

Student Personnel

Series 500

Policy Title: STATEMENT OF GUIDING PRINCIPLES

Code No. 500

The Board of Directors intends to protect the rights of each student and promote the welfare of all students simultaneously.

Policies in this series are enacted to aid in providing quality experiences for students in all activities related to the educational program. It is the purpose of the Board to provide opportunities for all students to become more useful and productive citizens as adults.

Statement of Beliefs

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

Vision

CMSD celebrates its assets as an ideally-sized district which is committed to providing the respect and support needed to develop competencies that lead to a productive and meaningful life. This is evidenced through quality instruction programs and facilities, sound leadership and mutual cooperation of all members of our community.

Mission

Colfax-Mingo Community School District's mission is to ensure a community that fosters life long learners, independent thinkers, and productive citizens contributing in a dynamic, diverse world.

Motto

Together Everyone Achieves

Date of Adoption:

July 1, 1985

Reviewed & Revised:

August 15, 1994

March 27, 2000

January 27, 2003

January 21, 2008

February 16, 2015

Student Personnel

Series 500

Policy Title: ATTENDANCE REQUIREMENTS

Code No. 501.1

The Board of Directors shall determine the compulsory attendance period each school year as permitted by the Code of Iowa.

Children who are residents of this district and who are in sufficient physical and mental health must attend an approved school full-time until they reach the age of sixteen unless he/she meets one of the conditions of exception as provided by the Code of Iowa.

Date of Adoption:
July 1, 1985

Legal Reference:
(Code of Iowa)
Chapter 299.1, 299.2

Reviewed & Revised:
September 3, 1991
October 3, 1994
March 27, 2000
January 27, 2003
January 21, 2008
February 16, 2015

Student Personnel

Series 500

Policy Title: HOMELESS CHILDREN AND YOUTH

Code No. 501.3

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

Date of Adoption:

February 7, 2005

January 21, 2008

February 16, 2015

Student Personnel

Series 500

Policy Title: COMPULSARY ATTENDANCE

Code No. 501.4

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of days. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent will 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.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

January 21, 2008

August 15, 1994

March 27, 2000

January 27, 2003

February 16, 2015

Student Personnel

Series 500

Policy Title: RESIDENT STUDENTS

Code No. 501.5

Resident students are those whose legal residence is within the boundary of the district. A student who is a minor will be considered to have the same legal residence as that of his/her parent(s) or his/her legal guardian(s).

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

August 15, 1994

April 17, 2000

January 27, 2003

January 21, 2008

February 16, 2015

Student Personnel

Series 500

Policy Title: STUDENT TRANSFERS IN

Code No. 501.6

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district shall request the student's cumulative records from the previous school district. The student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with necessary information.

Legal Reference: 20 U.S.C. 123g (1988)
 Iowa Code 139.9; 282.1, .3; 299A (1995).
 Iowa Code 282.4 (Supp. 1995)

Date of Adoption:
January 8, 1996

Reviewed & Revised:
January 27, 2003
January 21, 2008
February 16, 2015

Student Personnel

Series 500

Policy Title: FOREIGN EXCHANGE STUDENTS

Code No. 501.7

Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by an approved organization and reside within the boundaries of this district. Approved organizations are those listed in a yearly publication of The Council of Standards for International Educational Travel, from Alexandria, VA.

Date of Adoption:
July 1, 1985

Reviewed & Revised:
September 3, 1991
September 6, 1994
March 27, 2000
January 27, 2003
January 21, 2008
February 16, 2015

Student Personnel

Series 500

Policy Title: STUDENT ABSENCES - EXCUSED

Code No. 501.8

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

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.

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate or attend in school-sponsored activities must attend school the entire day of the activity. Exceptions to this requirement would include regularly scheduled medical/dental appointments and funerals. Other exceptions may be granted at the discretion of the building principal. All exceptions must be approved in advance.

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 principal may require evidence or written verification of the student's reason for absence to count as excused or an exception in the above paragraph.

Specifically for the High School:

Excused Absences and Make-up Work

It is the belief of the Colfax-Mingo Board of Directors, Administrators, Teachers, and Staff that attendance is one of the most important keys to a student's success not only in school, but also in their future as well. High School attendance has a direct correlation with the attendance records of the students when they enter the working world. Students shall attend school unless excused by the Principal. Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include the following but are not limited to:

Illnesses

Religious observances

School-sponsored activities

Vacation with parent with prior notice

Doctor's appointments

*Job shadowing***
*College Visits***
Field Trips sponsored by the school^^

***The first one does not count towards the eight (8) day absences*
^^Does not count against the (8) days absences

The Principal reserves the right to excuse an absence.

Every student will be allotted eight (8) days of excused absences per semester. Parent/guardian will be notified in writing and by phone when their student has four (4) excused absences. When a student reaches their eighth (8) absence, the parent/guardian will be notified in writing and a meeting will be set up with the student, the parents/guardian, the Principal, and the counselor to discuss the expectations of further absences.

Students whose absence or tardy is excused shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the teacher to complete the work missed. In order to receive full credit, students must complete all work prior to being gone on a pre-arranged excused absence. (i.e., a vacation, college visits, field trips, job shadowing)

All make up work for absences exceeding three consecutive days must be completed within one week plus the number of days absent. The time and nature of make up work shall be at the discretion of the teacher.

Truancy-Unexcused Absences

The Board of Directors of the Colfax-Mingo Community School District shall not tolerate truanies or unexcused absences.

An unexcused absence is defined as an absence without a reasonable excuse. ***Mere parental notification does not constitute an excuse for an absence.*** The authority to excuse an absence is vested in the Principal. Absences for the following reasons shall be considered unexcused:

Tardiness
Shopping
Hunting
Attending concerts
Fairs
Performances
Other events not sponsored by the school
Preparation or participation in parties and other celebrations
Employment
Home chores
Baby-sitting
Haircuts
Tanning or other personal grooming excursions
Being gone without a parent's/guardian's prior knowledge
Not bringing a written notice of an absence within 48 hours

This list is by no means inclusive. Colfax-Mingo High School does not authorize a student skip day. Any student participating in a “skip day” will be considered unexcused and truant.

Accumulation of Excused and Unexcused Absences

Excused Absences

As stated earlier, a student is allotted eight (8) excused absences per semester. Parents/guardians will be notified in writing and by phone after the fourth (4) absence. Upon the eighth (8) absence, the parents/guardian will be notified in writing and will be expected to meet with the Principal, student, and any other designee. Any absences occurring after the eighth (8) absence will require a written confirmation from a medical personnel stating why the student was absent. All students will be allowed to make up their work with full credit with medically excused absences after the allotted eight (8) days. If a student does not have a medically excused absence beyond the eighth (8) day, the student may be subject to making up time for each of the absences beyond the allotted eight (8) days of absence. As long as a student makes up the time they missed from class, they may receive full credit for their make-up work.

Unexcused Absences

Upon a student’s second (2) unexcused absence the parent/guardian will be notified in writing and by phone. Once a student has reached two (2) unexcused absences, a student will be considered truant and will be put on an academic probation. After a student’s fourth (4) unexcused absence, a meeting will be called by the Principal or their designee with the student, parent/guardian, counselor and/or the at-risk director. Once a student has reached five (5) unexcused absences in a semester, they will be dropped from a class and a NO CREDIT will be given for that course or courses missed. If a parent/guardian would like to have their student reinstated in a class for credit, they will need to meet with the Superintendent and/or Board of Directors of the Colfax-Mingo Schools.

Absence on the Day of an Activity

Students who wish to participate in or attend school-sponsored activities (i.e., including practices, meetings, pictures, etc.) must attend school the entire day of the activity. Exceptions to this requirement would include regularly scheduled medical/dental appointments and funerals. Other exceptions may be granted at the discretion of the Building Principal. *All exceptions must be approved in advance.*

Parental Notification Responsibility

It shall be the responsibility of the parent/guardian to notify the high school attendance center (674-4111) as soon as the parent knows the student will not be attending school. **The answering machine is on from 4:30 p.m. until 7:30 a.m.** Please understand that parental/guardian notification does not constitute an excused absence. The Principal may request evidence or written verification of the student’s reason for absence. **The student has forty eight (48) hours in which to produce a note from a parent/guardian when**

the school is not notified in advance. Failure to do so will result in the absence being counted as unexcused.

Date of Adoption:	January 27, 2003
July 15, 1996	September 5, 2006
	January 21, 2008
Reviewed & Revised:	February 16, 2015
March 11, 2002	
[Policy Effective date: July 1, 2002]	

Student Personnel

Series 500

Policy Title: TRUANCY-UNEXCUSED ABSENCES Code

No. 501.9

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is unexcused absences of five (5) days per semester. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebration, employment, baby-sitting, haircuts, and tanning. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

The building principal shall investigate the cause for a student's truancy. If the building principal is unable to secure the truant student's attendance, the building principal should discuss the next step with the school board. If after school board action, the student is still truant, the truancy officer shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent 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.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Date of Approval:
July 15, 1996

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January 27, 2003
September 5, 2006
January 21, 2008
February 16, 2015

Student Personnel

Series 500

Policy Title: REQUESTS FOR TRANSFER

Code No. 501.10

At times there are legitimate reasons for a parent or student to desire a different section. For those rare cases, a process to either confirm or change the placement is in effect. One of the main concerns is that everyone is treated fairly and equally.

Students will be randomly placed in a section. The principal and teachers will review the lists for compatibility.

If a parent desires a different placement, he/she needs to put in writing the reasons for the desired change. The principal and teachers will weigh each case individually and will make a decision based on what they feel is best for the student.

If the parent is not satisfied with the decision of the principal, he/she can appeal it to the superintendent, and if still not satisfied to the Board of Directors.

The child will remain in the section he/she was originally placed in until the appeal process is complete.

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February 16, 2015