

COLFAX-MINGO ELEMENTARY HANDBOOK 2023-2024

Welcome to Colfax-Mingo Elementary.

The elementary staff is looking forward to serving you and your family. This handbook is designed to answer many common questions and outline procedures used in the building.

Please contact Mr. Summy if you have any questions.

515-674-3465

bsummy@colfaxmingo.org



Colfax-Mingo Mission Statement

Colfax-Mingo Community School District's mission is to ensure a community that fosters lifelong learners, independent thinkers, and provide citizens of character.

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Staff Directory

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|--------------------------------------|---|
| Administration | Mr. Jeff Lindsay - Physical Education |
| Mr. Tim Salmon - Superintendent | Mrs. April Ament- Special Education |
| Mr. Brian Summy - Principal | Mrs. Kelsey Henschen - Special Education |
| Staff | Mrs. Becky Derry - Special Education |
| Ms. Brittany Hammes - Preschool | Mr. Stacey Rice - Special Education |
| Ms. Diana Bunce - Preschool | Ms. Adrienne Flattery - Title 1 |
| Mrs. Jessica Fritch - Preschool | Mrs. Bobbi Jo Boggs - TAG /K-3 Music |
| Mrs. Denise Bracewell - Kindergarten | Mrs. Bree Skow - School Counselor |
| Mrs. Brenda Rice - Kindergarten | Mrs. Jill Halter - School Counselor |
| Mrs. Kris Keuning - Kindergarten | Mrs. Tara Surprenant - Behavior Interventionist |
| Ms. Julia Grett - First Grade | Mrs. Bailey Hume- Academic Interventionist |

| | |
|--|--|
| Mrs. Deb Hainer - First Grade | -Parent/Community Liaison |
| Mrs. Katelyn Konfrst - First Grade | Dr. Wendy Anderson- Curriculum Director |
| Mrs. Traci Dunsbergen - Second Grade | Mrs. Stephanie Ver Helst- Sped. Director |
| Mrs. Marylouise Dannels - Second Grade | Administrative Support Staff |
| Ms. Jennifer Bryant - Second Grade | Mrs. Missy Daft - SIS Specialist |
| Ms. Kristen Hainer- Third Grade | Ms. Bert Deaton - Superintendent Secretary |
| Ms. Leanne Isley- Third Grade | Mrs. Kelly Disney- Board Secretary |
| Mrs. Sara Johnston - Fourth Grade | Mrs. Deb Gipe - Elementary Secretary |
| Mr. Ryan Gaumer - Fourth Grade | Mrs. Tammy Wickett - Financial Secretary |
| Ms. McKinzie Tjaden- Fourth Grade | Para Professionals |
| Mrs. Kelcy Brecht - Fifth Grade | Mrs. Candice Kite |
| Mrs. Emilee McAtee - Fifth Grade | Mrs. Carrie Chadwick |
| Mr. Justin Teed - Sixth Grade | Mrs. Jessica James |
| Ms. Brittany Weber- Sixth Grade | Mrs. Lila Maher |
| Mr. Matthew Gerhold- Music (4th-12th) | Mrs. Linda Parks |
| Mrs. Michelle Grant- Band | Mrs. Cheyenne Klaassen |
| Mr. Drew Otto - Art | Mrs. Beth Slacum |
| Custodial Staff | Mrs. Stacey Hardney |
| Ty Derry- Maintenance/Custodian | Mr. Nathan Zook |
| Ms. Shelbee Stier- Custodian | Mrs. Donna Teed |
| Nutrition Staff | Mrs. Felicia McDonald |
| Ms. Kerri Roling - Nutrition Director | Ms. Tina Auch |
| Ms. Amy Fowler | Ms. Mariah Wolfe |
| Mrs. Terrie Kono | Ms. Robin Hague-Renfro |
| Mrs. Anna Marcotte | Mrs. Teresa Faidley |
| Ms. Becky Carter | |

Student Rights

All students have the right to...

1. Learn.
2. Be protected from physical or verbal abuse.
3. Receive help with studies, and acquire the necessary skills to work and learn independently.
4. Give their point of view as long as it does not harm the feelings of others.
5. Learn to make decisions.
6. Be disciplined in private, if possible.
7. Know the reasons for any discipline, and have adults available to help when their views and those of the school do not agree.
8. Be informed of the school rules, regulations, and discipline policy.

Parent Rights

All parents have the right to...

1. Expect a classroom atmosphere that allows quality education.
2. See their children's school records.
3. Be informed of student attendance, learning, or behavior problems.
4. Share in school activities.
5. Receive regular reports on their student's progress in learning.

Student Responsibilities

1. Come to school every day and be on time.
2. Go to all classes and do the work to the best of your ability.
3. Ask teachers for help when needed.
4. Help care for books, supplies, and all school property.
5. Obey all school rules, teachers, and staff.
6. Be polite to all teachers and staff.
7. Do not use bad words that may offend others.
8. Be neat and clean.
9. Act in a way that will help all students to learn.
10. Be fair and kind to other students.
11. Avoid fighting or hurting other students.

Parent Responsibilities

1. Check with the office before coming to visit the classroom.
2. See that their children attend school regularly and are not tardy.
3. See that children arrive at school on time, but not before the designated time.
4. Understand the responsibilities of the teacher, who takes the place of the parents during the school day.

5. See that children are neat and clean. During winter months, warm clothing and suitable outerwear for the outdoors should be provided.
6. Support the rules of Colfax-Mingo Elementary School.
7. Safeguard their child's health by making sure that children go to the doctor and dentist with regularity.
8. Attend school conferences and other activities, when possible, and/or making prior arrangements with your child's teacher.
9. Plan a time and place, with supervision, for children to do their homework.
10. Talk with the child and the teacher about school report cards.
11. Cooperate with the school regarding the discipline policy.

School Day Schedule

Regular School Days

| Regular School Days | | 90 Minute Late Start Schedule (Wednesdays) | |
|----------------------|--------------------------|--|--------------------------|
| 7:35-8:05 am | Elementary Breakfast | 9:00-9:25 am | Elementary breakfast |
| 7:30-7:55 am | Busses Arrive | 9:00-9:25 am | Busses arrive |
| 8:00 am | Students to classrooms | 9:30 am | Students to classrooms |
| 8:05 am | Classes commence | 9:35 am | Classes commence |
| 3:15 pm | Safety bus dismissed | 3:15 pm | Safety bus dismissed |
| 3:20 pm | Walkers/riders dismissed | 3:20 pm | Walkers/riders dismissed |
| 3:20 pm dismissed | Route bus students | 3:20 pm dismissed | Route bus students |

Preschool/Developmental Kindergarten Schedule

| <i>4 Day/Week 3 & 4 year olds</i> | <i>All Day 4 Year Old</i> |
|---|--|
| <u>AM Class (3 year old)</u> Begins 8:00 Ends 11:00 | Class begins at 8:00 and ends at 3:15. |
| <u>PM Class (4 year old)</u> Begins at 12:15 Ends at 3:15 | |
| No Class Wednesday | No Class Wednesday |

Breakfast and Lunch Schedule

Our cafeteria operates under the National School Lunch Program guidelines. Lunch and breakfast meals are balanced to meet one-third of the daily food requirements of a child. Please encourage your child to eat the school lunch and breakfast meals, and try all the different foods served. Menus will be made available each month to help parents with plans regarding children and school meals. Breakfast, lunch, and milk costs are approved annually by the board of education.

| | <u>Lunch</u> | <u>Recess</u> | | <u>Lunch</u> | <u>Recess</u> |
|--------------|--------------|---------------|--------------|--------------|---------------|
| Kindergarten | 10:40-11:05 | 11:05-11:25 | Sixth Grade | 11:30-11:55 | 11:55-12:15 |
| First Grade | 10:45-11:10 | 11:10-11:30 | Second Grade | 12:05-12:30 | 12:30-12:50 |
| Fourth Grade | 11:20-11:45 | 11:45-12:05 | Third Grade | 12:10-12:35 | 12:35-12:55 |
| Fifth Grade | 11:25-11:50 | 11:50-12:10 | | | |

Attendance Policy

Regular attendance by students is essential for students to obtain maximum opportunities from the education program. It will be the shared responsibility of the student, parent, and school to ensure regular attendance. Communication between the three groups will be essential to create a positive learning experience for each child.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The elementary will contact the parents after 9:00 a.m. of any student that has not been reported absent. The principal may request evidence or written verification of the student's reason for absence.

Excused Absences

Student absences approved by the principal shall be excused absences. These absences include but are not limited to illness, recognized religious observances, and school-sponsored or approved activities.

Excused Absences

- Students will be allotted 8 excused absences per semester. Parents/guardians will be notified in writing and by phone after the 4th absence. Upon the 8th absence, the parents/guardians will be notified in writing and be expected to meet with the principal, nurse, behavior interventionist and counselor. Any absence occurring after the 8th absence may require a written confirmation from medical personnel stating why the student was absent. Students will be allowed to make up their work with full credit.

Unexcused Absence/Tuancy

Tuancy is a total of eight (8) unverified/ unexcused absences per school year. Tuancy is the act of being absent without a reasonable excuse. These absences shall include but are not limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, employment, baby-sitting, haircuts, or tanning. Tuancy will not be tolerated by the Colfax-Mingo School District.

The truancy officer shall investigate the cause of a student's 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.

Unexcused Absences

- a. 2 cumulative unexcused absences for the year-Teacher emails home, friendly caring conversation with the student-document contact in Infinite Campus.
 - i. Form letter-revise and revisit next meeting
- b. 4 cumulative unexcused absences for the year-Call to parent from school counselor-document contact in Infinite Campus.
- c. 6 cumulative unexcused absences for the year-Call/connection from principal, follow-up letter-document contact in Infinite Campus.
- d. 8 cumulative unexcused absences for the year-Letter with policy, additional call from principal setting up a meeting with principal, behavioral interventionist, and counselor, assess for truancy-document contact in Infinite Campus.
 - i. At meeting, set-up a goal individually
- e. Subsequent absences will be addressed based on individual goals agreed upon at the meeting

Promotion Policy

Promotion from grade to grade is based on what the teachers and parents involved believe is best for the child. We believe it is better to give a child more time to develop by remaining in one of the lower grades (K-3) for two years if this is indicated by the child's lack of achievement. It is recommended that the child not be retained in the same grade for more than two years. It is also recommended that a child is not asked to repeat more than two grades in the elementary grades. The final decision will be with the school administration.

Promotion practices in the Colfax-Mingo Community School District shall have as the objective the placing of the students in an environment where his/her maximum development will take

place. Parents shall be informed as early in the school year as possible, when, in the judgment of the professional staff, that the possibility exists that the student may be retained in the same grade or class for another year.

Release of Students

If a pupil needs to leave school during the day for a doctor's appointment, etc., please send a note, or call the office in the morning. Then, come to the office to ask for the child. **ALL CHILDREN MUST BE SIGNED OUT IN THE OFFICE!** We will not release a pupil to anyone except the parent unless there is a note of permission signed by the parent. Students may be released to either parent provided there is no custody order from a court forbidding custody by a named parent. If you wish to arrange for another person to take care of your child in the event illness occurs when you are not at home, please make a note of it on the registration card when you register in the fall or call the office.

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 your 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.

Visitors to Colfax-Mingo Elementary

Parents are encouraged to visit their child's classroom in order to become better acquainted with school programs and to observe their child at work. Please inform the teacher of your intended visit.

Please report to the office first, so we are aware of the fact that you are in the building and can assist you as needed. The best time to visit is between 8:40 - 10:30 a.m., or between 1:00 - 2:30 p.m., Friday afternoons and the last week of the quarter are not ideal times to visit because most classrooms are finishing up the week's activities, reviewing for tests, etc. We ask that you do not plan a visit during the first or last two weeks of school and during the week of Iowa Tests of Basic Skills.

Cell Phones

Cell phones may not be used at any time during a class period even if the student is out of a class, unless permission is granted from the classroom teacher. The purpose of this rule is to teach students the responsible usage of cell phones. However, it is recognized there are some occasions where students may need to utilize their phones during class time as assigned by the classroom teacher. On these occasions, each teacher will communicate the expectations with students prior to cell phone use.

Cell Phones are NOT to be brought into or used in the restrooms or locker rooms.

If an emergency arises during the school day, students may use the phone in the office or parents should call the phone in the office and a message will be given to the student unless it is an extreme emergency.

High School students (NOT JR HIGH) may listen to music on their cell phones 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 SMARTphones, students have access to too many opportunities to be distracted when they should be utilizing their time for academic work.

Students are NOT to use their phones while the school is in any type of LOCKDOWN situation. This would include practice or actual lockdown. The reason for this is to maintain the safety of all students. It will be up to the school to contact parents regarding lockdown situations.

A student who is caught using their cell phone (which includes text messaging) during class time will have it taken away for the remainder of the day.

| | |
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| First offense | The cell phone will be taken from the student and kept in the office until the school day is over. |
| Second offense | The cell phone will be taken from the student, and a parent/guardian will be notified of the violation. 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 is able to come and pick up the phone. |

Social Media

Within Colfax-Mingo Elementary School, we recognize that the effective use of social media with students both in and out of the classroom can help to create transformative learning environments. With it, we 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 want to help educators and stakeholders with some guidelines that will help promote innovation in a safe manner for staff, students, and the community.

Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo, and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image, or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Telephone

Generally, students are allowed to use the telephone only in cases of illness or emergency. Encourage children to make arrangements for after school activities prior to coming to school

in order to avoid last-minute plans that must involve parents. Permission must be obtained from the classroom teacher and office personnel before a student uses the phone.

Except in cases of emergency, pupils and teachers are not called out of class to answer the telephone. Messages may be left with the school secretary. If you need to talk to a teacher, please call before 8:10 a.m., at noon, or after 3:30 p.m.

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.
- Clothing with words or pictures should not include profanity, libel, or sexual innuendo.
- Shoes will be worn in the building at all times.
- Clothing that advertises or promotes the use of tobacco, alcohol, drugs, or related materials is not acceptable.
- The following student attire is deemed inappropriate for school:
 - Exposed undergarments
 - Backless, strapless, or spaghetti strap tops unless covered by another shirt.
 - 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 to pick them up.

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

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

Initiations, Hazing, Harassment, or Bullying

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, or marital status includes the

conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implication; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment, or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories, or activities Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws.

The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should follow the steps outlined below. This should be done as soon as reasonably possible, but no later than two weeks after the offense.

- Communicate to the harasser that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance in communication with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student 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

Sexual Abuse & Harassment of Student by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The elementary school has designated Bree Elscott, Guidance Counselor at 674-3465 as its Level I investigator, and Nurse Lindsey Cummins, at 674-3465 x2100 as the alternate Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate to include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes but is not limited to sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. When submission to such 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 is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations. Students are responsible 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;
7. obstructing aisles;
8. making excessive noise;
9. assault;
10. fighting;
11. vandalism;
12. failure to comply with a reasonable request from the bus driver or supervisor;
13. possession of a weapon;
14. possession of tobacco or smoking;
15. possession of alcohol or other controlled substances;
16. any other conduct deemed hazardous to the safety of the passengers or to the bus.

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:

| | |
|-----------------------|---|
| First Infraction (A) | The Bus Driver or designee will confer one-to-one with the student, and a written report will be sent to the Transportation Supervisor and Building Principal. The driver or designee shall contact the parent(s) or guardians to report the incident. |
| Second Infraction (B) | The Bus Driver or designee shall submit a written report to the Transportation Supervisor and Building Principal. The Building Principal shall contact the parent(s) or guardian(s) 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. |
| Third Infraction (C) | The Bus Driver or designee shall submit a written report to the Transportation |

| | |
|-----------------------|--|
| | Supervisor, and the Transportation Supervisor shall notify the Building Principal. The Building Principal shall notify the parent(s)/guardians that the student is immediately suspended from riding the bus and that the bus riding privilege will be restored only after a meeting of the student, the Building Principal, Bus driver, Transportation Supervisor, and the parent(s)/guardians results in a satisfactory agreement. |
| Fourth Infraction (D) | Students who receive a fourth notice shall be suspended and shall be referred to the Superintendent of Schools for appropriate action. The parents shall be notified of such actions and shall have an opportunity for a hearing. Action taken by the Superintendent may include removing the student from the school bus until the end of the current school year or beyond if deemed appropriate. |

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

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

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

Notice of Video Cameras on Buses

The Colfax-Mingo Community School District Board of Directors has authorized the use of video cameras on school district buses and throughout the facilities. The video cameras will be used to monitor student behavior to maintain order on the school buses and throughout the facilities to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district policies, rules and regulations, may be reported to law enforcement officials.

Emergency Procedures for Colfax-Mingo Schools

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 broken gas or water main, fire, or toxic waste spill), students will be accompanied to a predetermined 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 RADIO TO WHO, KJJY, OR KCOB.** 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 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 in the building. If the emergency necessitates relocation of staff and students, you will be informed via the radio stations.

Personal Play Equipment

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

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 the 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 inspections 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.

Care of School Property

Facilities, equipment, and material, including textbooks and library books, cost a considerable amount of money. Even with normal wear and tear, they wear out too soon. Students defacing school property that tends to shorten the life and use of any item will be required to pay for such damage.

Pets

We do our best to see that dogs are not at school. Unfortunately, our success has been less than 100% satisfactory. Students are, therefore, advised not to play, pet, or tease any dogs that might find their way to the playground.

NOTE: Pets are not to be brought to school unless permission has been given by the student's teacher or building principal. They are to be brought to school for showing purposes only, accompanied by an adult, and then taken home immediately following a viewing.

Heartland AEA Annual Hearing Test

Heartland AEA will be providing Colfax-Mingo Community School's 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 a known history of ear problems, if the students are new to our school, or if they are due to have a three-year reevaluation 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.**

Health

Parents are responsible for communicating information to the classroom teacher, office staff, or nurse regarding any change in physical or mental health status due to illnesses, accidents, medication, physical education restriction, communicable diseases, treatments, or pertinent medical and dental information.

All students entering Kindergarten must provide the nurse with a physical form, proof of lead screening, and dental screening. A vision screening is also recommended. All forms are available in the nurse's office.

Please fill out a Student Health Registration Form if your child is new to the district, enrolling in Kindergarten, or has experienced health changes since the last time the form was completed. This information is imperative in caring for your child at school. The Student Health Registration Form is available on the website, office, or nurse's office.

→Health screenings

All students grades K-6 will have their vision screened by the school nurse annually. AEA will conduct hearing screenings on Preschool-6th grade students.

→Illness

The expectation for illness is that if your student has a fever of 100 degrees or greater, diarrhea, persistent cough, or vomiting that you keep them home for 24 hours until they are free of these symptoms without the use of medication. As always, use your best judgment. If your child is sick please keep them at home!

→Immunizations

Prior to the commencement of school, or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate, signed by a healthcare provider and stating that the student has received the immunizations required by law. Students without proper certificates are not allowed to attend school until they receive the immunizations or until the parent of the student makes arrangements for temporary certification with the principal or school nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. A personal record of immunizations must be kept on file at school for each child.

→Medication

No medication, either prescription or non-prescription, will be administered at school without a written statement from the parent or guardian. The medication must be sent to school in a pharmacy labeled container or in the container in which it was purchased. It is strongly recommended that parents or an adult approved by the parent bring in their child's medication rather than send it with their child. The school provides a limited amount of over the counter medications. No more than five doses of pain or fever-reducing medication (Acetaminophen, Ibuprofen) will be given in a school year without further signed instruction from a physician.

Students that have been prescribed inhalers may carry the inhalers with them in school if the appropriate documentation is completed. The State Department of Health requires a physician's signature on the required form to allow them to keep their inhaler with them during school. A copy of this form is available at the school office or the school health office.

Bikes, Skateboards, and Heelys

Students that ride bikes to school are to place their bikes in the rack located in the alleyway on Washington Street. 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 copped during the school day. If students are found skating with them during the 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.

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, chaperones, and guides with respect and courtesy.

Student Photographs

Student photographs will be taken of all elementary students in the fall. All students who have their picture taken will receive a class composite. If parents are interested in purchasing a picture package in the fall, they are to pay for the pictures the day they are taken. Spring pictures also may be offered. Information will be sent home to parents about spring pictures and how that process will work. Spring picture plans differ from company to company.

Assessment in Elementary School

Assessment is a critical component of today's educational process. Therefore, we assess students periodically throughout the school year. This is a list of the assessments for grade levels that are administered throughout the year. Dates fluctuate from year to year. Please watch the **Tigerhawk News** and **Friday Note** to see specific dates.

| | |
|--------------|--|
| Kindergarten | Benchmarking (3 times/year) |
| First Grade | Benchmarking (3 times/year) |
| Second Grade | Benchmarking (3 times/year) |
| Third Grade | Benchmarking (3 times/year) State Approved Assessment (1 time/year) |
| Fourth Grade | Benchmarking (3 times/year) State Approved Assessment (1 time/year) |
| Fifth Grade | Benchmarking (3 times/year) State Approved Assessment (1 time/year) |
| Sixth Grade | Benchmarking (3 times/year) State Approved Assessment (1 time/year) |

Report Cards

Written reports regarding the academic progress of students in grades PK-6 will be sent home to parents at the end of the 1st, 2nd, and 3rd trimesters. Reports will appear in a checklist format. Also, reports in the form of mid-term reports, letters, and other notices will be sent home whenever undue concern for academic progress and pupil behavior arises.

Request for Duplicate Report Cards & Other Educational Items

If a student's parents are not living together, and if a student's grade reports are desired by both parents, please request additional reports from the school office. Other items you may wish to request include:

- 1) Mid-term Academic & Behavior Reports
- 2) Parent-Teacher Conference Notices,
- 3) School & District Newsletters.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall and spring. Information will be provided to parents and teachers regarding the date and time of the conference. Parents are encouraged to attend all conferences.

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 an invitation may be sent in the mail. Invitations that include the entire class may be distributed. Please notify the classroom teacher in advance so that the invitations can be distributed with minimal disruption to the school day.

Lost and Found

Unidentified articles found in the school are to be turned in to the office and then put in the lost and found closet. Eyeglasses and jewelry are not routinely placed with other articles, so please inquire at the office. It would be helpful if jackets, boots, hats, mittens, etc. (clothing items that will be removed during the day) are 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 owners. All items will be kept until the end of each semester and then given to Goodwill.

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 of turning the 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.

Equity Education Opportunity

School Board Policy No. 102

Date of Adoption: January 19, 2015.

The Board will not discriminate in its educational activities on the basis of age, race, color, socio-economic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation. The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the

district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of age, race, color, socio-economic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the age, race, color, socio-economic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

Legal Reference: 20 U.S.C. 1221, 1681, 1701 (1988) 42 U.S.C. 12101 (Supp. 1990) 34 C.F.R. Pt. 100 (1993) Iowa Code 216.9; 256.11, .11A; 280.3 (1995). 281 I.A.C. 12