

## FORWARD

This handbook has been prepared so that it will be a useful guide for all Colfax-Mingo Jr-Sr High School students. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of this student handbook, which contains definite descriptions of school policy, and activities.

Students will find this book to be a very useful reference throughout the coming school year. Everyone must understand our school policies if our school is to function smoothly and efficiently.

All students are expected to know the provisions in this handbook. Please take time to read it as soon as possible.

The Colfax-Mingo Jr-Sr High Staff would like to Welcome you all back to school.

<u>Staff</u>		<u>Administration</u>	
Mr. Barkalow	8 <sup>th</sup> Grade English	Mr. Marty Lucas	Superintendent
Mr. Bartholmey	JH Math	Mr. Todd Jones	Secondary Principal
Mr. Cisler	Resource Education		
Mrs. Boggs	TAG	<u>Cooks</u>	
Mr. Borts	10 – 12 Counselor	Mrs. Bucklin	Cook
Mr. Brahn	JH Social Studies	Mrs. Tinsley	Cook
Ms. Craven	HS English/JH Reading		
Mr. Crouse	Jr/Sr. Social Studies		
Mrs. Crossland	Social Sciences		
Mrs. Dentlinger	Spanish	<u>Custodial Staff</u>	
Mrs. Fenton	HS Math	Mr. Cooper	Custodian
Mrs. Grant	JH Music/HS Chorus	Ms. Golbright	Custodian
Mr. Grife	Physics and Chemistry	Mrs. Landgrebe	Custodian
Mr. Hume	7 <sup>th</sup> Grade English		
Mrs. Tadlock	Resource Education		
Mrs. Larson	JH Resource Education	<u>Secretary</u>	
Mr. Lindsay	Physical Education	Mrs. Daft	Data Manager
Mr. McCarthy	Industrial Technology	Ms. Deaton	Superintendent Secretary
Mr. McCloud	JH Science	Mrs. Hodgson	Board Secretary
Ms. McGhee	Biological Science	Mrs. Hopkins	Jr-Sr High Secretary
Mr. Moening	Instrumental Music	Mrs. Thomas	Financial Secretary
Mr. Murley	English	<u>Associates</u>	
Mr. Pace	Spanish and English	Ms. Buehrer	
Ms. Patterson	Resource Education	Mrs. Ross	HS Study Hall/Attendance

Mr. Poulter	AD & Tech Apps	Ms. Hanna	HS Resource Associate
Mr. Pudenz	Physical Sciences	Mr. Holdefer	HS Resource Associate
Mr. Rupert	Agriculture Education	Mr. Earles	JH Resource Associate
Ms. Chrystin Clark	JH/SR. FACS	Ms. Royal	At-Risk
Mrs. Snyder	Business Education	Mrs. Lester	HS Resource Associate
Mr. Sontag	Art Education	<u>Mrs. McCarty</u>	HS Resource Associate
Mr. Tomas	Health and PE	Mrs. Pierce	HS Resource Associate
Ms. Whiteman	HS Math	<u>Mrs. Wilson</u>	JH Study Hall/PBIS
Mr. Williams	At Risk Coordinator	<u>Mrs. Wolf</u>	JH Resource Associate

## COLFAX-MINGO HIGH SCHOOL

Colfax, Iowa  
2015 - 2016

### To the Students:

*I would like to take this time to welcome you all back to school. This is the time in our life when we anticipate the coming school year with great hope of what the future has in store for us. We know the summer is coming to an end, but we are looking forward to the newness of the year and getting reacquainted with some of our friends we have not seen for a couple of months. For some it marks a time in their life when they are starting completely new in a school. As freshman coming in there will be some anxiety about what is going to happen and for new students to our district it is a concern of being accepted. As for the seniors, there is the anticipation of the end of our educational lives before we become adults. I am sure as the year progresses we will all find the newness wears off and we will all settle into a routine that will help us become productive during this high school year.*

*As is the norm for any school district we must have a set of rules and regulations that help the school year run smoothly. I hope you take the time to go over this handbook to re-acquaint yourself with some of the old rules you are accustomed to, but you will need to seek out the new rules that have been established by the board of education to help us run smoothly. I am confident you will find the rules fair and impartial and a necessary item for us to progress through the year. As we proceed in to the school year, we will continue to implement our new PBIS policies. It is our goal that you will all strive to reach higher and go beyond what you might think are your limits. It is my hope you all understand you are more than you think you can be and together we can accomplish great things at our school.*

*It is with great pleasure that I welcome you all back to school this fall. I am anticipating a great year with a lot of positive things happening for us here at Colfax-Mingo. I am excited to start a new year with you and I hope we will all have one of the best years of your life this year.*

*Good Luck*

*Todd Jones  
Jr-Sr High School Principal  
Colfax-Mingo High School*

## **ORGANIZATIONS**

### **Organizations**

All students are encouraged to be involved in a variety of activities. Colfax-Mingo High School offers students great opportunities to show off their talents and have fun. Studies also show that the more school activities students are involved with, the less they get into trouble and grades tend to be higher as well.

- **Student Council**
  - The purposes of the student council are:
    - a) To teach and develop citizenship through democratic practices.
    - b) To provide the opportunity for active participation in the organization and management of school affairs.
    - c) To further interest in school pride and activities.
    - d) To cooperate in promoting the general welfare of the school.
    - e) To advocate for the student body's interests and desires.
  
- **Organizations**
  - **Art Club:** Art club is made up of a group of like minded individuals who come together to further their art appreciation and experiences. The group gathers to plan trips. These trips will usually be taken on the weekend. When not planning events students will meet once a week for studio art time after school.
  - **Cheerleaders:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id36.html> for more information.
  - **Crew:** The Crew is a great way to earn community service time and learn useful skills at the same time. In the Crew students learn to work as a team to control and operate electronic support for drama, music, and Crew members support the athletic teams by providing valuable and required service video taping games.
  - **Drill Team:** Dance group that performs for various events throughout the year.
  - **FFA:** FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

- **National Honor Society:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id158.html> for more information.
- **Science Club/ISEC:** Explore careers in science and technology.
- **Spanish Club:** A community service club that requires 1 year in Spanish or be currently enrolled in Spanish.
- **Yearbook:** The yearbook is done during the academic class Publications which is taken for elective credit. You must be a sophomore to take the class, and then you can take it for credit 3 years. During the class, students work on the yearbook through yearbookavenue.com where you get to design backgrounds and layouts. While it is a class there is a lot of outside work you must do including taking photos at school events, selling ads to keep the price of the yearbook low, and working on the yearbook during the summer.
- **Music / Drama / Speech**
  - **Instrumental Music** (including Concert Band, Marching Band, Pep Band, Solo/Ensemble). See class description in Course Outline Booklet. This class meets M-F during the school day for full academic credit. It is a full year class. Go to <http://colfax-mingo.k12.ia.us> (click on “district fine arts”, then “HS band”) for more information.
  - **Vocal Music:** (including Choir, Jazz Choir and Solo/Ensemble). See class description in Course Outline Booklet. This class meets M-F during the school day for full academic credit. It is a full year class.
  - **Jazz Band:** This group is open to any student enrolled in Instrumental Music (Band) and offers members the chance to perform a wide variety of music. The Jazz Band meets 2-3 days per week before school, starting in mid-October, and includes trumpets, trombones, Saxes and rhythm instruments. Performances include local concerts and jazz festivals.
  - **Jazz Choir:** An auditioned group open to any student enrolled in chorus. Practices happen during and outside of the school day. Students will sing jazz standards acappella and/or accompanied.
  - **Color Guard:** This group is the visual unit of the marching band and open to students that are interested in dance and performing flag work on the field and during parades. Try-outs occur in the spring and rehearsals begin in the summer and continue once school starts until mid-October (during 1<sup>st</sup> hour band and outside of school hours as well).
  - **Musicals:** Musicals are open to the entire school, required for C-M Chorus. Musicals are dramas that include songs and dancing. Those seeking roles must audition. Evening and weekend rehearsals (one month to 6 weeks prior to opening) and performances are required.
  - **Drama Club/Play Productions:** Drama Club is the chance for students to be on stage and back stage, including acting, making sets, costumes and prompting. Drama Club starts up in the middle of February, with a production in early or late April.
  - **Speech:** This activity is open to all students interesting in competing in a variety of speaking categories. Speech starts in December with the selection of

pieces and competitions are in February and March. Practices are at the student and coach's convenience and occur 2-3 times per week.

- **Athletics**

- **Baseball:** Practices typically begin in May and games run until mid-July.
- **Basketball:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id25.html> for boys basketball information and <http://cmhigh.colfax-mingo.iowapages.org/id27.html> for girls information.
- **Cross Country:** A fall season lasting the months of September and October. The distance for girls is a 4K and for boys is a 5K. The meets are run in parks and golf courses on beautiful fall days. We have a Breakfast Club in the summer and meet together weekly to run, chat and eat breakfast. Pre-season running is essential. All students are welcome to come out, even beginning runners, as each athlete progresses at their own pace and level. Runners are Winners!
- **Football:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id21.html> for more information.
- **Golf:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id28.html> for more information.
- **Soccer (shared program with PCM):** Girl's practices begin in late March at the complex in Prairie City. Boy's practices begin in early March at PCM HS. Girl's practices run from 4 to 5:30pm daily, boys from 3:30 to 5:30 daily. Every player needs cleats, shin guards, a pair of both white and maroon socks. Girl's season ends in early June, boy's in late May.
- **Softball:** Colfax-Mingo fields both a Varsity and Junior Varsity softball team. The game of softball is similar to the game of baseball but with a few changes. Softball is played during the summer season. Players will learn and further develop their skills in fielding, hitting, offense and defense.
- **Swimming (shared with Newton):** Go to the following sites for information: <http://www.newton.k12.ia.us/schools/hs/Athletics/GirlsSwimming/Index.cfm> (girls)  
<http://www.newton.k12.ia.us/schools/hs/Athletics/BoysSwimming/Index.cfm> (boys)
- **Track:** Varsity sport open to freshmen through seniors. The season runs from mid February through the middle of May. If you are interested please contact a coach. Runners are winners!
- **Volleyball:** Go to <http://cmhigh.colfax-mingo.iowapages.org/id23.html> for more information.
- **Wrestling:** High School wrestling is a mixture of a team sport and an individual sport. Colfax-Mingo competes in wrestling and fields both a varsity and junior varsity team. At the varsity level, there are 14 weight classes ranging from 103 to 285 pounds. Wrestling is an excellent sport for the athlete to develop important life skills in hard work, dedication, determination and perseverance. Athletes will further their athletic skills by becoming stronger, faster and more agile.

## **HEALTH SERVICES AND SAFETY**

### **Accidents**

Every accident in the school building, on the grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **Insurance**

Student insurance is available as a service. Athletic participation will depend on whether the student has adequate safeguarding policy, his/her own or through the school. The School Board shall assume one-half of the extra cost of an insurance premium where extra premiums are required for coverage.

### **Fire and Tornado Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give and post the instructions for the students to follow.

The fire detection system has been installed as a protection for everyone in the building. Any tampering with this alarm system will be considered a serious violation and indicates a disregard for the safety of others. Any violators will be expected to appear before the Board of Education.

## **1. CURRICULUM**

### **Section 1.1 Requirements for Graduation**

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, as well as complete all the required courses of study prior to graduation as determined by the State Department of Education and the Colfax-Mingo School District Board of Directors.

Prior to and as a condition of graduation, high school students shall complete a **Portfolio, Present a Senior Project, 80 hours of Community Service and the following semester credits**: Students who are new to the district will be expected to complete community service

on a pro-rated schedule of 20 hours per year you are a part of the Colfax-Mingo Community Schools.

### Community Service

A student will do service in the community (outside of family, extended family, and friends), preferably outside school hours, which does not carry with it any form of reward or payment and subject to committee approval. Each student is solely responsible for the preparation and the filing of their Community Service Project Sheets. Students are encouraged to hand in their completed forms immediately after finishing their community services. Deadline for turning in project sheets is two weeks after the end of the semester in which the community service has been performed and two weeks after the start of the school year for community services completed during the summer months. Forms are available in the Media Center and High school office.

<b>Basic Requirements</b>	<b>Minimum Credits Required</b>
4 years of English	8
3 years of Math	6
3 years of Science	6
3 years of Social Studies	6
4 years of Physical Education	2
1/2 year of Computer Science (Fr/So)	1
½ year of Personal Finance (Fr/So)	1
Electives	17
<b>TOTAL</b>	<b>47</b>

All students are required to fill at least seven (7) of eight periods by taking a minimum of six (6) academic courses and physical education each semester of attendance.

Students, who are unable to fit Physical Education or need to be on a PE Contract, will need to make up those credits with other elective classes to complete the 47 credit diploma.

Students may choose to not take physical education for one semester each year as long as they are involved and complete one of the following activities during their chosen semester; marching band or a school sponsored athletic activity. If a student who begins the semester in an activity and drops out or fails to finish said activity, that student will be put into a PE class upon quitting that activity.

Students enrolled in yearlong classes will not be allowed to drop at semester for reasons other than failing the class. Exceptions may be made in extreme circumstances and may be granted by the principal or their designee.

Students shall be required to take physical education each semester unless excused by the counselor upon written request of a parent or guardian supported by a physician's statement

or for religious conflicts. A student may be excused, as well, if the student takes enough academic classes to fill their entire schedule. Students who are unable to complete their PE requirements during the regular school day MUST fulfill the state requirement of 120 minutes of physical activity on a weekly basis. To accomplish this, students with eight (8) academic classes will complete a PE contract with the school, signed by the parent/guardian and the student. In this contract the student states specifically how he/she will complete the required 120 minutes of activity required by the State of Iowa.

**Commencement Code #507.3**

**Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district.** *It should be noted that participating in commencement proceedings is considered an extra-curricular activity and is therefore subject to the "Student Conduct" policies.*

**Graduating seniors have the ability to graduate with honors. Those honors include, but are not limited to, Magna Cum Laude 3.50 Cumulative GPA or higher and/or Summa Cum Laude 3.80 cumulative GPA or higher.**

**A student may request to be excused from graduation activities through a request to his or her high school principal stating his or her reasons. Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.**

**To receive a Colfax-Mingo diploma a student must have been enrolled for at least the last semester of the school year of graduation. A student who graduates at mid-term of their senior year may participate in commencement exercises provided they have been granted permission to graduate early by the board of education. The superintendent, in extenuating circumstances, may waive this requirement.**

A student will not be allowed to graduate with fewer than the required credits without the approval of the board. The board shall have complete discretion to determine extraordinary circumstances. Students may receive an alternative diploma issued by the Colfax-Mingo Community Schools. The alternative diploma may be earned in place of a regular diploma. This will be decided on a case-by-case basis.

Senior students may, with parental/guardian approval, graduate mid-term provided they have fulfilled all graduation requirements and meet the standard 47 credit diploma. Exceptions may be granted by the superintendent and/or school board in extraordinary circumstances.

Special education students shall satisfy the individual graduation requirements as stated in their individual education plan. They can complete courses required for graduation by electing to use the pass/fail procedure or through Special Education Classes.



In case of transfer students, the above requirements may be altered if such permission is granted by the high school principal and superintendent upon the recommendation of the counselor.

### **Section 1.2 Promotion of Special Education Students**

It is the policy of the Colfax-Mingo Community School to promote special education students to the high school at the age when most middle school students are promoted. This means the promotion would take place at least by the time the student is fifteen years of age. It is the intent of this policy to provide the opportunity for all students to complete the four-year high school curriculum requirements for graduation by the age of eighteen.

### **Section 1.3 Evaluation and Reporting of Student Progress**

Reports of pupil progress shall be made to parents in written form at the end of each nine-week school period. Letter grades are used to designate a pupil's progress. All nine weeks and semester grades on student cards will be reported as a letter grade. *It should be noted that a nine week grade is only considered an indicator grade and not the final grade that determines a students GPA. One complete credited grading period at Colfax-Mingo Community Schools lasts for one complete semester.*

Three (3) week reports for all students will be e-mailed or a hard copy will be mailed to parents/guardians upon request. This report is based on the first three and six weeks of a nine-week period and does not represent a nine-week grade. **Every Week each teacher is expected to update their grades to reflect the most up to date information regarding student progress. This information can be accessed through our JMC student information system.**

Each teacher shall announce the basis and method of evaluating progress to students and parent/guardian at the beginning of the semester. **Each teacher will send a sheet home to the parents explaining the grading system and his/her classroom expectations.** At all times, teachers shall evaluate progress of students in an appropriate manner.

### **Section 1.4 Honor roll and Class Ranking**

All students earning at least a 3.00 grade point average shall be listed on the honor roll. All courses for purposes of determining honor roll, awarding of academic letters and National Honor Society participation are weighted on a four-point scale (A 4.00, A- 3.67, B+ 3.33, B 3.00, B- 2.67, C+ 2.33, C 2.00, C- 1.67, D+ 1.33, D 1.00, D- 0.67, F 0.00). Honor rolls will only be determined at the end of each semester.

### **Section 1.5 Dropping a Course**

To drop a course, a special form must be secured from the guidance office, filled in and signed by the student, parent/guardian, subject teacher, and guidance counselor. Permission to drop a course is difficult to obtain. Students are expected to complete courses they select. Students dropping a course after the first four (4) weeks of class will result in the student receiving a failing grade for the course. Where there are extenuating circumstances, the principal and guidance counselor may waive the levy of a failing grade.

We believe that it is the obligation of the school, the student, and the parent to determine the full reason for a student dropping a course after they have started said course. It is also important for the school and its teachers to help a student who is having difficulty in a class. This is why a student must follow proper procedure for dropping a class.

### **Section 1.6 Study at home during Convalescence**

When a student is directed by a medical authority to remain home for two (2) or more days, arrangements may be made through the principal's office for assignments to be sent to the student, or an alternate home study program may be arranged.

For the student who cannot return to school for an extended period, a home study program may be arranged. After notification by the parent/guardian, the principal shall arrange a meeting with the teachers and student involved. The requirements of each class shall be reviewed and a schedule for completion of assignments, tests, and class projects developed.

When a student misses school, they are expected to make up work missed for the time they were gone. It is the responsibility of the student to obtain that work from the teacher and complete it. A student absent for more than two (2) days will be allowed the number of days they are absent plus one day to make up their work.

### **Section 1.7 Academic Letter**

Students who satisfy the following criteria shall be eligible for receipt of an academic letter provided they have attended Colfax-Mingo High School or another accredited public or private high school throughout their high school career:

1. Maintain at least a 3.25 grade point average during each of two consecutive semesters or maintain a 3.25 Cumulative GPA in a one year time span, and
2. Maintain a grade of "C" or higher in each course taken during the award period.

For each additional consecutive semester the student satisfies the two conditions, a bar will be awarded. If a student awarded an academic letter fails to satisfy the two conditions during a semester, he/she must satisfy the conditions for two consecutive semesters before an additional bar shall be awarded.

## **2. COUNSELING SERVICES**

### **Section 2.1 Guidance**

The first priority of the guidance office shall be to provide social, educational, vocational, and personal development assistance to each student. Student's concerns shall receive first consideration of the counselor's time and are scheduled whenever necessary. The guidance counselor is available throughout each school day.

The counselor shall assist the student by recommending materials that the student can use to improve study skills and habits and by helping students make curriculum and school program choices, as well as career and life plans. The counselor shall also provide a forum for student expression of personal problems and offer guidance in solving problems.

### **Section 2.2 Scholarships**

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the guidance office on individual scholarship amounts and necessary qualifications. Scholarship availability will be announced in the daily announcements and/or seminar period. Students are responsible for obtaining the information needed for scholarships.

## **3. ATTENDANCE**

### **Section 3.1 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. 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^^

^^ This does not count towards the eight (8) day absences

\*\* Does not count against the (8) days absences *as long as it has prior approval of the counselor and/or the principal, and the student can show documentation they attended an actual visit. A student is allowed two visits as a junior and three visits as a senior. Any partial day taken for a college visit will be counted as ONE day towards their college visits. All college visits must be taken by the second Friday in May.*

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/or 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 regarding any 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 two (2) consecutive days must be completed in a timely manner. The students will be allowed the number of days they are absent plus one day to make up their work. The time and nature of make up work shall be at the discretion of the teacher.

**Parents have the right to excuse their child for any reason they feel is important, however; it is the parents' responsibility to call in their student's absence. We at the school will not question a parent's right to excuse their child for any reason. However; once a student reaches their eighth (8) absence that student MUST have a doctor's note, note from a court appearance, documentation of funeral etc., for an absence to be considered excused.**

**Once a student has reached an excessive number of absences a meeting will be set up and an attendance contract will be developed. This contract will state a definitive level at which a student will be dropped from a class(s) due to lack of attendance.**

### Section 3.2 Truancy-Unexcused Absences

If a family takes a vacation during the school year it would be recommended their student use their eight (8) days of absence for the time they will miss. If the vacation will put them over the 8<sup>th</sup> day, students may come in and make up their work ahead of their absence.

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

**Section 3.3 Accumulation of Excused and Unexcused Absences**

**The following penalties may be considered if a student becomes truant or unexcused for an extended period of time; a student may be taken in front of the county attorney and an attendance plan become binding not only for the student but the parent as well, driving privileges may be taken away from the student by the school, a student could lose their drivers license, and/or their grade may be adjusted or No Credit given.**

**Section 3.4 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 second half of a day (**from 11:31 am to 3:17 pm**) the 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.**

**Section 3.5 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 4:00 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. A text message to your child DOES NOT substitute for a phone call to the school for permission to leave the school.**

**COMMUNICATING WITH THE HIGH SCHOOL**

**Telephone:**

Attendance Office	674-4111		Principal’s Office	674-4459
Counselor	674-4111		Technology Coordinator	674-3165
Athletic Director	674-4474		High School Fax	674-4940

**Mailing Address;**

204 North League Road  
Colfax, Iowa 50054

**District Web Site:**

[www.colfaxmingo.org](http://www.colfaxmingo.org)

**If you have a change to you contact information, please go to the district website to access the “PARENT PORTAL.” All information can be updated there. If you do not have access to the “parent portal” you can call the Jr/Sr. High School office at 674-4111.**

**Section 3.6 Absences After Reporting for School (Cutting Class)**

Absence occurring after the student has reported to school shall be an unexcused absence unless prior written approval is requested of and granted by the principal or their designee. Students leaving school or failing to report for class or lunch during the regular school day, without authorization shall be given **NO Credit** for the work missed in the class or classes from which they were absent. Students shall make up time missed in detention or in-school suspension and may be subject to additional disciplinary action, as well. (Please refer to Section 4.2 Failure to Remain in Assigned Areas-Penalties and Section 5.1-3 Detention).

**Section 3.7 Tardiness**

The penalty for unexcused tardiness is a detention time of 30 minutes for each tardy after the second (2) tardy. Being late to class due to a medical appointment, dental appointment, a funeral, or notification from another teacher or administrator will be considered an excused tardy.

Students who are tardy for a class 3 times or more in a semester will receive the following penalties:

Times tardy for one class	Consequence
4 times tardy	30 minute detention time
5 times tardy	1 hour of detention
6 times tardy	1 day In-School-Suspension
7 times tardy	2 days ISS
8 times tardy	Conference will be held with parent, student, and principal or their designee to draw up a contract of attendance

*Excess excused tardiness may follow the same penalties as for unexcused absences as stated in section 3.3 above.*

### **Section 3.8 Social Media**

Within Colfax-Mingo Jr-Sr High 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 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 birthdates, 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.

### **Section 3.9 Electronic Devices**

Portable radios, tape players, MP3 players, IPOD(or similar device), television sets, beepers or pagers, laser lights and similar electronic devices are not to be used during the school day unless given permission from the classroom teacher and/or the building principal. Please leave them at home.

*MP3 players, iPods (or similar devices) may be used during a student's study hall as long as they do not disturb other students. Students will be expected to listen to school appropriate music. We recommend that cell phones be left at home or in a student's locker locked up. However, a student may carry their cell phone, but they are not to be used for any reason during class time. Televisions, beepers, pagers, laser lights, game systems, and similar electronic devices are not to be used during the school day at any time. . Students using devices in an inappropriate manner that are not allowed in school may have that device confiscated and a detention may be issued. **All of these offenses may be punishable through loss of the device, detentions, suspensions, and/or through the student code of conduct policies.***

*Any devices lost or stolen while at school will be the sole responsibility of the student. The school shall not be responsible for any device brought to school*

### **Section 3.10 Cell Phones**

**This Policy is Subject to Change depending on situations that may arise or by board directive.**

Cell phones may not be used at any time during a class period even if the student is out of a class in the hallway. Students will be allowed to use their phones during passing times and during their lunch times to call or text. The purpose of this rule is to teach students responsible usage of cell phones. **Cell phones are to never 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.**

**A student may use their cell phone as an iPod during their 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.**

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.



First offense	Cell phone will be taken from the student and kept in the office until the school day is over
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 is able to come and pick up the phone. A detention will be issued.

### **Section 3.11 Dress Code**

In accordance to Board Policy Code 502.10 the following guidelines will be used for proper student dress while at school or school functions.

- 1) Students may not wear hats, hoods, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days.
- 2) Clothing with words or pictures should not include profanity, libel, or sexual innuendos.
- 3) **Shoes will be worn in the building at all times.**
- 4) Clothing which advertises or promotes the use of tobacco, alcohol, drugs, or related materials is not acceptable.
- 5) 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 of any type.
  - Shorts and skirts must be NO LESS than 11 inches from the TOP OF THE HIP.
  - Pants must be worn so underwear is NOT visible. **“Saggin Pants”**
  - 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.

Violators of the above rules will first be asked to change their clothing or remove the offending item and a warning given. Those students who violate these may be given detentions for repeated violations or may be sent home for non compliance of school rules.

## **4. LEAVING A CLASS OR THE SCHOOL GROUNDS**

### **Section 4.1 Signing in and Out of School**

Students are required to sign in at the office if they arrive at school after the regular starting time or if they leave at any time during the school day.

Students shall not be authorized to leave school grounds before scheduled dismissal without prior parental notification to the office, approval of the principal and compliance with the sign out procedure.

- Prior parental notification means a written or phone request by parent or guardian made to the office documenting a reasonable need to depart before the scheduled dismissal. (Please refer to paragraph Sec. 3.2 “Truancy-Unexcused Absences” which includes a list of needs that shall not be considered reasonable.)
- Approval of the principal means written or oral approval of the principal, or a person authorized by the principal to grant approval in his/her absence.
- Compliance with the sign out procedure means the student shall confirm that parental notification has been received; obtain approval of the principal and then **signing out legibly** on the sign-out sheet in the office by entering the **student’s full name, time of departure, and destination. Failure to do so will result in a detention which will move the student into the detention matrix.**
- Failure to properly sign in or out will result in a student being considered out of their assigned area and will be treated in accordance to section 4.2.

**Section 4.2 Failure to Remain in Assigned Areas – Penalties**

Students found to have left school without authorization, failed to report for any class including study hall or left a class without authorization, or found to have failed to remain in the designated lunch area shall be considered absent without excuse and shall receive the punishment listed below. Further, NO CREDIT will be given for work missed during unexcused absences.

First Violation	Detention
Second Violation	One (1) day of In-School Suspension
Third Violation	Two (2) days of In-School Suspension and written notification to parents
Fourth Violation	Three (3) days of In-School Suspension and a conference with a parent/guardian prior to return to classes
Fifth Violation	<b>A student may be dropped from the classes missed during the unexcused absences and will receive NO CREDIT for those classes.</b> The principal reserves the right to give up to ten (10) days of Out of School Suspension and/or recommendation of expulsion to the school board. In addition a parent conference will need to take place with the administration and/or board prior to return to school.

### **Section 4.3 Hall Passes**

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass (WHICH CAN BE FOUND IN THEIR PLANNERS) from an authorized staff member. Students are required to report for class.

### **Section 4.4 Loitering**

Before 7:45 a.m. and after 4:00 p.m. the school premises shall be vacated by all parties except employees of the school district and pupils under faculty supervision and persons properly authorized to use district facilities. **On “teacher in-service” days, students must leave the building unless directly supervised by school personnel not directly involved in the in-service activities.**

### **Section 4.5 Lunch**

Students shall remain in the commons during their assigned lunch periods. Students must apply and be approved for off campus lunch through the Principal’s office before they are granted the privilege of off campus lunch. Students must sign out and in at the high school office during their lunch period each day. It will be the student’s responsibility to know the bell schedule for the day.

- a. **The student must live within walking distance of the high school.** (i.e., be able to walk home, eat and walk back to school in allotted time)
- b. The student must sign out and in every day
- c. The student must not take anyone else home with them
- d. Off campus lunch privileges can be revoked for other violations such as, chronic tardiness or absences, notification from the Court system, and violation of any rules and regulations in the Student Handbook.

### **Section 4.6 Open Campus**

Seniors must apply and be approved for open campus through the Principal’s office before they are granted the privilege of open campus. Upon receipt of a signed parental permission form, seniors shall be granted open campus privileges during their final year at Colfax-Mingo High School provided they:

- a. Have maintained an overall “C” average for all courses and received no grade lower than “C-“ in any one course during the semester immediately prior to their final year?
- b. Will have completed all graduation requirements stated in Section 1.1 with completion of their final semester.
- c. Have and maintain a schedule that includes six academic subjects plus physical education during their final year unless given permission due to having more than 52 credits.

- d. Maintain a “C” grade in each course throughout their final year; and
- e. Have not violated the Attendance or Good Conduct Policy for up to a year prior to being allowed to have open campus privileges. This means a student may earn back the privilege of having open campus.

Open Campus privileges means that seniors are granted the opportunity to leave the campus during their study hall period (but not the Advisory period) provided they:

- a. Sign out in accordance with the procedure of section 4.1c;
- b. Leave the grounds immediately after class without lingering in the building or on the grounds, or visiting students in other classes;
- c. Drive slowly and quietly when leaving;
- d. Upon returning to school, remain quiet in the lobby or other designated area after signing in without visiting lockers, rest rooms, locker rooms, classrooms or the gym before the passing bell signals the end of a class; and
- e. Does not bring food and/or beverages back into school.

Seniors who choose not to leave campus during their study hall periods must report to study hall or the media center. Once a student chooses to stay on campus and go to the media center or the study hall the student must sign out in the office and designate where they are going. (i.e., Jack Smith/ 8th period/ 2/23/06/ OC media center). Students must remain in the area they designated without visiting rest rooms, lockers, locker rooms, or the gym before the bell signals the end of a class. Students choosing to remain on campus during open campus must be in their assigned areas before the tardy bell rings.

The open campus privilege shall be revoked when it is found that a student is no longer in compliance with the provisions listed above, or fails to abide by the provisions for exercising the privilege. Also, open campus privilege can be revoked for other violations such as, chronic tardiness or absences, notification from the Court system, and/or violation of any rules and regulations in the Student Handbook. *Open Campus may be granted at any time with the permission of the principal.*

## 5. STUDENT BEHAVIOR

### **Section 5.1 Student Conduct and Discipline**

The Board of Directors of the Colfax-Mingo School District believes positive behavior from students, parents/guardian, teachers and administrators has a positive impact on the reputation and image of the school district. The board also believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity. They shall be respectful and considerate of the rights of others. This standard of behavior shall be maintained while students are on school premises, while on school owned or operated school or chartered buses, while attending or engaging in school activities and while away from

school grounds, if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy or implementing administrative regulations shall be subject to discipline. Conduct violating this policy includes disruption of or interference with the educational program, disruption of the orderly and efficient operation of the school or school activity, disruption of the rights of other students to obtain an education or participate in school sponsored activities, or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include but are not limited to, probation, removal from the classroom, detention, suspension, and expulsion.

- 1) Probation means a student is given a conditional deferment of a penalty for a definite period of time, not to exceed ten days, in additions to being warned and punished for misconduct. During the deferment period the student *MUST* satisfy the conditions and terms imposed. Failure of the student to meet the conditions and terms shall invoke the deferred penalty.
- 2) Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.
- 3) Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. The length of the detention shall be within the discretion of the certified employee/principal disciplining the student. Detentions should be given in increments of 20 minutes and not to exceed one (1) hour. Detentions during the week will be with the office assigned detention monitor in the designated room or with the teacher who assigned the detention.
- 4) A restriction from school activities means a student will attend school and classes, but will not attend or participate in school activities. Students involved in extracurricular activities will attend practice sessions and will be required to sit on the bench area in street clothes for athletic competition.
- 5) In-School/Out-of-School Suspension means removal from all classes and activities for up to ten (10) school days. The administrator will decide if the suspension is to be served in school or out of school. Suspended students shall complete all work assigned during the suspension to the satisfaction of the teacher. Failure to complete such work shall result in the assignment of an incomplete for the course. ***Student will receive full credit for the daily work made up while in suspension.*** In-school suspension will be served in the ISS room under the supervision of school personnel.

- Students using profanity with or showing disrespect toward teachers or staff members may receive In-School suspension or an Out-of-School suspension at the principal’s discretion.
- Detentions given must be stayed within one (1) week or they will be doubled.
- Detention policy at the high school. Students who receive 5 detentions or more in a semester will be assigned the following:

5 detentions	Meeting with the Principal
7 detentions	Meeting with Principal and Building Assistance (BAT) team
10 detentions	A meeting will be set up with the principal and/or their designee

- 6) Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the Board of Directors for the Colfax-Mingo School District.

The following will result in punishment:

- Refusal to conform to school policies, rules or regulations;
- Public Displays of Affection or sexual misconduct will be a violation of conduct for students to demonstrate overt displays of affection beyond holding hands at school or school activities, including both home and away events. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact.
- Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school related activity;
- Refusal to comply with directions from teachers, administrators or other school personnel;
- Physical attack or threats of physical attack to students, or school personnel;
- Possession of weapons, contraband or dangerous objects;
- Theft, robbery, extortion or other criminal or illegal behavior
- Damaging, altering, injuring, defacing or destruction of any building, fixture, or tangible property;
- Causing a fire or explosion, or placing any burning or combustible material, or an incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed;
- Fighting or engaging in disruptive or violent behavior at school or at school events;
- Making noise in the vicinity of the school or school sponsored activities which disrupts the orderly, efficient and disciplined atmosphere of the school or the school sponsored activity;
- The use of profanity or abusive language on the school grounds, including abusive epithets or threatening gestures to other students, or school personnel;

- By words or action initiating or circulating a report or warning of fire, epidemic or other catastrophe knowing such report to be false or such warning to be baseless;
- Obstructing access to school premises or access to premises where a school activity is being held;
- Possessing or consuming alcoholic liquors or beer.
- Possession of a controlled substance or controlled substance look-alike;
- Selling or trading of prescription medications
- Use of tobacco or any controlled substance or their look-alike;
- Gambling;
- Documented conduct detrimental to the best interest of the school district.

Guilt of any of the above may be by admission, by court of law, law officials, or determined by evidence observed by school personnel. Violation of board policy or training rules will result in loss of the privilege of participating in school-sponsored activities for 4 calendar weeks beginning from the time of admission to or at the time the school administrator(s) obtain valid information from one of the above mentioned personnel. Once a student has been given a code of conduct they will be put on conduct probation for one (1) year. Upon any further violations of the Good Conduct Policy a student will fall under the following penalties:

First Good Conduct Offense	4 calendar week suspension from all extra-curricular activities and one year probation
Second Offense within one year of the first offense	2 calendar months suspension from all extra-curricular activities and the one year probation is extended
Third offense within one year of the original violation	6 calendar month suspension from all extra-curricular activities and the one year probation is extended and a meeting between the student, parent/guardian, principal, and the counselor will be set.
Fourth offense within one year of the original violation	12 calendar months suspension from all extra-curricular activities and the one year probation is extended

It is the goal of the Colfax-Mingo Board of Education and the administration to help or intervene with students who appear to be having a problem in school. To help students understand the importance of helping themselves the Board has implemented an “**Honesty Policy.**” If a student admits their guilt before the school administration discovers any violation a student’s suspension time may be cut to one half of the above stated penalties.

The coach, sponsor, teacher and administrators collectively will make the decision as it applies to the infraction of board policy or training rules. These penalties can carry over to the next activity, if necessary.

The hearing process for violation of Maintenance of Orderly Conduct, Training Rules, and Board Policies will be conducted under the same process as found under 502.2B, Suspension of Students; however, training rule violations which do not also violate the general Orderly Conduct Rules will not be a basis for suspension from classes.

At the discretion of the supervising teacher, coach, or sponsor, and approval of principal, a minor infraction may be handled informally if guilt is admitted and the student accepts the penalty. This will only be considered in response to a minor infraction. Such informal disciplinary measures shall not be counted as an offense for purposes of classifying subsequent violations, but may be considered when determining an appropriate penalty.

The decision to handle a matter informally may be overruled at the discretion of the principal or superintendent when the seriousness of the violation makes informal disciplinary action clearly insufficient to deter further similar violations by the student involved or the student body in general.

The Principal shall maintain a record of Disciplinary events. The Board, at their discretion, may request that serious or repeat offenders have notices placed in their permanent record as well.

### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying, 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 or bullied should:

- I. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully the student should ask a teacher, counselor or principal to help.
- II. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - a. Tell a teacher, counselor, or principal; and
  - b. 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 or bully did;
    - Witnesses to the harassment or bullying;
    - What the student said or did, either at the time of the incident or later;
    - How the student felt; and



- How the harasser or bully responded.

Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when such conduct does one or all of the following:

- Places a 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.

Sexual harassment or bullying includes, but is not limited to:

- Physical conduct or verbal or written harassment or abuse of a sexual nature;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggestions or demands of sexual involvement, with implied or explicit threats;

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

- Verbal, electronic, 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.

**All of the above may result in punishment through the school's disciplinary policies.**

### **Section 5.2 Suspension**

The Superintendent, Principal, or any other supervisory teacher designated by the Superintendent may suspend a pupil for not more than three (3) days, notice of such dismissal may be given in writing to the board president. This is in accordance to Board Policy 502.2B. This will be in effect unless the infraction warrants an extension of the number of days of suspension.

Those school officials, designated by the school board, may suspend students for misconduct or violation of school district policies. For suspensions of ten (10) days or less:

- a. Student will be questioned. If guilt is admitted, the administrator may determine the penalty. Notice of violation, penalty and the right to an administrative hearing shall be given to the student and parent/guardian in writing. Request for hearing must be received within five (5) days by the administration or building secretaries.

- b. If the offense is denied or the hearing requested, the hearing will be held within two (2) school days.
- c. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence. The person(s) who observed the misconduct shall be present when reasonably possible. An effort shall be made to involve the parent/guardian in this hearing.
- d. The student shall be given an opportunity during the hearing to present his or her side of the story.
- e. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the notice and hearing shall take place as soon as is practical.
- f. A record of the hearing shall be made and the decision of the hearing will be given to parent/guardian in writing. After the time for appeals has passed, the record may be destroyed.
- g. Appeal is to the Board of Education as provided by law. Further appeal is to the State Department of Education as provided by law.

### **Section 5.3 Expulsion**

Students who fail to abide by the conduct policies established by the school and stated in this handbook may be expelled from school. It shall be within the discretion of the Superintendent to recommend to the board, the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The Principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

- a. Notice of the reason for the proposed expulsion;
- b. The names of the witnesses and an oral or written report on the facts to which each witness will testify;
- c. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
- d. The right to be represented by counsel;
- e. The results and finding of the board in writing open to the student's inspection.

In addition to the above procedures, a special education student shall be provided with the following procedures:

1. Determine whether the student is guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period (*in accordance to the IEP and Special Education requirements*) following written notice to the parent/guardian and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future. *This will be addressed with the student's IEP team.*

#### **Section 5.4 Levels of Discipline**

The following system has been designed to promote progressiveness and consistency in disciplinary procedures.

**Level I: Classroom Detention.** A staff member may issue a verbal warning or an in-class detention to be served before or after school. This level is intended to promote the desired goal of the student and staff member working towards an understanding of proper attitudes and behaviors conducive to a learning atmosphere in the class. A written record of the informal detention is at the option of the staff member. A staff member may choose to initiate Level II at any time and is not required to start the procedure at Level I. Failure of the student to respond to the informal detention will result in increased time and movement to Level II or higher level of the discipline procedures.

**Level II: Detention.** A detention may be assigned by a staff member and shall become a matter of record. Detention records shall be held for the duration of the school year.

Students receiving detentions will fall in to the detention matrix. Students must stay their assigned detentions within one week of assigning the detention or the student will have another detention assigned to them. For each week a student does not stay their detention another will be assigned on top of the previous detentions. The detention matrix will be assigned as follows. The Principal or their designee may set meetings as needed to work with parent and student to determine the length of detention time to be served.

8 detentions	Meeting with the Principal and /or designee
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11 detentions	Meeting with Principal and Building Assistance (BAT) team
15 detentions	A meeting will be set up with the Principal and/or their designee
Excessive detentions	Students may be given In School Suspension (ISS) as a result of excess detentions.

Level III: Suspension: There are two types of suspensions given at the high school. In-School-Suspension (ISS) will begin when the school day starts and end when the school day ends. Students will be assigned to a room where they can be supervised through out the day. Students may only work on school work assigned by the teachers. Students in ISS must eat lunch in the ISS room. Out-of-School-Suspensions will begin at the time the Principal or their designee removes a student from school grounds. A student on OSS must not come to the school for any activities or be present on school grounds until their suspension is completed. All suspensions have a limit of ten (10) days unless it is deemed necessary for the safety of the students or if disciplinary procedures are to be taken up by the board.

**Level IV: Expulsion.** If the highest level of the Discipline Procedure is reached, the matter will be brought before the Board with a recommendation of expulsion for the semester in accord with the provisions of section 5.3.

**Section 5.5 Weapons**

The board believes weapons and other dangerous objects and look-a-likes brought into school district facilities cause material and substantial disruption to the school environment. These objects present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including and up to suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term

“firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The Principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for education purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

## **6. GENERAL REGULATIONS**

### **Section 6.1 Care Of School Property**

No property belonging to the Colfax-Mingo Community School District shall be removed from the school premises without a written release from the building Principal. Any loss or damage to such property shall be the full obligation of the borrower.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students, who disfigure property, break windows, or damage property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.

### **Section 6.2 Use of Facilities and Equipment**

Student groups are not to use the buildings on Wednesday evening or on Sunday unless authorization is given by the administration. This does not pertain to an outside agency.

### **Section 6.3 Picnics and Field Trips**

No picnic or party will be held without the permission of the administration. All functions must be chaperoned by teachers or employees of the district or persons specially designated by the Superintendent. The transportation must meet the approval of the Superintendent and where at all possible and practical, school-owned and operated vehicles shall be used for the transportation of school functions.

### **Section 6.4 School Dances and Parties**

School dances and parties must be cleared through the Principal’s office two weeks in advance and the names of 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 dances is limited to high school students and their guest up to the age of 20. No Student 21

years of age or older will be permitted to a high school dance or party. All non-Colfax-Mingo guests must be cleared in advance with the Principal.

### **Section 6.5 Student Driving**

To carry out fully the school's obligations to the community, particularly its responsibility for the safety of its students, the board has found it necessary to establish rules governing driving to and from school by students. It is felt that unlimited use of cars by students would create an additional hazard for students walking to and from school by putting additional traffic on the streets at those hours, create a possible public nuisance on the streets of Colfax or Mingo, and overtax the school parking facilities. The following rules, therefore, have been established for the best interests of all concerned:

- No student will be permitted to drive to school without the written request of a parent or guardian and the consent of school authorities.
- Parking by students is NOT permitted, in spaces designated for school staff, visitors, or handicapped parking.
- Lingering around cars during the school day, including the lunch and advisory period is not allowed. Students are expected to bring all necessary items with them into the building. Students will not be allowed to go to their cars during the school day, without permission from the office.
- After a student parks a car, he/she will not be permitted to move it again until he/she has been excused from school, or has received permission from the school office.
- Students are expected to observe the rules of quiet and order as well as safe driving rules. On campus, radios and sound systems must be played at a volume which cannot be heard outside the car. Excessive speed, or kicking up gravel, will be considered a violation of on campus driving rules.
- Violation of any of these regulations will automatically cancel a student's authorization to drive to school, and it will not be renewed until student(s) and parent/guardian have had a conference with school authorities.
- A student who drives to school without authorization will be subject to suspension and must follow the regular procedure for suspended students before returning to class.
- Permission to park somewhere other than on campus must be obtained from school authorities.

### **Section 6.6 Quiet and Order**

The observance of order is another help to the atmosphere of calm and an exercise in wholesome self-discipline. Lunchroom lines will move with order and efficiency if you are patient and polite in waiting your turn. Be considerate of others and leave your table perfectly clean.

### **Section 6.7 Corridor Courtesy**

Keep corridors open to traffic by walking to the right. Do not block traffic by standing or sitting in groups. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors and school grounds. Pass through corridors quietly. Be considerate of others in the halls and classrooms.

### **Section 6.8 Maintaining a Positive Lunch Balance**

It is the responsibility of the student and their parents to maintain a positive balance in their lunch account throughout the school year. If a student drops more than five dollars (\$5) in a negative balance, they will no longer be provided lunch at the school.

## **7 ACTIVITIES**

### **Section 7.1 Eligibility**

At the end of each semester eligibility for participation of extra-curricular activities will be determined. For a student to be considered eligible to participate in extra-curricular activities they must pass ALL of their classes in an official Grading Period which is a semester at the high school level. If a student is declared ineligible they must follow state guidelines of not participating in competition for thirty (30) calendar days from the first date of competition at the beginning of the current or next sport in which they will participate. It should be noted any student declared ineligible for participation in competitions will be allowed to practice and travel with the team but may not participate in games.

During the school year, grade reports will be up dated and sent out upon request every three (3) weeks. At the six (6) and twelve (12) week marks of a each semester the Building Assistance Team (BAT) will implement a process to determine possible reasons for a student who is struggling with classes on a consistent basis. This process will be used to help identify potential programs or strategies to help students improve academically. This process will be in place for ALL students regardless of participation in extra-curricular or not.

This process allows for teachers and coaches to work with a student before or after school to improve academically.

At the end of each semester, the state eligibility rules for each independent association will be followed. Please make note that the state athletic association, the state music association, and the state speech association all have varying rules governing the eligibility of their participants and must be followed by the school district.

### **Section 7.2 General Rules**

Senior class pictures will be the sole responsibility of each student.

If school is dismissed early because of bad weather, all activities and practices shall be cancelled for the rest of the day.

### **Section 7.3 Rules for Extra Curricular Activities**

Extra-curricular activities include all school related activities other than academic subjects. Students who participate in extracurricular activities serve as ambassadors of 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 policies concerning student conduct throughout the calendar year.

A student 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.

- a) No use or possession of tobacco, alcohol or controlled substances, or their look-alikes will be tolerated.
- b) Gross disrespect of a coach, referees or other players will not be tolerated.
- c) Any theft or other criminal activity will not be tolerated.
- d) Bullying or Harassment through verbal, electronic, social media or through the use of cell phones or other such devices that is deemed excessive by the principal and/or their designee.
- e) The possession of any electronic contraband.
- f) Any violation of rules a. b. or c. occurring during the summer vacation period will result in penalties as well.

Abuse of above training rules and/or board policies will result in discipline. The activity director/coach, athletic director and administrators collectively may investigate and administer appropriate penalties. Penalties for violating the above rules will be the loss of privilege of participating in extra-curricular activities for 4 weeks on the first offense and the student will be put on one (1) year probation. Upon the second offense within a year a student will lose privileges for two (2) months with probation being extended. For the third offense a student will lose privileges for six (6) months and the probation period will be extended. For any further violation of the “Good Conduct” policy the student will lose all extra-curricular privileges for twelve (12) months.

There is an Honesty Policy that allows for a student to come to an administrator and confess their involvement in an above mentioned activity. A student who does this will be allowed to cut their ineligibility to half the time described above.

### ***EXCEPTIONS TO THE ABOVE RULES***

Any student in a co-curricular area that is being graded for an academic class will be allowed to participate in the graded activity, but not in any un-graded activity.



Any student who is seeking professional help for potential drug and/or alcohol problems MAY be exempt from part or all of the above rules. Proper documentation of a treatment must be presented in writing to the building Principal.

A full report will be made to the School Board within one (1) week of occurrence on all serious offenses. Penalties may be continued until the next activity, if applicable.

**Quitting a Squad.** If a participant quits an activity, they should first discuss the situation with the activity director within two (2) days. If the problem is not solved and the participant stays with their decision, they will not be permitted to participate for the remainder of the season.

**Rides To and From Scheduled Events.** Students MUST ride in school-approved transportation to events. After signing the appropriate form with the coach, students may ride home with parents/guardian. Students may ride home with a designated adult IF this has been approved in advanced by the parent/guardian and the administration. The designated adult must sign the appropriate form with the coach or sponsor before leaving with the student. A high school student is not considered a designated adult. Violation of this provision may result in a suspension from participating in extra-curricular events for up to three (3) calendar weeks. A student may be excused from penalty when an injury occurs and medical attention is needed.

An exception to students riding in school-approved vehicles to an event may occur when a student needs to be at two different contests on the same day or must fulfill a previously scheduled appointment. If the above mentioned occurs, written notice and consent must be given to the Principal prior to the contest. Only parent/guardian or designated adult may transport a student to an activity in these cases.

Any student or parent/guardian who drives themselves to a contest without prior written consent will not be allowed to participate in the contest.

Activity sponsors have the right to not allow students to ride home with parents following a contest if this policy has been stated ahead of time to parents.

**Student Ejection from a Contest.** Any participant who is ejected or disqualified from a meet, game, or match for gross misconduct or unsportsmanlike conduct will be disciplined according to Iowa high School Athletic Association policy.

**Practices.** All squad members should attend all practices. The coach should be notified in advance of absences, if possible. Excuses should be presented to the coach/sponsor in writing at the next practice. Repeat offenders may be required to make up practices, run extra drills, or be temporarily deleted from playing at the coach's discretion.

## **8. STUDENT SERVICES**

### **Section 8.1 Bulletins and Announcements**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are published in a daily bulletin to be accessed by students on the server. Students responsible for putting notices in the daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice. Weekly notices shall be posted on the bulletin boards outside the main office. Daily announcements will be communicated during Fourth Period every day. Emergency announcements will be made between classes.

### **Section 8.2 Telephone Use**

**The office telephone is a business phone and should not be used by students except for emergencies** (i.e., call home when sick, to return a parent call, etc). Permission **MUST** be obtained from office staff prior to using the phone.

### **Section 8.3 Lost and Found**

Students who find lost articles are asked to take them to the office where the owner can claim them. Articles not claimed will be donated to charity at the end of every quarter.

### **Section 8.4 Office**

Students are to remain in front of the office window when conducting business with office personnel. Students must not pass the secretaries desk at any time without permission. Lunch tickets are to be purchased before school and between first and second period classes only. Change is not available from the office.

### **Section 8.5 Publications**

The yearbook is sold in the fall and contains individual pictures of students, teacher, and staff. Photographs of extra-curricular activities and other school events are also included.

### **Section 8.6 Media Center**

The media center has books, magazines, newspapers, and computers to use for assigned study and recreational purposes. The center is open for use during the entire school day (with the exception of the lunch hour) and a short time before and after school. Students using the media center are expected to conduct themselves in a studious fashion being respectful and considerate of all of the people in the center. All materials removed from the media center must be checked out. Replacement fines will be charged for materials not returned. Students must have a Computer/Internet Permission Form on file in the Student Information System (SIS) before using the computers. **The main use of the computers will be for academic purposes only. There is to be no personal or gaming use of the computers at school.**

**There will be NO exception to this rule. Any violation of this rule may result in a student losing computer privileges for up to two (2) weeks unless under strict supervision by a teacher or if a student MUST (with written notification by a teacher) complete an assignment on the computer.** The media staff, Principal, or technology coordinator may revoke computer privileges at any time.

### **Section 8.7 Student Lockers**

The locker a student is assigned at the beginning of the school year will be the locker that student will maintain throughout the course of the year. Students must not exchange lockers without consent from the Principal's Office.

We recommend that you keep money and/or valuables with you and not in lockers. The school cannot be responsible for articles taken from your locker. If you do have valuables you do not want to carry around all day, you may check them in at the Principal's Office. If you are unable to locate a belonging or fear that something has been stolen, please report the theft to the office and file a report with local law enforcement.

The district at some expense has provided these lockers. You are a tenant with the school for the entire school year. We expect you to treat your locker with respect, open and shut them quietly and keep them clean and orderly. Also, do NOT use any adhesive substances on the outside of the locker.

For the locker search policy, please refer to the K-12 component of the handbook under "Student Lockers."

### **Section 8.8 Textbooks**

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name, grade, and school are written in the book in case they are misplaced.

If a textbook is misused, a fine will be imposed. If a student willfully destroys a book, he/she will be charged full replacement cost. If a textbook is lost, it is to be paid for according to the following schedule:

A New Book	100% of the price of a new book
A One (1) year old book	100% of the price of a new book
A Two (2) year old book	100% of the price of a new book
A Three (3) year old book	75% of the price of a new book
A Four (4) year old book	50% of the price of a new book
A Five (5) year old book	25% of the price of a new book

Students who are taking Post Secondary Education Opportunities (PSEO) will be responsible for purchasing all materials needed for their class at their own expense. The school provides the opportunity to take PSEO classes but it is the responsibility of the student to purchase all needed materials for the PSEO class.

### **Section 8.9 Cafeteria**

The school lunch area is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in wastebaskets.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Keeping food within the lunch area.

## **9 HEALTH SERVICES AND SAFETY**

### **Section 9.1 Accidents**

Every accident in the school building, on the grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Code No. 603.4**

### **MULTICULTURAL/GENDER FAIR EDUCATION**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or The education program is free of discrimination and provides equal opportunity for the students. The education program will 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. Special emphasis is placed on AsianAmericans, AfricanAmericans, HispanicAmericans, American Indians, EuropeanAmericans, and persons with disabilities. It will also reflect the wide variety of roles open to NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion

**\*\*This Page is to be Removed from the Student Handbook and Turned in to the Office\*\***

**This is to acknowledge we have gone through the HIGH SCHOOL STUDENT HANDBOOK and understand all the rules and expectations as they have been laid out in the handbook. We have read and understand Colfax-Mingo's Code of Conduct policies and how it applies to me/our student.**

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\_\_\_\_\_  
Student Signature  
Date

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\_\_\_\_\_  
Parent/Guardian Signature  
Date