure your kindergarten student has the following turned into the nurse: updated immunization record, physical form, proof of lead testing, and certificate of dental screening. Documentation of a vision screening is recommended.

### 7th Grade

A Tdap booster and Meningococcal vaccine is REQUIRED. There is no grace period for the Meningococcal vaccine. Please submit a copy of your student's updated immunizations to the school nurse to avoid exclusion from school.

### 9th Grade

A certification of dental screening is required.

### 12th Grade

Please review your student's immunization records. A second dose of the Meningococcal vaccine is required unless the first vaccine was given on or after age 16. There is no grace period for the Meningococcal vaccine if your student has not had the first dose of the vaccine.

### School Dental Screening

All children newly enrolling in Iowa elementary or high school are required to have a dental screening.

This requirement was passed by the 2007 legislature and became effective July 1, 2008. The purpose of the dental screening requirement is to improve the oral health of Iowa's Children. The following are highlights of the school dental screening requirement:

- The requirement applies to kindergarten and ninth grade students only.
- A screening for kindergarten may be performed by a licensed dentist, dental hygienist, nurse, advanced registered nurse practitioner, or physician assistant.
- A screening for ninth grade may be performed by a licensed dentist or dental

hygienist only.

· The Iowa Department of Public Health Certificate of Dental Screening is the only acceptable form.

· A screening for kindergarten is valid from age 3 years to four months after enrollment date.

· A screening for ninth grade is valid from one year prior to enrollment to four months after enrollment date.

### Iowa Immunization Requirements

Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139) outline the immunization requirement for students attending licensed child care centers and elementary or secondary schools. Students shall have received the required immunization or have a valid Certificate of Immunization Exemption, or Provisional Certificate of Immunization.

### Illness Expectation

The expectation for illness is that your student will remain home for 72 hours until they are free of fever 100 degrees or greater, diarrhea, or vomiting without the aid of medication.

### Medication

Medications will be administered by Colfax-Mingo Community School District personnel under the following guidelines:

· Prescription medication given during the school day must be brought to the school office by a parent or guardian.

· Prescription medication must be in original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval medication is to be given. Parental consent is required as well.

· Medication will be kept in a locked and secure place in each school building.

· Over the counter medication will be administered from school supply only upon written permission from a parent or guardian.

· Acetaminophen and Ibuprofen will only be given 5 times total during the school year. Any need for further doses will require written instruction from a physician.

· Students with asthma or other airway constricting diseases, students with a risk of anaphylaxis who use epinephrine auto-injectors, and diabetic students may carry and self-administer their medication while at school, at school-sponsored activities, before or after normal school activities while on school property regardless of competency as long as written approval has been received from the student's parent and prescribing

licensed health care professional. If the student abuses this policy, the ability to self-administer may be withdrawn by the school after notification to the student's parent.

### Health History

Please fill out a Student Health Registration Form for every student in your household. Additional forms are located in the offices of the Elementary and Junior/Senior High. You may also fill this form out online. This form also serves as your over the counter medication consent.

### Educational Program

#### Series 600

#### Policy Title: STUDENT MEDICATION ADMINISTRATION Code No. 602.7

Some students may need prescription and non-prescription medication to participate in their educational program. These students shall receive medication concomitant with their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

Only medications prescribed by an authorized health care provider will be given at school. Exceptions include Acetaminophen or Ibuprofen which can be given up to five times per school year with written parental consent. If a student requires said medication more than five times during a school year, an order from an authorized health care provider will be required for additional doses. Antibiotic ointment and calamine lotion may also be given with written parental consent only.

By law, students with asthma or other airway constricting diseases, students with a risk of anaphylaxis who use epinephrine auto-injectors, and diabetic students may carry and self-administer their medication while at school, at school-sponsored activities, before or after normal school activities while on school property regardless of competency as long as written approval has been received from the student's parent and prescribing licensed health care professional. If the student abuses this policy, the ability to self-administer may be withdrawn by the

school after notification to the student's parent. Pursuant to state law, the school district and its employees are to incur no liability, except gross negligence, as a result of any injury resulting from self-administration of medication by the student.

A written medication administration record shall be on file including:

- date
- student's name
- prescriber or person authorizing information
- medication
- administration time
- administration method
- signature and title of the person administering medication
- any unusual circumstances, actions, or omissions

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course).

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions will be posted. Medication information will be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication will be in compliance with federal and state law. Prior to disposal, school personnel will make a reasonable attempt to return medication by providing written notification that expired,

discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal will be in accordance with the disposal procedures for the specific

Legal Reference: 155A.4(2)"c,"

Iowa Code Education  
[281]---41.23(281);

12.3(9)

Pharmacy [657]---10.16(204), IAC

**Date of Adoption:**

December 4, 1995

**Reviewed & Revised:**

January 19, 2009

November 17, 2014

March 21, 2016

June 17, 2019

## Free School Lunches

If your child is getting free school lunches, you may be eligible for Food Assistance. For information or to apply, call your local Iowa Department of Human Services Office.

If you don't know where the office is, call 1-877-DHS-5678 to find out.

You can also apply online at [www.yesfood.iowa.gov](http://www.yesfood.iowa.gov)

## Almuerzo Escolar Gratuito

Si su hijo recibe almuerzo escolar gratuito, usted podría calificar para Food Assistance (Asistencia para Alimentos).

Para recibir información o llenar la solicitud, vaya a la oficina local de Iowa Department of Human Services.

Si no sabe dónde está la oficina, llame al 1-877-DHS-5678 para averiguar.

También puede llenar la solicitud por Internet en [www.yesfood.iowa.gov](http://www.yesfood.iowa.gov)

# INFORMATION FOR PARENTS



## IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.*

### Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
  - \* If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

*If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.*



Local Liaison  
Supt Erik Anderson  
515-674-3646  
[erik.anderson@colfaxmingo.org](mailto:erik.anderson@colfaxmingo.org)

State Coordinator  
Carolyn Cobb  
515-402-2739  
[Carolyn.cobb@iowa.gov](mailto:Carolyn.cobb@iowa.gov)

If you need further assistance with your children's educational needs,  
contact the National Center for Homeless Education:  
1-800-308-2145 • [homeless@serve.org](mailto:homeless@serve.org) • <http://nche.ed.gov>

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Colfax-Mingo School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other vol-

unteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, it is optional for the School to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Colfax-Mingo Community School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

### **Educational Program Series 600**

#### **Policy Title: STUDENT TAKE HOME DEVICE AGREEMENT Code No. 605.9**

##### **Terms:**

Junior High and High school students will be issued a district-owned Chromebook. By taking possession of a borrowed device, the student agrees to assume full responsibility for the safety, security, and care of the loaned device. Any loss, theft, or damage to the device should be reported to the administration or technology department within two [2] school days.

##### **Loss/Theft:**

A lost or stolen device will result in the student paying full replacement cost of the device and associated accessories. The student should report the incident to a school administrator within one [1] school day of the occurrence. A police report shall be filed in the case of a theft.

Each student shall be responsible for any damage to the device from the time it is issued until the time it is turned back into the district (including labor costs), beyond any costs that may be covered by insurance on the device.

**Summer Collection of Devices:** Students will return their assigned device at the end of each school year to allow technology staff time to clean and update the devices.

Failure to return the assigned device will be considered loss of device and the student will be charged full cost for replacement of the device.

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

August 18, 2014

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

June 19, 2017

June 17, 2019

### **Athletic Eligibility Guidance Athletic Eligibility of Students Open Enrolling due to Bullying and Harassment**

On April 7, 2016 House File 2264 signed into law by Governor Branstad allows the following exception to ninety day ineligibility for participation in athletic competitions for students open enrolling:

"... if the district of residence determines that the pupil was previously subject to a founded incident of harassment or bullying as defined in section 280.28 while attending school in the district of residence."

This means any student will be immediately eligible for varsity athletic competitions if the resident district has determined that the student exercising open enrollment was subject to a founded incident of harassment or bullying as defined by Iowa Code section 280.28.

### **ISSUANCE OF COLFAX-MINGO SCHOOL CHROMEBOOKS PARENT RESPONSIBILITIES**

Your son/daughter has been issued a Google Chromebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's daughter's use of the Google Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the internet at home and will supervise my son's/daughter's use of the internet.
- I will NOT attempt to repair the Google Chromebook or replace lost or broken chargers without the school's approval.
- I will report to the school any problems with the Chromebook.
- I will make sure that my son/daughter recharges the Google Chromebook battery nightly.
- I will make sure my son/daughter bring the Google Chromebook to school every day and stores the Chromebook in

the school issued case during times of transport and while the Chromebook is not in use.

- I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.
- I agree to make sure that the Google Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Colfax-Mingo Community School District.

### **STUDENT RESPONSIBILITIES**

Your Google Chromebook is an important learning tool and is for educational purposes only. In order to take your google Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Google Chromebook at home, at school, and anywhere else, I will follow the policies of the Colfax-Mingo Community School –especially the Student Code of Conduct – and abide by all local, state and federal laws.
- I will treat the Google Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Google Chromebook is my responsibility and will stay in my possession at all times.
- I will NOT modify any software on the Google Chromebook.
- I will NOT attempt to add any additional email accounts or social media accounts to the Chromebook.
- I will honor my family's values when using the Google Chromebook.
- I will bring the Google Chromebook to school every day.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my google Chromebook using only the cleaner provide by the district.
- I will recharge the Google Chromebook battery each night.
- I will return the Google Chromebook when requested and upon my withdrawal from Colfax-Mingo Community School.
- I will place the Google Chromebook in its protective case when not in use and when it is carried at school and going to and from school

### **Educational Program Series 600**

**Policy Title: SPECIAL EDUCATION  
SERVICES Code No 603.3**

It will be the responsibility of the Superintendent and the AEA Director of Special Education to provide or make provisions for appropriate special education programs and related services. While the Superintendent will be custodian of school records, the building principal will be responsible for maintaining the records of identified special education students. These records may be viewed by authorized District personnel in accordance with the requirements of Board policy.

The Board of Education recognizes some students have different educational needs than other students. All eligible children between birth and until the appropriate education is completed, age twenty-one or to maximum age allowable, as defined in the Code of Iowa and Individuals With Disabilities Education Act (IDEA) as amended, will be provided a free and appropriate public education program and related services in accordance with the special education rules and regulations of the Iowa Department of Education. The District will work in conjunction with Heartland Area Education Agency (AEA) to provide services at the earliest appropriate time to children with disabilities from birth through age 3. This will be done to ensure a smooth transition for children entitled to early childhood special education services at age 3. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities, and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student will be written in the student's Individualized Education Program (IEP).

The District seeks to provide special education students with a wide range of special services. All appropriate support instructional services and related services will be provided to children with disabilities in the District, to the extent possible.

Recognizing the District's responsibility in identifying, evaluating, and properly placing eligible children, the Board of Education assigns each employee with a child advocacy function. Such an assignment places responsibility on all staff to continually assess the educational functioning level of all children under his or her charge and to report to parents and the principal any child suspected of having any type of disability. Further, each employee will work actively to see that suspected eligible children are provided appropriate general education intervention according to

District-wide procedures. When the general education interventions are exhausted, staff members may refer student for multidisciplinary evaluations and provided appropriate placement. When necessary, other appropriate educational agencies, such as the AEA, are contacted to assist in locating and properly serving eligible students in the District.

Before any child is identified as eligible for special education services, every effort will be made to resolve the presenting problem or behavior at the classroom level. The classroom teacher will take the primary role in providing the necessary support. It is the District's desire to follow AEA procedures which will ensure early intervention activities, including early intervention conferences with appropriate District personnel.

Prior to any initial evaluations, reevaluations and initial placement in special education, written parent consent will be obtained as required by law. Prior to placement in a special education program, a comprehensive evaluation will be conducted, including assessments deemed appropriate by the educational diagnostic team.

#### **Date of Approval:**

December 4, 1995

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

April 19, 1999

April 19, 2004

January 19, 2009

January 18, 2010

November 17, 2014

March 21, 2016

June 17, 2019

#### **2021-22 Parent-Teacher Conferences**

Nov. 4 & 11, 2021 Elementary 1 hour early dismissal for all students

Nov. 11 & 16, 2021 Secondary 1 hour early dismissal for all students

Mar. 3 & 8, 2022 Elementary 1 hour early dismissal for all students

Mar. 3 & 10, 2022 Secondary 1 hour early dismissal for all students

#### **Trimesters/Elementary**

November 12, 2021

February 25, 2022

May 26, 2022

#### **Qtrs & Semesters/Jr-Sr High School**

October 29, 2021 – End 1st Qtr

January 14, 2022 – End 2nd Qtr/Sem 1

March 25, 2022 – End 3rd Qtr

May 26, 2022 - End 4th Qtr/Sem 2



### No School Days

September 6, 2021 Labor Day  
 November 24, 2021 Teacher Comp Day  
 November 25 & 26, 2021 Thanksgiving Break  
 December 22, 2021-Jan 2, 2022 Winter Break  
 February 21, 2022 Presidents Day  
 March 11, 2022 Teacher Comp Day  
 March 12-20, 2022 Spring Break  
 April 18, 2022 Teacher Comp Day

### Parent On-Line

Parents/Guardians: Do you know that you can monitor your student's lunch account balance: Attendance? Progress in classes? Both the elementary and Jr/Sr high school buildings have the capabilities for parents to support their children in this way. Please contact your child's building secretary to set up an account. This password protected account can be accessed from any computer with internet access (home, work, public library, etc.) Additionally, parents may make direct deposits to student lunch accounts, via PaySchools. Please note additional articles contained in this newsletter to determine the lunch charge policy in each building.

### OPEN ENROLLMENT

Applications for Open Enrollment are available at the Central Administrative Offices located at the Jr/Sr high school, 1000 North Walnut in Colfax], or available online at the website [www.state.ia.us/educate](http://www.state.ia.us/educate)

Deadline for filing for Open Enrollment is March 1 prior to the next school year. Kindergarten filing date is September 1.

Questions regarding open enrollment may be directed to the Iowa Department of Education at 515-281-8582.

### Harassment of Employees & Students

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district, or where the employee is engaged in school business.

Harassment includes, but is not limited to, race, religion, age, sex, color, disability, national origin, marital status, gender identity, sexual orientation, socio-economic status and/or creed. Harassment by board mem-

bers, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or-such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not limited to, jokes, stories, pictures or object that are offensive, tend to alarm annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to the Level 1 School Investigators, which are the school counselors. [Note Anti-bullying/Harassment Policy No. 502.13.

Where to go with a Question or a Concern?

Step 1: Start with where the problem is. Those people most directly involved are usually best able to answer your question or address your concern. If the problem is in the classroom, contact the teacher. If the problem is on the bus, contact the bus driver or the Transportation supervisor.

Step 2: If the person closest to the problem has been unable to satisfactorily resolve the matter, contact the next lever. The building principal is responsible for supervision of staff within that building.

Step 3: A conference with the Superintendent of Schools is appropriate if questions or concerns have not been adequately addressed at earlier levels.

Step 4: The fourth and last step is Board of Directors. School board members have been elected to represent the interest of all district patrons, and you should always feel free to tell them your point of view. School

board members, however, do not have direct authority in the day-to-day operations of the schools. Contact a board member only after other means to solve a problem have been tried; when you believe a policy is not being enforced; or when you believe a policy is being enforced unfairly.

### Parents'/Guardians' Rights Notification

Parents/Guardians in the Colfax-Mingo Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduation/certification/degree. You may also request the qualifications of an instruction paraprofessional who serves your student in a "Title I program or if your school operates a school-wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling: 515-674-3646, or sending a letter of request to Office of the Superintendent, 1000 North Walnut, Colfax, IA 50054.

The Colfax-Mingo Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

### ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (SHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been use as a building material for many years. It is a naturally occurring mineral that is mines primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 difference products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located,

sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the Colfax-Mingo School District facilities which includes: Notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of materials. A copy of the management plan is available for inspection in the Central Administrative Offices.

### **Internet & Electronic Mail**

As an important educational service, the Colfax-Mingo Community School District offers students access to the internet and electronic mail. In order for students to gain access to these services, parents/guardians must sign and return an Internet Permission Form and Acceptable Use Policy (AUP) to the Principal's office. A permission form will need to be completed once for grades K-5 (elementary), once for grades 6-8 (middle school), and once for grades 9-12 (High School).

Once the properly signed forms have been filed in the Principal's office, students will have access to the internet. The vast domain of information available with access to the Internet can provide unlimited opportunities to students. The Internet access is made available to help students further their educational goals and objectives,

However, students may find ways to access some materials which contain offensive or questionable content. Students will be asked to adhere to certain guidelines established by the School District (AUP).

Students will be expected to adhere to the following: 1) Read and follow the Acceptable Use Policy. 2) Use the Internet and Electronic Mail in a manner consistent with the educational objectives of the Colfax-Mingo Community School District. 3) Student email accounts will not be maintained by the School district, Students may access externally available e-mail services for educational purposes consistent with the Acceptable Use Policy.

### **Community Service**

Community Service is providing a service on a volunteer basis outside of one's own family, extended family or close friends. Any payment received in exchange for service nul-

lifies that service as fitting the requirements of our community service opportunities. Every student who attends Colfax-Mingo Community High School is required to complete 80 hours of community service while in attendance at the high school. A student's total number of community service hours will be pro-rated if they do not attend Colfax-Mingo High School for all four years. Pro-rating will occur at 20 hours per year, 10 hours per semester, or 5 hours per quarter.

### **Cell Phones**

Cell phones may not be used at any time during a class period even if the student is out of a class. Students will be allowed to use their phone during passing times and during their lunch times to call or text. The purpose of this rule is to reach students responsible usage of cell phones. However, it is recognized there are some occasions where student may need to utilize their phone during class time as assigned by the classroom teacher. On these occasions, each teacher will have an administrator approve a set of guidelines posted in their rooms.

Cell Phones are not to be brought into or used in the restrooms or the locker rooms! If an emergency arises during the school day, students may use the student phone in the office or parents should call the phone in the office and a message will be given to the student unless it is an extreme emergency.

High School students (NOT JR HIGH) may listen to music on their cell phone during study hall, however, the phone MUST not be on the student's desk while the music is playing. This is to avoid unnecessary distractions for which phones can be used. With today's SMART phones, students have access to too many opportunities to be distracted when they should be utilizing their time for academic work.

First Offense: Cell phone will be taken from the student and kept in the office until the end of the school day.

Second Offense: Cell phone will be taken from the student and a parent/guardian will be notified of the violation. A detention will be issued. The student may pick up their phone at the end of the school day.

Third Offense: The phone will be taken from the student and kept in the office until a parent/guardian is able to come pick it up. A detention will be issued.

### **School Dances & Parties**

School dances and parties must be cleared through the Principal's office (2) two

weeks in advance and the names of (2) two sponsors submitted along with the name of the band/DJ. The cost of said band/DJ, the admission charge and the times of the dance or party. Attendance at junior high dances is limited to Colfax-Mingo 7th & 8th grade students. Junior high students are not allowed to have outside guests.

Attendance at high school dances is limited to high school students and their guest up to the age of 20.

### **Release of Students**

All children leaving school must be signed out in their building's offices.

### **Student Pick Up After School**

After school is the busiest time of the day around the elementary. Students leave the building and go in all directions. Please follow the following expectations for safety and efficiency around the elementary. Student safety is one of our biggest responsibilities.

- Please wait outside to pick you child up
- Do not go to the classroom to pick up your child
- If you need to meet with a teacher, please check in at the office.
- Arrange a meeting site that will work for you and your child
- If your child needs to leave early, please contact the office and arrangements will be made with the teacher.

### **Student Educational Records**

Student records containing personally identifiable information, except for school safety information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records without the parent or student's [if age 18] written permission due to privacy laws. After a student has acquired the age of 18, parents cannot obtain access to their student's records without written consent of their student. Parents/students may access, request amendments to and copy the student's records during regular office hours. Parents/students may also file a complaint with the United States Department of Education if they feel their rights regarding records have been violated. For a complete copy of the school district's policy on student records, or the procedure for filing a complaint, contact the Board Secretary at 515-674-3247.

Student directory information is released without parental permission unless the par-



ent asks the school district not to release it. Parent must notify the school district at the beginning of the school year if they do not want the school to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, photographs in newspaper, most recent educational institute attended, year in school, dates of attendance, and heights and weights of athletes.

§ 99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

(1) The types of personally identifiable information that the agency or institution has designated as directory information;

(2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

(3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without complying with the notice and opt out conditions in paragraph (a) of this section. However, the agency or institution must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

(c) A parent or eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to -

(1) Prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled; or

(2) Prevent an educational agency or institution from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information under § 99.3 and that has been properly

designated by the educational agency or institution as directory information in the public notice provided under paragraph (a) (1) of this section.

(d) In its public notice to parents and eligible students in attendance at the agency or institution that is described in paragraph (a) of this section, an educational agency or institution may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. When an educational agency or institution specifies that disclosure of directory information will be limited to specific parties, for specific purposes, or both, the educational agency or institution must limit its directory information disclosures to those specified in its public notice that is described in paragraph (a) of this section.

(e) An educational agency or institution may not disclose or confirm directory information without meeting the written consent requirements in § 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

(Authority: 20 U.S.C. 1232g(a)(5) (A) and (B))

[ 53 FR 11943, Apr. 11, 1988, as amended at 73 FR 74854, Dec. 9, 2008; 76 FR 75642, Dec. 2, 2011]

### **Home School/Dual Enrollment Options**

Home school, or home school assistance program students enrolled in classes, or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities, or enrolling in classes, should return Dual Enrollment forms into the superintendent's office.

### **Student Driving Privileges**

All students who are eligible to drive to school must register their vehicles at the high school office.

### **Heartland AEA Annual Hearing Tests**

Heartland AEA will be providing Colfax-Mingo Community Schools annual hearing test during the upcoming school year. Routine screening is performed in grades K, 1, 2 and 5. Students in other grades may be tested if there is known history of ear problems, if

the students are new to our school, or if they are due to have a three-year-re-evaluation by the Special Education Department. Parents who do not want their child's hearing tested will need to indicate **IN WRITING TO THE SCHOOL WHEN YOU REGISTER YOUR CHILDREN.**

### **Money Sent to School**

It is always a good practice to pay school expenses by check. All checks should be made payable to the Colfax-Mingo community School district. Students bringing cash to school should be especially mindful to turn money in as soon as they reach school. Children in lower grade levels would benefit if the money were placed in an envelope with a note indicating how the money is to be used. Please Note: the local bank has requested that we ask that all checks be written with black pen as gel and colored pens cannot be recognized by the bank's scanner. All unrecognized writing on checks will be returned by the bank.

### **Lost and Found**

Unidentified articles found in the school are to be turned into the office and then put in the lost and found closet. Eyeglasses and jewelry are not routinely place with other articles, so inquire at the building offices for any lost items. It would be helpful if jackets, boots, hats, mittens, etc. (clothing items that will be removed during the day), be well labeled. It has been our experience in the past that items of this nature tend to be forgotten or mislaid. We would like to be able to identify lost apparel and return all items to their owners. All items will be kept until the end of each semester, which will then be donated to Goodwill.

### **Pets**

Pets are not to be brought to school unless permission has been given by the student's teacher or building principal.

### **Field Trips**

Field trips and excursions are to be authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students are guests and are considered to be ambassadors and representatives of the school district. Students must treat employees, chaperons, and guides with respect and courtesy.

### **Student Lockers**

Student lockers are the property of the school district. Students should use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Students and parents/guardians are hereby notified that under Iowa law, school officials may conduct periodic inspection of all, or of a randomly selected number of, school lockers without prior notice. Such searches may be conducted without the student being present. Following searches without the student being present, the student will be notified within a reasonable period of time a search took place.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the Principal if they wish to review the curriculum, or to excuse their child from human growth and development instruction.

### **Dress Code**

We believe that education is serious business for students, and that there is a way that serious people look and act when they learn. Certain types of dress, appearance, and behavior are expected throughout the serious world. Because of the strong connection between academic performance, students' appearance and students' conduct, standards of dress and conduct are required—

- Students are expected to wear clothing that is reasonable and proper at all times.
- Student may not wear hats, hoods, headband, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days.
- Clothing with words or pictures should not include profanity, libel, or sexual innuendos.
- Shoes will be worn in the building at all times.
- Clothing which advertises or promotes the use of tobacco, alcohol, drugs, or related materials is not acceptable.

The following student attire is deemed inappropriate for school:

- Exposed undergarments
- Suggestive clothing that exposes navels or cleavage
- Clothing that calls undue attention and may disrupt the educational climate
- Chains, dog collars, spiked jewelry, very long earrings, or similar items will not be permitted in school. These items will be turned into the office and parents will need to come pick them up.

Our intent for these limits is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work.

Under certain circumstance or during certain classes or activities, a more strict dress code may be appropriate and students must comply with the stricter requirements. The building principal, or designee, makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **Personal Play Equipment**

Students often bring special items to play with at school. (Items like collectable cards, trucks, cars, basketball, etc.) The above items are NOT permitted and are not essential. Play equipment will be furnished by the school. The school will not assume the responsibility for any of these items that might get lost or broken.

### **Private Party Invitations**

Invitations for private parties are not to be distributed at school. Such invitations and parties cause hard feelings among students who may not be included. You may request student names and addresses through the student directory so such invitation may be sent in the mail. Invitations that include the entire class may be distributed. Please notify the classroom teacher in advance so the invitations can be distributed with minimal disruption to the school day.

### **Bikes, Skateboards and Heelys**

Students that ride bikes to school are to place their bikes in the racks provided by the school. Skateboards are to be stored in the classroom if the teacher gives permission. Otherwise, they may be stored in the office.

Heelys are not allowed in school. They

must be capped during the school day. If students are found skating with them during the school day, the wheels will be confiscated. Bikes, skateboards, and Heelys are not allowed on the playground or in the bus area until after all buses have left the building.

### **Good Conduct Policy**

Students who participate in extra-curricular activities serve as ambassadors for the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extra-curricular activities and other school-sponsored activities, must conduct themselves in accordance with Board policy, "Student Conduct" throughout the calendar year. Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

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

### **JH Ineligibility Policy**

At the end of each quarter, eligibility for participation in extra-curricular activities will be determined for JH. For a student to be considered eligible to participate in extra-curricular activities, they must pass ALL of their classes. If a junior high student is declared ineligible, they will be required to miss a certain percentage of the season for which they are currently participating or will be participating in next. This varies by sport due to the difference in allowable playable dates for each sport.

### **Physical/Concussion Announcement**

All student-athletes competing in a school sponsored sport in grades 7-12 need to have a completed, current physical and concussion form. These forms must be turned in to the Jr/Sr office prior to a child beginning any practices or competitions. This also includes 6th graders that will be competing in middle school softball or baseball at the conclusion of the school year.

## Anti-Bullying/ Harassment

Code No. 502.13

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means any

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

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

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

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

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

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

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

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate

## COLFAX-MINGO LEVEL I INVESTIGATORS

School Counselors:

Bree Skow – Elementary Counselor, 515-674-3465 X 2104

Email: [bskow@colfaxmingo.org](mailto:bskow@colfaxmingo.org)

Amber Joyce – Jr/Sr High School Counselor, 515-674-4111 X 1215

Email: [ajoyce@colfaxmingo.org](mailto:ajoyce@colfaxmingo.org)

Alternate: Lindsey Cummins, Nurse, 515-674-3465 X 2100

Email: [lcummins@colfaxmingo.org](mailto:lcummins@colfaxmingo.org)

measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent, or designee will be responsible for handling all complaints by employees alleging bullying or harassment. It also is the responsibility of the superintendent, in conjunction with the principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment to the board.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- District's school newsletter and a copy shall be made available to any person at the Colfax-Mingo Central Administrative Office, 1000 N. Walnut, Colfax, IA 50054.

#### **ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

• If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - witnesses to the harassment;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser responded.

#### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the building principal. The alternate investigator is the building counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The principal has the authority to initiate a investigation in the absence of a written complaint.

#### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The investigator will provide a copy of the findings of the investigation to the superintendent.

#### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser.

The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

#### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

#### **Illegal items found in school or in students' possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Students believed to be in violation will be immediately investigated. Expulsion hearings with the Board of Directors will be held for drug and substance violations, and the Board may expel students up to the fullest length of time allowed by law.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon. Students bringing a firearm to school shall be expelled for not less than twelve months. The Board of Directors has the authority to modify the expulsion requirement on a case-by-case basis.

Any student who threatens another person on school property or at a school event with a dangerous weapon or 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 of his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion. The use of any object in a dangerous way will be treated as if the item were a dangerous weapon.

Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students believed to be in violation will be immediately suspended, pending investigation, and expulsion hearings with the Board of Directors may be held for weapon violations.

### **Educational Program**

#### **Series 600**

#### **Policy Title: POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

#### **Code No. 604.6**

The District offers a variety of courses through the Senior Year Plus legislation. The law allows students to take courses through a post-secondary institution that promotes rigorous academic pursuits and provides a wider variety of options to enhance the high school experience. There are a variety of mechanisms a District uses to provide students access to Senior Year Plus programming.

This policy is meant to address only the Post-Secondary Enrollment Option (hereinafter PSEO). A course is ineligible to be offered through PSEO if the school district has a contractual agreement with an eligible postsecondary institution to provide a concurrent enrollment program. Only in rare circumstances (e.g., a district without any concurrent enrollment agreement) is enrollment in a community college course through PSEO permissible.

The District does have a contractual agreement in place with Des Moines Area Community College to allow for students in grades 9-12 that meet the eligibility requirements during the normal school to enroll in concurrent enrollment or contracted courses in order to receive credits that may count toward graduation as well toward post-secondary education.

A school district may continue to enroll students through PSEO in coursework offered by other eligible postsecondary institutions, including Iowa's public universities, private colleges and universities, and eligible proprietary institutions with district approval.

**Eligibility:** Students must demonstrate

eligibility AND meet the permissible course eligibility criterion:

1. A resident of the state of Iowa; and
2. Student or guardian will provide transportation; and
3. An eleventh or twelfth grade student; or
4. A ninth or tenth grade student identified and gifted and talented pursuant to Iowa Code 257.43; or
5. A student that meets criterion a-d and is under competent private instruction or a student in an accredited non-public within the resident school district

**Permissible courses:** The following factors are considered in the Board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the Board for a course at a post-secondary educational institution:

- the course is taken from an accredited public or private post-secondary educational institution; and
- a comparable course is not offered in the District (or in the non-public) A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the Board, to a course offered in the District; and
- the course is in the discipline areas of mathematics, science, social sciences, humanities, career technical education, or a course offered in the professional studies program at the community college. the course does not replace a minimum requirement of the District.; and
- the course is a credit-bearing course that leads to a degree; and
- the course's prerequisites or standards have been met; and
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the Board

**Summer Coursework:** Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the Board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when regular school is not in session if the student pays for the courses. Students will be responsible for the full cost of tuition, books and transportation.

These courses may not supplant the offerings of the District. Upon successful completion of these summer courses, the students will receive academic or vocational-technical credit toward the graduation requirements set

out by the Board. Successful completion of the course is determined by the post-secondary educational institution. The Board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

**Reimbursement:** The District will pay for the cost of the course or \$250 whichever is lower for eligible students. (See eligibility criterion above). Students who fail the course and fail to receive credit will reimburse the District for all costs directly related to the course. Prior to registering for the course, students under age eighteen will have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The Board may waive reimbursement of costs to the District for the previously listed reasons. Students dissatisfied with a Board's decision may appeal to the Area Education Agency (AEA) for a waiver of reimbursement.

The Superintendent/designee is responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The Superintendent/designee will also be responsible for developing the appropriate forms and procedures for implementing this policy.

#### **Legal Reference:**

Iowa Code §§ 256.11, .11A; 261C; 279.8; 280.3, .14; 257.43; 279.61

281 I.A.C. 12, 22.2(1); 22.14-23

Senior Year Plus Legislation 2008 DE Guidance 2016

#### **Cross Reference:**

505.02 Student Retention and Promotion

600.00 Statement of Guiding Principles

604.03 Program for Talented and Gifted

Students

#### **Date of Approval:**

September 20, 1993

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

February 21, 2000

January 19, 2009

March 21, 2016

June 17, 2019

## Diet Modification Request Form

Modifications are required by The United States Department of Agriculture (USDA) to accommodate a disability. Under Section 504, the ADA, and Departmental Regulations of 7 CFR part 15b define a person with disability as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. **“Major life activities” are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. “Major life activities” also include operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.**

This form must be completed by a “medical authority” that is authorized by state law to write medical prescriptions: In Iowa this includes only Medical Doctors (MD), Doctors of Osteopathic Medicine (DO), Physician’s Assistants (PA), or Advanced Registered Nurse Practitioners (ARNP).

Return the completed form to your organization or provider: \_\_\_\_\_  
(Head Start, Summer Meal Provider, Day Care, Home Provider, or School)

Participant’s Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Name) (Phone or email)

**1) Describe the medical need related to the diet order and “major life activity” (see above) affected.**  
Example: Allergy to peanuts affects ability to breathe.

**2) Explain what must be done to accommodate the medical need:**

Food(s) or Formula to Omit:	Food(s) or Formula to Substitute:

**Complete the back to provide additional details**

Modified Texture:             Not Applicable    Chopped    Ground    Pureed  
 Modified Thickness of Liquids:    Not Applicable    Nectar    Honey    Spoon or Pudding Thick  
 Special Feeding Equipment:    Not Applicable    Equipment Needed: \_\_\_\_\_  
 (Example: large handled spoon, sippy cup, etc.)

Infants under one year of age must receive iron-fortified infant formula or breast milk unless a Diet Modification Request Form is on file.

Licensed prescribing medical professional: \_\_\_\_\_  
(Name, print or type) (Title)

\_\_\_\_\_  
(Signature of medical professional)

\_\_\_\_\_  
(Date)

**The program must make accommodations for disabilities. Accommodation is encouraged for other medical conditions.**

The parent/guardian may request a nutritionally equivalent substitute for fluid milk without direction from a medical professional. This site chooses to offer this nutritionally equivalent product: soy milk. Check here if you would like to request the milk substitute listed in place of fluid milk and list the reason for the request.  \_\_\_\_\_

USDA allows a parent/guardian to supply substitute foods. Check here if you wish to provide the substitute foods:

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(To document choices and permission to share with appropriate staff as needed to make accommodations.)

This institution is an equal opportunity employer and provider.

Check the box in front of food groups that should NOT be served and list the foods to be served instead.

<p><b>Lactose/milk – Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Fluid milk as a beverage or on cereal? ¼ cup of fluid milk to be used on cereal? __yes __no</p> <p><input type="checkbox"/> Yogurt</p> <p><input type="checkbox"/> Milk based desserts such as ice cream and pudding</p> <p><input type="checkbox"/> Hot entrees with cheese as a prime ingredient such as grilled cheese, cheese pizza, or macaroni &amp; cheese</p> <p><input type="checkbox"/> Cheese baked in products such as a casserole or on meat pizza</p> <p><input type="checkbox"/> Cold cheese such as string cheese or sliced cheese on a sandwich</p> <p><input type="checkbox"/> Milk in food products such as breads, mashed potatoes, cookies or graham crackers</p>	<p><b>Serve these items instead:</b></p>
<p><b>Soy - Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Protein products extended with soy</p> <p><input type="checkbox"/> Processed items cooked in soy oil</p> <p><input type="checkbox"/> Food products with soy as one of the first three ingredients</p> <p><input type="checkbox"/> Food products with soy listed as the fourth ingredient or further down the list</p>	<p><b>Serve these items instead:</b></p>
<p><b>Egg - Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold</p> <p><input type="checkbox"/> Eggs used in breading or coating of products</p> <p><input type="checkbox"/> Baked products with eggs such as breads or desserts</p>	<p><b>Serve these items instead:</b></p>
<p><b>Seafood – Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Fish (Cod, tuna, tilapia, haddock, salmon, etc.)</p> <p><input type="checkbox"/> Shrimp</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Serve these items instead:</b></p>
<p><b>Peanuts – Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Peanuts, individually or as an ingredient</p> <p><input type="checkbox"/> Foods containing peanut oil</p> <p><input type="checkbox"/> Foods items identified as manufactured in a plant that also handles peanuts</p>	<p><b>Serve these items instead:</b></p>
<p><b>Tree nuts – Do not serve the items checked below:</b></p> <p><input type="checkbox"/> All nuts</p> <p><input type="checkbox"/> Food items identified as manufactured in a plant that also handles nuts</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Serve these items instead:</b></p>
<p><b>Grains – Do not serve the items checked below:</b></p> <p><input type="checkbox"/> Foods containing wheat</p> <p><input type="checkbox"/> Foods containing gluten</p> <p><input type="checkbox"/> Oats</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Serve these items instead:</b></p>





# Tigerhawk Talk

Colfax-Mingo Community School District

1000 North Walnut • Colfax, Iowa 50054

<http://www.colfax-mingo.k12.ia.us>

Nonprofit Organization

U.S. Postage

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Colfax, Iowa 50054

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