Building Administration

Mr. Mark Moss – Ashland Ridge Elementary Principal
Dr. Tom Muhlenbruck – Crocker Elementary Principal
  Mr. Andrew Burg – East Elementary Principal
Ms. Laura Ryan - Northeast Elementary Principal
Dr. Amy Dittmar – Northwest Elementary Principal
Mr. Ben Muller – Prairie Trail Elementary Principal
Mr. Al Neppi – Rock Creek Elementary Principal
Ms. Tara Owen – Southeast Elementary Principal
Mr. Matt Dunsbergen – Terrace Elementary Principal
Mr. Joel Martin – Westwood Elementary Principal

District Office Administration

Dr. Bruce Kimpston, Superintendent of Schools
Dr. Anne Lundquist, Chief Officer of Academic Services
Ms. Jennifer Jamison, SBO, Chief Officer of Finance and Business Services
Ms. Josie Lewis, JD, Chief Officer of Human Resources and Legal Affairs
Dr. Darin Haack, Chief Officer of Operations

Board of Education

Mrs. Lori Lovstad, President
Mr. Mike Rooney, Vice President
  Mr. Jim Ford, Director
Mr. Dustin Graber, Director
  Mr. Brad Huss, Director
Mr. Aaron Johnson, Director
Mrs. Stephanie Judd, Director
Mission, Vision and Core Values

Members of the Ankeny community including parents, business leaders, educators, students, alumni, and others joined to create a strategic plan for Ankeny Community Schools. This process resulted in a road map that guides and drives the focus, decisions and actions of the district.

Mission: Our Core Purpose and Distinction
Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.

Core Values: Drivers of Our Words and Actions

Community: Learn and work together experiencing belonging, respect and collaboration
Challenge: Develop high expectations and rigor with accountability
Excellence: Pursue passionately world-class learning and continuous improvement
Inspiration: Nurture the diverse aspirations of all learners
Leadership: Model accountability to the district strategic road map, by acting intentionally, disciplined and compassionate in words and action

Vision: What We Intend to Create
Ankeny Community Schools will establish a culture known for:

Achievement and Responsiveness whereby all students:
• Are engaged in and accountable for their learning
• Persist in achieving their potential and preparing for success beyond PreK-12
• Are accessing individualized and challenging programming

Innovation and Professionalism whereby:
• All staff are high quality and provide authentic, engaging instruction with a clear focus on students and learning
• All staff implement innovations which accelerate learning and assure success for all

Leadership and Unity whereby:
• All embrace and are engaged in and utilizing the comprehensive strategic roadmap to guide every priority and decision
• All operate with integrity
Purpose of This Handbook

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each parent and student is accountable for the handbook’s content. More detail can be found in the School Board Policies located on the district’s web site, www.ankeny schools.org. The policies in this document are subject to change due to the continuous review and revision of Board policies. This handbook is designed to accomplish the following goals:

• To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building processes and procedures;
• To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
• To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district; and
• To provide legal notices as required by the Iowa Department of Education and under federal law.

Definitions

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities,” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdiction and Expectations

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook, school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student’s eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district’s policies, rules, regulations, and student handbook. Students who fail to abide by the school district’s policies, rules, regulations, and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it. Students will be required to sign off on the handbook. Students or parents with questions or concerns may contact their school’s main office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.
Arrival Time
The safety and security of our students is of utmost priority for the Ankeny Community School District. Students are not allowed in school buildings or on school grounds without supervision. Supervision is provided according to the daily schedule posted below. Please be timely in dropping off and picking up your child. Parents of students who arrive before or are delayed beyond the hours during which supervision is available will be notified and asked to make appropriate arrangements.

<table>
<thead>
<tr>
<th>Days</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell</td>
<td>7:30 a.m. - 3:05 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tardy Bell</td>
<td></td>
<td></td>
<td>7:30 a.m. - 3:05 p.m.</td>
</tr>
<tr>
<td>Dismissal</td>
<td>7:30 a.m. - 3:05 p.m.</td>
<td>2:30 p.m.</td>
<td>2:30 p.m.</td>
</tr>
</tbody>
</table>

Class Size
The Ankeny School Board is committed to provide lower class size at the elementary. Board Policy #501.33 states that elementary class sizes will be at or below 27 students in grades first through fifth or 25 for kindergarten. If for any reason class sizes go above these numbers, then the appropriate classroom supports will be provided.

Core Curriculum
The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. Reading, writing, listening, speaking, viewing, and mathematics are stressed at all grade levels. Social studies, science, health, and 21st century skills are equally important. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through use of media centers and technology.

Curricular Materials
Resources are selected as a part of the curriculum review process and are approved by the Ankeny Board. Students are typically offered a variety of choices for reading and viewing supplemental curriculum materials (i.e., books, articles, or videos). If at any point you or your student would prefer alternate materials, please see your teacher to make the request.

Multimedia resources, (i.e., articles, blogs, video clips, etc.) are used to augment the learning experience. Teachers are to use their professional discretion when using these types of just-in-time resources in the classroom.

For more information regarding the formal process of objections to instructional materials, please refer to Board Policy #605.02.

Health Curriculum
Health education is an important part of the K-12 curriculum in the Ankeny Schools. Major topics addressed are personal health; food and nutrition; environmental health; safety and survival skills; consumer health; human growth and development; substance use, misuses and nonuse; emotional and social well-being; prevention and control of diseases; and health resources and careers.

As mandated by the Code of Iowa, 279.50, a student is not required to take instruction in the human growth and development portion of the health education curriculum if the parent or guardian requests the student be excused. A form to request this excuse may be obtained in the principal’s office in each school building.

The course of study
and the health instructional materials used to guide the health curriculum may be examined, upon request, at each elementary school. Please contact your building principal for further information.

**Meeting the Needs of All Students**

Each building implements a problem solving approach to address student’s specific academic and behavioral needs. This process is referred to as Multi-Tiered System of Support, or MTSS. Through this process, a team of teachers meets to develop appropriate supports or interventions for students. Interventions address a particular area of need for students and provides targeted instruction for more specific academic or behavioral support. Interventions are also developed to provide academic extension and enrichment opportunities for students that have mastered the content. Student progress is monitored regularly and interventions are increased or decreased as necessary to continue to meet the student’s learning need.

The district purchases services that students and families may access for additional support. More information can be obtained by calling Employee and Family Resources (day or night) at 1-800-327-4692.

**Art**

Art classes are scheduled for grades K-5. Materials are furnished by the school. Student work is displayed throughout the year.

**Physical Education (PE)**

Physical education classes are scheduled for grades K-5. When playing in the gym, tennis shoes are recommended. Other soft-soled shoes may be satisfactory if they do not leave marks on the floor. Shoes are a necessity for gym classes. Students are required by law to participate in physical education unless excused by a doctor or exempted because of a conflict with religious beliefs. See Board Policy #603.06 for additional information.

**Special Programs**

**Ankeny Extended Learning Program (AELP)**

The Ankeny Extended Learning Program consists of a variety of services in grades K-12 to meet the unique needs of identified gifted students. Because the learning characteristics and needs of K-3 students vary greatly, placement for K-3 services is both flexible and temporary. Students in grades 4-12 will receive appropriate services as outlined in a Personal Education Plan (P.E.P.). Services at each building are based on need and include things such as collaboration among teachers, differentiation, enrichment groups, acceleration, and direct instruction.

Identification of students needing direct instruction through AELP occurs at the end of the academic year for involvement the following year. Formal identification begins in 3rd grade for involvement in 4th grade.

**English for Speakers of Other Languages (ESOL)**

Students whose ability to speak, read, write, or comprehend English is affected because the student’s first language is other than English, may be eligible for English Learner (EL) services. Initial referrals for this program are generated through the completion of a federally mandated Home Language Survey as a part of the enrollment process. Additional referrals can be initiated through the building principal or by contacting the Director of Professional Learning (965-9600).

**Special Education Services**

A continuum of special education services is available to students with special needs in pre-kindergarten through 12th grade or age 21, when appropriate. Referral for special education is initiated at the building level.

For each student who is determined to be eligible for and needs special education services, an Individual Education Plan (IEP) is developed which defines the services required to meet identified individualized goals. The IEP is developed by a team; including the parents, general education teachers, special education teachers, related service providers, and an administrator.

**Speech**

Speech services are available for preschool through high school age children. Referrals are accepted from teachers, parents/guardians, and outside agencies by contacting the school of attendance. Services are provided either by working directly with a speech language pathologist or through collaboration between the speech language pathologist, the child and the classroom teacher.

**Progress Reports and Conferences**

Communication between school and home is a vital part of student learning. The goal at the elementary level is to have 100% participation at conferences. You will receive three written reports of progress – one at the end of each grading period.

**ATTENDANCE**

**Age of Students**

Kindergarten students must be 5 years of age and first grade students must be 6 years of age by September 15 of the school year.
**Attendance Philosophy**

Ankeny Community School District believes in and values consistent and punctual attendance as a prerequisite for a complete education. Attendance is a shared responsibility among students, parents, and the school and requires cooperation and clear communication. Students will be expected to attend class regularly and to be on time in order to maximize their learning opportunities and to develop important life habits of punctuality, self-discipline, and responsibility.

Inconsistent attendance and/or tardiness negatively impacts students' learning; students who have good attendance records are more likely to achieve at higher levels, enjoy school, and have greater opportunities for employment post-high school. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are cultivated during the Pre-K-12 school experience. (Refer to Board Policy #501.11, #501.10 for more information).

**General Attendance Regulations** - The parent/guardian must notify the school by 8:30 a.m. if their child will not be in school that day. If the school is not notified of a student's absence by the parent/guardian, the attendance secretary or designee will call the child's home or the alternate number in case of no answer at the home. The parent/guardian shall also notify the school, in advance, of an anticipated absence. A student must provide a note from the student's parent/guardian in advance before they will be excused during the school day.

The following guidelines related to absences and tardies will be followed in the elementary schools:

- **When absent:** A student leaving after 10:10 a.m. in the morning will be considered absent for the half day. A student leaving before 2:10 p.m. will be considered absent for the half day.

- **When tardy:** If the student arrives after 7:55 a.m. and before 8:30 a.m., the student is considered tardy. If the student arrives after 8:30 a.m., the student is considered absent for the half day.

- **If students are late arriving to school, they must be accompanied into the building by the adult providing transportation, even if this is a daycare provider.**

- **Students too ill to attend school for any part of the day may not participate in any school-sponsored activity that afternoon or evening. This includes, but is not limited to, school parties, field trips, concerts/performances, or athletic practices/competitions. The building principal has discretion in making this decision.**

- **Health care appointments are to be scheduled outside of the regular school hours whenever possible. A student leaving for an appointment for less than one hour will be recorded as absent for an appointment. Appointments longer than one hour will be recorded as a half day absence.**

- **For any absence the student may be required to make up the time missed from school.**

- **Students who miss 3 or more consecutive days for illness will be required to provide a doctor's note or see the school nurse.**

- **Students who accumulate 5 days of illness in one semester may be required to provide doctor's notes or see the school nurse for any future illnesses.**

**Procedures Followed for Absences (Excused or Unexcused):**

**After six accumulated absences:**
- The principal/designee may make personal contact with the family notifying the parent/guardian of the number of absences the student has accumulated.
- An entry may be made in Infinite Campus under the Behavior Tab to note that the first contact has been made in regard to the student’s absences.
- **Event Name: Excessive Absence**
- **Behavior Resolution: Parent Contact - 6 days**

**After ten accumulated absences:**
- A letter will be sent home, at principal's discretion upon review of attendance, expressing concern regarding the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal and mailed to the student’s home.
- The principal/designee will make contact with the parent/guardian to notify them that an attendance letter has been sent regarding their student’s absences.
- An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student’s absences.
  - **Event Name: Excessive Absence**
  - **Behavior Resolution: Attendance Letter - 10 day**

**After twelve accumulated absences:**
- A letter will be sent home expressing concern regarding the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal/designee and mailed to the student’s home.
- The principal/designee will make contact with the parent/guardian to notify them that a letter has been sent regarding their student’s absences and a meeting to discuss their student’s excessive absences may be required. This student support meeting may include the student, parent, principal, guidance counselor, nurse, student advocate, and/or truancy officer.
- An attendance contract will be developed by the team
Attendance | Expectations for Students

including a timeline, expectations, reasons for a truancy court referral and success indicators.

• An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student’s absences.
  
  • Event Name: Excessive Absence
  • Behavior Resolution: Attendance Letter – 12 day AND
  • Event Name: Excessive Absence
  • Behavior Resolution: Attendance Mediation

Principal’s designee may include, but not limited to the school nurse or health associate, guidance counselor, teacher, secretary or student advocate and/or truancy officer. A conference may be by phone, home visit or a school conference.

In extreme or unusual circumstances of student absence, principals/designees may choose to adjust the above procedures.

**Inclement Weather or Emergency Closings**

When school is canceled because of inclement weather or other unforeseen circumstances prior to the start of the school day, students and parents are notified via Blackboard Connect, district website, e-mail and television stations. The district’s notification system will use the contact information stored in Infinite Campus to send email and phone notices. Missed days may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student’s school.

If school is delayed, breakfast service will still be offered.

If school is canceled or dismissed early because of weather, all elementary activities will be cancelled. If classes at any school are canceled or students are dismissed early due to an emergency other than weather, activities will be canceled or adjusted depending upon the emergency.

If the student is enrolled in the Before and After-School Program, please refer to the Program Handbook for specifics on cancellations.

**Leaving School During the Day**

Parents are expected to walk in and out of the building with the student. No student will be allowed to leave the school during the day with any adult other than a parent or guardian until proper permission is given by the parent/guardian. In any situation, a parent/guardian will be required to sign the student in and out.

It is suggested that parents/guardians consult the school calendar before arranging medical and dental appointments or group trips. When a student is gone, he/she will be counted absent.

**State Tournament Absences**

The Ankeny Community School District will hold regular classes, K-12, if athletic teams qualify for state tournament competition. If any Ankeny team is scheduled for a contest during regular school hours, students may attend, if building procedures established for the event are followed. Note: State Code does not permit the early dismissal of scheduled classes for state tournament competition unless the lost time is rescheduled. The regular attendance policy will be in effect. Refer to Board policy #501.10.

**Birthday Celebrations**

Birthdays may be celebrated with non-food items, such as pencils, erasers, stickers, bookmarks, etc. Birthday tokens are not an expectation or requirement; however, should a student elect to bring a non-food item there should be one provided for each student. Students with summer birthdays are welcome to choose a school day to celebrate.

**Bullying, Harassment, Hazing, and Inappropriate Student Interaction**

Report Bullying with the TIPS report incident system on the website. Complaint forms for bullying, harassment, hazing, and inappropriate student interaction may be located in the office of all school buildings or on the district website.

The Ankeny Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against
federal, state, and local policy and is not tolerated by the Board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions
For the purposes of this policy, the defined words shall have the following meaning:

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

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student’s person or property.
2. Has a substantial detrimental effect on the student’s physical or mental health.
3. Has the effect of substantially interfering with a student’s academic performance.
4. 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.
   - “Trait or characteristic of the student” includes but is not limited to 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.
   - “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint
A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent/designee. An alternate will be designated in the event it is claimed that the Superintendent/designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation
The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent/designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent/designee shall also be responsible for developing procedures regarding this policy.

Decision
If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination.
of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**Inappropriate Student Interaction**

Inappropriate Student Interaction will not be tolerated in Ankeny Schools. The Board is committed to providing all students with a safe and civil school environment that is free from Inappropriate Student Interaction and in which all members of the school community are treated with dignity and respect. The Board has in place policies, procedures, and practices designed to reduce and eliminate Inappropriate Student Interaction, as well as, processes and procedures to deal with incidents of Inappropriate Student Interaction. Inappropriate Student Interaction of students by students, school employees, and volunteers will not be tolerated. Staff members and administration will enforce this policy.

The State of Iowa has defined bullying and harassment for reporting purposes under Iowa law. Student behavior will be assessed under both policies. Board Policy 104.00 Anti-Bullying /Anti-Harassment Policy and also this Ankeny District specific definition of Inappropriate Student Interaction for purposes of this policy:

Inappropriate Student Interaction occurs when a person, alone or with others, intentionally engages in unwelcome verbal, written, or physical conduct toward a student that is sufficiently severe, persistent or pervasive that it causes physical or emotional harm to the student or damages property, or creates an intimidating, threatening, or abusive learning environment. Inappropriate Student Interaction includes conduct which occurs on school property, at school events, or, if away from school, which has a negative effect on the student while at school.

Inappropriate Student Interaction can include any electronic, written, verbal, or physical act or conduct toward a student. “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, social media, or other similar technologies.

Inappropriate Student Interaction may include, but is not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written Inappropriate Student Interaction, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, exclusion, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, exclusion or suffering to the victim; and/or
- Use of one’s strength or popularity to injure, threaten, exclude or embarrass (humiliate or insult) another student on purpose.

**Jurisdiction**

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

**Consequences**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

If after an investigation a District employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

If after an investigation a District volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from District grounds. “Volunteer” means an individual who has regular, significant contact with students. Student discipline is considered confidential under FERPA.

**Investigation**

The school or District will promptly and reasonably investigate allegations of Inappropriate Student Interaction. The Superintendent/designee will be responsible for handling all complaints by students alleging Inappropriate Student Interaction. It also is the responsibility of the Superintendent/designee, in conjunction with the investigator and principals, to develop procedures regarding this policy.

Students who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person because the person has filed an Inappropriate Student Interaction complaint or assisted or participated in an Inappropriate Student Interaction investigation or proceeding is also prohibited. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any District employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any District volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from District grounds.

**Training**

The Superintendent/designee is responsible for organizing training programs and learning opportunities for students,
school officials, faculty, staff, and volunteers regarding the appropriate expectations. The training will focus on how to have appropriate interactions.

**Monitoring**
The Superintendent/designee shall annually report to the Board on the progress toward reducing incidents of Inappropriate Student Interaction. The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook.
- Inclusion in the employee handbook.
- Inclusion in the registration materials.
- Inclusion on the school or District’s website.

**Deliveries to School**
In order to avoid classroom disruptions, individual gifts for students such as flowers and balloons are not to be delivered to school.

**Dress Code**
The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student’s appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Shoes must be worn at all times for health and safety reasons. Hats are not allowed in the classroom. Exceptions may be granted by the building administration in accordance with law and policy. Mittens/gloves, hats, coat, and boots are a necessity in bad weather.

**Field Trips**
In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend the field trip. Students must ride to and from the field trip using school-provided transportation. Students will not be denied transportation to and from an academic field trip even if prior disciplinary measures have resulted in their bus privileges being taken away from a regular bus route.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a permission form signed by the student’s parents.

The field trip is an extension of the educational program and as such the district retains the right to control who comes in contact with students during the school day. Each elementary will determine the number of chaperones needed for their classroom field trips.

Parents that wish to volunteer or attend the field trip must complete a background check at least two weeks prior to the field trip. Background checks will not be processed the day of the trip. Please read the volunteer handbook posted on the district’s website. Siblings or other guests are not permitted. The number of volunteers may be limited due to parameters and location of the field trip.

**Fundraisers and Causes**
Students may raise funds for school-sponsored events with permission of the building principal, refer to Board Policy #503.06 and Board Policy #1004.60. A fundraising questionnaire must be completed prior to conducting a fundraiser and resale reconciliation completed following the fundraiser. Both forms must also be submitted to the Business Office. The fundraising questionnaire can be found on the district website Board Policy #503.06. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order.

**Illegal Items**
Students are prohibited from distributing, dispensing, manufacturing, possessing, using, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes, or components (battery, atomizer, cartomizer, and/or clearomizer) over the counter or prescription drugs when used for improper purposes, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on district property or on property within the jurisdiction of the district; while on district-owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if the misconduct will directly affect the good order, efficient management and welfare of the district.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded with the exception of weapons in the control of law enforcement.
officials or those being used for educational purposes and approved by the principal. According to School Board policy 
#502.13, students bringing firearms to school or possessing look-alike weapons at school will be subject to discipline 
including expulsion for not less than one year. Parents of students found in violation of this policy may be contacted, 
and the students may be reported to law enforcement officials.

**Insubordination/Disrespect**

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at 
all times. Refusal to do so is considered a serious breach of student expectations.

Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the school 
environment will result in disciplinary action.

**Lockers and Desks**

Student lockers and desks are the property of the school district. The expenses to repair damage done to a student’s 
locker and desk are charged to the student.

The contents of a student’s locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official 
has a reasonable and articulated suspicion that the contents contains illegal or contraband items or evidence of a violation 
of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

**Non-Motorized Vehicles**

The district is not responsible for students riding to and from school and assumes no responsibility for bicycles on the 
school grounds or inside the building. While we understand it is up to the parents’ discretion whether or not their child 
wears a helmet, it is strongly encouraged that when riding to school, a helmet is used. Rollerblades, skateboards, scooters, 
hoverboards, and roller tennis shoes may not be ridden or used on school grounds and must be stored in the child’s 
locker.

**Party Invitations**

Problems may develop regarding invitations to parties or other non-school activities being handed out at school. This 
may cause hurt feelings to those left out which directly affects class work. Therefore, party invitations and thank you notes 
are not to be distributed at school. Also, the school will not give out addresses and/or phone numbers of students.

You may check with your PTO for directory information.

**Positive Behavior Intervention Support (PBIS)**

Ankeny Community School District strives to promote a positive and safe learning environment for our students.
• The age of the student
• The sex of the student
• The nature of the infraction
• The emergency requiring the search without delay

**Search of Personal Items** - A student’s body and/or personal effects (e.g., purse, backpack, electronic device, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student’s garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student’s body is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened.

**Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper, yearbook, and annual student creative writing publication. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

No student shall express, publish or distribute in an official school district publication material which is:

• Obscene
• Libelous
• Slanderous
• Encourages students to:
  • Commit unlawful acts
  • Violate school district policies, rules or regulations
  • Disrupt or interfere with the education program
  • Interrupt the maintenance of a disciplined atmosphere
  • Infringe on the rights of others
  • Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity

**Telephone Messages**

Except in an emergency, the building does not call students to the telephone. In case of necessity, please call the office, and a message will be delivered. Please plan with your child where to go after school or during early dismissals.

**Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student’s access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student’s juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

**Toys**

Laser lights, games, toys and trading cards are to be left at home unless teacher-approved.

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**TECHNOLOGY**

**Ankeny 1:1 Initiative**

The district is committed to a multi-year timeline of issuing a technology device to every student, grades 4-12, a project referred to as the Ankeny 1:1 Initiative. In addition, students in grades K-3 regularly use technology devices in their classroom under the direction of the teacher. Students and families must agree to the terms and conditions of the district technology agreement included in the online registration process before being issued a device. For more information regarding the Ankeny 1:1 Initiative, please see our website.

**G Suite for Education (G Suite)**

Ankeny Community Schools offers all students a G Suite for Education (G Suite) account to use on a variety of school-related projects. Students under the age of 13 must have signed parent permission or a current technology agreement on file before receiving access to their account. G Suite
provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, internal email, and internal instant messaging (chat). The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success. For more information about G Suite for Education, please visit our website or https://www.google.com/work/apps/education/

Access to and use of G Suite for Education is considered a privilege accorded at the discretion of Ankeny Community Schools and is provided solely for academic purposes. Use of explicit or profane language is expressly prohibited. The district maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation. Google may also restrict access to its product in accordance with its user policies.

**Restricted Material**

Students will not intentionally access or download any text file or picture, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Additional guidelines appear in Board Policy # 605.70: Technology Use by Students.

**Unsupervised Costs**

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet are subject to disciplinary action.

**Technology Fines**

As with any district property issued to students, Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. For 2019-2020, fines will be assessed at the discretion of building administration at the rate of $25 per repair incident. Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (i.e. minor cosmetic marks). The fine schedule will be updated on an annual basis.

Any damage to, or loss of, student technology devices must be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Ankeny Community Schools. If you have any questions or concerns regarding technology fines, please contact the building administrator.

**Use of the Network**

Students may be able to access the Internet at school. Individual student accounts will be issued to students. It is the student’s responsibility to protect their account information. Our intent is to protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be restricted or taken away for violation of Board policy or regulations. It is the user’s responsibility to abide by the policies and procedures of any accessed network or site.

Students will adhere to appropriate online behavior at all times including respect for all copyright and license agreements and citation of all references and sources. Students are also expected to apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

**Use of District Technology**

Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The PBIS expectations of respect, responsibility, and safety apply to all students when using technology. Staff may establish additional expectations for the use of technology.
depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas. At all times, students are subject to Board Policy #605.70: Technology Use by Students.

**Personal Electronic Devices**

Devices will be provided to students when the educational program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, iPod, e-readers, watches, air pods, etc.) to school do so at their own risk and are subject to building-wide expectations. Ankeny Community Schools is not responsible for lost, damaged, or stolen items. The use of any electronic devices by students is also subject to Board Policy #605.70.

**Access to Buildings**

Safety and security of students is one of Ankeny Community School District’s first priorities. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, Ankeny schools will lock all exterior doors during school hours and buzz visitors into the building through a single secure point of access via use of a video phone doorbell system. An exception will be made from the first day of school through Labor Day to walk students into the building.

In an effort to both partner with parents in the safety of their children and minimize the inconvenience caused by this system, parents are asked to notify their school ahead of time of any visits or appointments in which they will be at school. This will help us to be ready to buzz you in when you arrive.

This notification could be in the form of:

- A phone call to the building office
- A note sent with your student

Upon entry, you will need to:

- Check in through the front office
- Provide a state-issued ID for scanning in our Raptor system
- Receive a printed ID badge prior to proceeding

This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students.

To ensure all visitors have followed the safety protocol, parents will be asked to drop off students at the front entrance and not walk back to the classroom.

**Animals and Pets**

With the exception of service animals and curriculum-related presentations, we cannot welcome pets into our schools or on school grounds. See Board Policy #606.30 on the district website. Student health and safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Pets, on or off leashes, should not be on school grounds.

**Cold Weather Guidelines**

When the temperature and/or wind chill is at 0 degrees or below, students will not go outside for recess and safety patrol will not be on duty. These are maximum wind chill guidelines. If at any time the recess supervisor(s) believe it is too cold, he/she will bring students inside regardless of time or temperature. Students will be expected to have appropriate dress for weather conditions. The National Weather Service is used when determining the outside temperature.
Communicable and Infectious Diseases

The district recognizes and supports the need for proper health practices. The district operates under the direction of Iowa Department of Public Health and Polk County Health Department for procedures and practices with communicable diseases. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal health care provider’s diagnosis. Please refer to the Communicable Disease policy available on the district website under Policies >> Series 500 >> #507.03.

Head Lice

Head lice is a concern seen in our schools each year. Parents should assume that lice are present where children are, and should screen their own children on a weekly basis. If your child contracts head lice, you may contact your school nurse for information and treatment protocol. Ankeny Community School District follows Iowa Department of Public Health guidelines to assist in the management and control of head lice in the school setting. Students are not excluded or sent home from school if they have head lice, though treatment should be started before returning to school the next day.

Protocol

If there are 2 or more founded cases of head lice within 2 weeks in the same classroom, the classroom teacher will be asked to send an email with the link to the Iowa Department of Public Health’s resource page for head lice to their classroom parents.

Dental Screenings

Iowa law requires children to have a record of dental screening on file at their school. The screening needs to be recorded on the Iowa Department of Public Health Certificate of Dental Screening, which can be found on the Iowa Department of Public Health’s website. The following children need to have record of being screened:

1. All enrolling kindergarten students. Screening needs to be done between the ages of 3 – 6 years.
2. All students entering ninth grade.

Emergency Contacts

At the beginning of each school year, parents must designate/update emergency contacts in Infinite Campus to provide emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Emergency Drills

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

- **Fire** – Evacuation routes to exit the building are posted in every room. Fire drills will be held monthly throughout the year. Students need to follow adult directions and proceed in an orderly fashion.
- **Tornado** – Routes to designated areas are posted in every room. Tornado drills are held four times per year. Students need to follow adult directions and proceed in an orderly fashion.
- **Other Critical Incidents** – Staff will notify students of the procedures and give directions. Critical incident drills are held two times per year. Students need to follow staff directions.

Illness and Recess

If you feel your child needs to stay inside during recess the day after an illness, a note from a parent/guardian is required. A doctor’s note is required to stay inside for any longer than one day.

Illness or Injury at School

A student who becomes ill or is injured at school must notify a teacher or another employee as soon as possible. The student will also be referred to the building nurse. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student’s parents or, with parental permission, to another person directed by the parents. The Ankeny Community School District nurses follow guidelines of the Iowa Department of Public Health regarding student’s need for exclusion from school.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Immunizations

The Iowa Immunization Law requires parents to vaccinate their children against mumps, diphtheria, tetanus, pertussis, polio, measles, rubella, Hepatitis B, and varicella (chickenpox).
as a condition of enrollment in any school in Iowa, including home school and dual enrolled students. Parents/guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parents’ responsibility to see that this certificate of immunizations is completed and signed.

Students who have not provided a certificate with at least one set of all required immunizations to the school nurse will not be allowed to start on the first day of school. If a complete record of all immunizations required is not provided by the first day of school, the student will need an Iowa Department Public Health Provisional Certificate of Enrollment. This certificate will expire in 60 days, so you must have your child completely immunized during this time. Once the 60 days has expired, your child will be excluded from school until the immunizations are completed.

If you will not be able to provide a complete immunization record for your child, it is imperative that you contact your child's school nurse on or before the first day of school.

**Polio:** Three doses with one dose received on or after four years of age if born on or before September 15, 2003; or four doses required if born on or after September 15, 2003. One dose must be given after age four.

**Diphtheria / Pertussis / Tetanus (DPT):** three doses, with one dose received on or after four years of age if born on or before September 15, 2000; or four doses with one dose received on or after four years of age if born after September 15, 2000; or five doses required if born on or after September 15, 2003. One dose must be given after age four.

**Tdap:** All students entering, advancing, or transferring into 7th grade and born on or after September 15, 2000, must have proof of tetanus, diphtheria, and pertussis (whooping cough) booster immunization known as “Tdap.”

**Meningococcal:** This vaccine protects against Meningitis. All students entering, advancing, or transferring into seventh grade and born on or after September 15, 2004, must have one dose of the meningococcal vaccine that was received on or after the age of 10 prior to the first day of school. A booster of the meningococcal vaccine will need to be given at age 16.

All students entering, advancing, or transferring into twelfth grade and born on or after September 15, 1999, must have one dose of the meningococcal vaccine that was given on or after age 16 prior to the first day of school.

Students who do not have this vaccine or exemption documented and submitted to the school nurse by the first day of school will be exempt from school until documentation is received.

**MMR:** The first dose shall have been received on or after 12 months of age; the second dose shall have been received at least 28 days later.

**Hepatitis B:** Three doses required. Minimum spacing between dose number one and dose number two is four weeks. Minimum spacing between dose number two and dose number three is eight weeks. Minimum spacing between dose number one and dose number three is 16 weeks. The child must be six months of age before they can receive dose number three.

**Varicella:** One dose if born on or after September 15, 1997 or two doses required if born after September 15, 2003. First dose must be given on or after 12 months of age. Second dose needs to be given at least three months from the first dose. Immunization for varicella is not necessary if the child has a reliable history of natural disease.

No medication will be administered at school except in compliance with Board Policy #504.32 – Administration of Medications to Students.

Permission for Administration of Medication form is available on your building’s website under Nurse.

**Insurance**

A voluntary insurance plan is offered for all children. Information on the plan will be sent to you the first month school is in session. Parents may purchase insurance for their children at their discretion. The district does not purchase accident insurance to cover injuries incurred at school during sports or school-sponsored activities. If you purchase this insurance, claim forms are available through the nurse’s office. Claims are handled directly between the company and the parents/guardians.

Questions may be directed to:

Mike Kohanek, Regional Representative
Student Assurance Services, Inc.
P. O. Box 196, Stillwater, MN 55082-0296
Phone: (651)439-7098
E-mail: mikek@sas-mn.com

**HAWK-I** - Parents can also apply for low or no-cost health insurance for their children through the state’s Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to age 19, who meet certain criteria, are eligible. The coverage includes doctor’s visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to https://dhs.iowa.gov/hawki for more information.

**Lead Testing (Mandatory)**

Iowa law requires all children entering kindergarten to be tested for lead poisoning. Please contact your health care provider or the Polk County Health Department at 286-3798 to schedule your child’s blood level test.
Medications

Students may need to take prescription or non-prescription medication during school hours. Students are not permitted to carry medication at school. Students needing prescription or non-prescription medicine during the school day must complete the Request for Giving Medications at School form, which can be found online on your building’s website under Nurse, or in the school nurse’s office. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for the nurse and administration of the medication, as well as parental authorization, typically a signature, to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage (amount) of medication to be administered, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

No medication will be administered at school except in compliance with Board Policy #504.32 - Administration of Medications to Students and Board Policy # 904.50 Stock Epinephrine Auto-Injector Supply.

Nurse

The primary mission of the school nurse department is to remove health barriers to learning. If a student becomes ill or injured during the day, the teacher will excuse the student from class to go immediately to the nurse’s or principal’s office. If it is necessary for a student to go home, the parents/guardians will be contacted and arrangements will be made for the student to go home. No student will be sent home until prior arrangements have been made.

Parents’ Role During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC’s of the parent’s role during emergencies.

A. Before an Emergency Occurs

**Prevention:** The Role of Parents in Keeping Schools Safe - Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to school or law enforcement officials. The Ankeny Community School District provides a confidential resource to help students and immediate family members with guidance and support regarding a number of topics: School-life balance, emotional issues, substance abuse, and more. SAP counseling professionals will work with students to understand concerns and connect students with appropriate resources. The first three sessions are free and SAP services are available 24 hours a day, seven days a week, at 800-327-4692.

You also can help by following and supporting all security measures when you visit one of our school buildings. This includes bringing your driver’s license the first time you visit in order to obtain a visitor’s badge. For all following visits, we will use our computerized check-in system and you will be given a name badge to wear. Please regularly update emergency and contact telephone numbers and information with your school to ensure you receive information and updates during emergency situations. It is also important to update information on who can legally pick up your student.

**Contact Information** - Another of the most important steps that parents can take prior to an emergency is to ensure their contact information is updated regularly in the district’s Infinite Campus system. This is the system that provides e-mail and phone numbers to the district’s rapid-contact notification system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.

It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your “emergency contacts,” and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.

If your child is on medication, be sure the school has at least a two-day supply.

Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to www.bereadyiowa.gov >> Be Prepared >> Make a Plan.

B. During an Emergency

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child’s cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school and tying-up needed phone lines can hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular
updates and instructions.

- Do not report to your child’s school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.
- Avoid calling the school or the district during the emergency.

**Notification and Communication:** The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or emails via the Blackboard Connect system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district’s website. Additional updates will also be sent depending upon the nature of the emergency. In today’s world, it is likely that students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate;** ensure the information you are using is official and comes directly from the Ankeny Community School District.

**School Emergency Response Protocols** - A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

**When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?**

- **Lockdown** — A lockdown is normally in effect when there is a threat inside the school. Students and staff are removed from harm’s way by having them safely located inside secure classrooms or other areas inside the school to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.

- **Shelter-in-Place** — Shelter-in-place is instituted when the threat is outside the school. Students and staff are secured inside a classroom or other areas inside the school reducing the risk for exposure to inclement weather or other potential harm such as a gas release.

- **Evacuation** — Evacuations are typically conducted to remove students and staff from harms way by having them safely vacate the school and reassemble in a more secure location.

If the school building is evacuated, how will I be able to locate my child? - Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aid to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child’s emergency contact information as a guardian and show proper identification.

**C. After an Emergency**

Monitor your child’s behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.

**Recovery plans** - Depending on the nature and amount of damage, school may be moved to a different location. The district will inform parents of any changes.

**Safety Patrol**

Fifth grade students may serve as patrol persons under the Safety Patrol Program of AAA. They serve on a voluntary basis. Students patrol school crossings adjacent to the schools plus assigned duties. Safety patrol students must be on school property at all times, unless supervised at adjacent crosswalks.

When the temperature and/or wind chill is at 0 degrees or below, students will not go outside for recess and safety patrol will not be on duty outside. These are maximum wind chill guidelines.

**Suicide Prevention Lifeline**

If this is an emergency dial 911.

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-8255 (Talk). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Why should I call the Lifeline?

From immediate suicidal crisis to information about mental health, crisis centers in the network are equipped to take a wide range of calls. Some of the reasons to call 1-800-273-8255 (TALK) are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area
- Call to speak to a crisis worker about someone you’re concerned about

In addition to the prevention lifeline, Ankeny Community School District offers a tool called TIPS. TIPS empowers students, parents, teachers, and community members to anonymously report warning signs and trouble. If you or someone you know is considering harming themselves, you
can find our TIPS link on your school website or call TIPS at 963-SAFE (7233).

Vision and Hearing Screenings

Two screenings are organized and completed annually by the Ankeny School District nurses. Vision screenings are completed for all students in kindergarten through 5th grade. Kindergarten boys are screened for color perception. The Heartland Area Education Agency staff completes hearing screenings annually for students in pre-school through 5th grade. Parents will be notified only if there is a concern regarding the results of the screenings. Please notify the school nurse if you do not want your child to participate in the screenings.

Visiting School

Please feel free to visit your child’s room at any time except during the first and last weeks of school. A call/note to the teacher 24 hours in advance of the visit is appreciated so schedules can be coordinated. Please hold your visit to thirty (30) minutes in order to not interfere with instructional time. Part of a morning or afternoon is best. Lunch is considered part of the instructional day. Lunchtime visits are encouraged as well, but do ask you limit your visit to eating rather than recess time. Please do not expect a conference with your child’s teacher when class is in session. Minors and students unaccompanied by adults are not permitted to visit any elementary school. All visitors must report to the office immediately upon their arrival to the building. Please bring your driver’s license when you visit in order to obtain a visitor’s badge. We will use our computerized check-in system and you will be given a name badge to wear.

Volunteer Protocol For Classroom Parties

Elementary seasonal parties:

Food may be served at seasonal parties. Parents may purchase food through Ankeny School’s Nutrition Services. Bottled water can be purchased through a store.

Parents in the Ankeny community have a long history of volunteering and attending classroom parties and other events, for which we are very grateful. While we are thrilled by this outstanding participation, we need the cooperation of our community to help better ensure security and make check-in an efficient process.

As society has changed, Ankeny Community Schools has invested extensive resources to make our schools as secure as possible. Our challenge is to balance creation of a welcoming environment with the safety of your students. Because all volunteers may not be known to us on party days, to minimize the possibility of security breaches, all visitors are subject to a criminal background check and a RAPTOR on-site security check before entering the school. When visitors have not had the prerequisite background check in advance, this can create delays checking in at the front desk.

A committee of elementary principals has agreed upon the following protocol for classroom parties:

- Adults should provide advance notice if they plan to attend the party. Those who choose to come without prior notice may be asked to wait until those who have given notice are checked in.
- On the day of the party, adults must bring personal identification so the RAPTOR check can be completed.
- Adults attending the party must complete a criminal background check two weeks before the party.
- If the adult has completed a district background check in the last five years, it will be considered current. An easily-accessible record of these checks is available to building-office personnel.
- If due to time pressure a parent wants to go directly to the Division of Criminal Investigation for a background check, a copy of the check with the raised seal must be provided to the district office 24-hours prior to the party date.
- Name badges will be issued for visitors.
- Siblings who are either not of school age or current students within the district are not required to go through a background check, but must be accompanied by a parent.

Water Bottles

Students are allowed to bring transparent water bottles to the classroom during the day. Water is available in the building to fill bottles as necessary. Water bottles should be labeled and not shared. Using water bottles inappropriately may result in privileges being taken away.

Reference Board Policy #504.11

GUIDANCE

A professional school counselor is available in each elementary building to serve all students in kindergarten through 5th grade. The counselor works with students individually, in small groups, and in the classroom once a week for 30 minutes at each grade level. Counselors collaborate with teachers concerning the academic and social/emotional needs of individual students in school.

The counselor may be of service to you as a parent/guardian in the following ways:

1. Conference with individual parents/guardians regarding
their child’s social adjustments and emotional well-being.

2. Connect parents/guardians to outside community resources and agencies.

The emphasis of the Ankeny Community Schools Counseling Program is on the development and application of mindsets and behaviors necessary for college and career readiness.

College and Career Readiness is the state of being fully prepared for a lifetime of personal success beyond high school, regardless of pathway after high school graduation. College and Career Ready students demonstrate critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, and productivity and accountability, as defined by the Universal Constructs of the Iowa Core. Additionally, students are self-directed and demonstrate grit, the desire to persevere despite the obstacles that may stand in their way.

Lost and Found

A lost and found is maintained by the office. It is the child’s responsibility to check in the office periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If your child has lost an item, we will do everything possible to help him/her find it. Money, purses, wallets, watches, and other valuable items are to be turned in to the office. Students are urged to make prompt inquiry concerning such items.

Before winter and summer break, the unclaimed lost and found items are taken to the Neveln Center for donation.

Nutrition Services

Breakfast

All students have the option of purchasing a breakfast. A variety of cold cereals, graham crackers, yogurt, fruit juice, fresh fruit, and milk are offered. Occasionally a hot entrée will be offered. Students may purchase a breakfast in the school’s cafeteria prior to the start of school.

Lunch

Students have the option of purchasing lunch or bringing a sack lunch from home. Ankeny has developed a three-week menu cycle with adjustments made throughout the year based on student’s preferences. Each lunch meets the National School Lunch Program (NSLP) guidelines for the following components: Protein, grain, fruit, vegetables, and milk. To receive a meal for $2.80, a student must choose at least 3 of the 5 components with one component being a fruit or vegetable.

he following a la carte items are offered to students who have a positive account balance, for an additional charge:

- Individual carton of milk - $.50
- Individual juice box - $.50
- Individual 8 ounce bottle of water - $.50

Menus are posted at www.schoolcafe.org. Additionally, a printed menu is sent home with students each month.

Join us for Breakfast or Lunch

We believe it is important to teach and model good eating habits and manners in our lunch area. Visiting adults and children may not charge their meal to a student’s meal account. We invite parents to come and eat with their child at any time. A guest lunch costs $3.75 and breakfast costs $2.30. Please stop in the office and pay for your lunch and receive a ticket to take to the lunch area. We request parents not bring food and/or soda pop from outside vendors into the lunchroom for themselves and/or their child.

Parents are welcome to take their child/children out for lunch during their specific lunch period if they wish. Please be considerate of the time scheduled for lunch. Stop by the office to sign your child out and office personnel will page your child to the office.

Payment for School Meals

Parents can pay for meals online via credit card: VISA, MasterCard, Discover, or American Express, or by sending money to the school office. “TouchBase” is utilized for payment and allows parents/guardians:

- Easy and convenient access to pay fees online 24 hours a day, seven days a week.
- Credit to student accounts reflecting new activity within two hours. Money sent to the school office will be credited to the account the next day.
- Assurance of private and secured transmission.

Parental controls of lunch account through:

- SchoolCafe (www.schoolcafe.com). Ability to view menus and nutritional information
- Ability to view student account purchase history
- Ability to restrict a la carte purchases
Questions regarding meal accounts or to set up a payment schedule has been established. When the family's meal account reaches negative $10.00, Nutrition Services will mail a letter to the household on Fridays. Families with negative account balances are encouraged to send a meal to school with their child(ren) until the account is brought current or a payment schedule has been established.

Inquiries regarding “TouchBase” should be made to Nutrition Assistant LeeAnna Vigor at leeanna.vigor@ankenyschools.org or 515-963-4964.

**Accounts with a Negative Balance** - When a meal account reaches $5.00, an email will be sent to the parent/guardian reminding them of the meal account balance. When the family’s meal account reaches negative $10.00, Nutrition Services will mail a letter to the household on Fridays.

Questions regarding meal accounts or to set up a payment schedule, please contact Nutrition Systems Assistant LeeAnna Vigor at (515) 963-4964.

**Student Records**

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to contest placement of a controversial record in the student’s education records. Parents or eligible students may ask the Ankeny Community School District to amend a record that they believe is inaccurate, misleading or a violation of the student’s right to privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a meeting with a district employee who is not directly interested in the outcome. Additional information regarding the meeting procedures will be provided to the parent or eligible student when they are notified of their right to the meeting.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. On exception with permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, faculty member, staff member, member of the Board of Directors, or others acting on their behalf who the superintendent has determined to have a legitimate educational interest in obtaining access to information in a student’s education records. This may include outsourced law enforcement and security units contracted with the school district. A legitimate educational interest exists when the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to inform the district that the parent or eligible student does not want the district’s designated directory information, as defined below, to be released to the public. To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to August 1 of each school year (or two weeks from the date of enrollment in the district if such enrollment occurs after August 1), of the information not wished to be released. This objection to the release of directory information must be renewed annually.

Examples of school or media publications include; but are not limited to:

- A playbill showing our student’s role in a drama production
- The annual yearbook
- Academic recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members
- Newspaper articles or television news stories
- Podcasts or videos posted on the district website
- Athletic or activities team photos or class photos
- Website articles

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Ankeny Community School District has designated the following student information as directory information:

- Student’s name
- Curriculum (major field of study)
- Section/Team
- Year in school
- Participation in recognized organizations, activities and sports
- Weight and height of members of athletic teams
- Degrees, awards and honors received
• The most recent educational institution attended by the student
• Photographs, audio recordings and video recordings of the student
• Date of attendance at the school district (general periods of time during which an individual attended or was enrolled in an educational agency or institution)
• Student work

Any information not designated by the district as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

Two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed to the military recruiters without their prior written consent. (1) If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by August 1.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


2. The district may share information contained in a student’s record with officials of the juvenile justice system if such information will assist in their ability to serve the student.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

**If you have no objections** - If there are no objections to use of your information as defined above, no further action is necessary and you do not need to fill out the opt-out form.

**If you object** - If you object to use of information as defined above and you do not want directory information included in class lists, yearbooks, school programs, brochures, athletic programs, newspaper articles, and other publications such as are noted above, please request and fill out the opt-out form. The form should be returned to school no later than August 1.

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**PARENT AND COMMUNITY INVOLVEMENT**

**Parent and Family Engagement (Board Policy 505.08)**

Parent and family engagement is an important component in a student’s success in school. The Board encourages parents and families to become involved in their child’s education to ensure the child’s academic success. Therefore, the Board will:

1. **(1) Involve parents and families in the development of the Title I plan, the process for District review of the plan and the process for improvement by utilizing the School Improvement Advisory Council (SIAC) to provide information and input;**

2. **(2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by planning and engaging in an annual Title I family night for students and families receiving Title I services, as well as ensure Title I teachers meeting with families during conferences in the fall and spring;**

3. **(3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by creating opportunities for families to learn strategies to support the education of their child in multiple areas of the education program (e.g., reading, math, English Language Learners). Each Title I School in the Ankeny Community School District will send home and encourage parents and families to sign a “Parent-School-Learner Compact.” This document reinforces important principles for the involvement of parents and families, students, and teachers in the educational development of all children. The compact will be translated into additional languages, as necessary to meet the needs of students and families.**

4. **(4) Conduct with the involvement of parents and families, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and families in Title I activities (with particular attention to low-income parents and families, Limited English Proficient (LEP) parents and families, parents and families of any racial or ethnic minority, parents or family members with disabilities and parents or family members with low literacy); needs of parents and families to assist their children’s learning; and strategies to support successful school and family interactions by conducting a survey of parents and families who utilize Title I services. The survey data will be utilized to inform**
Title I programming and policy update recommendations;
(5) Use the findings of the annual evaluation to design strategies for more effective parent and family engagement and to revise, as necessary, the parent and family engagement policies by utilizing survey data to inform Title I programming.
(6) Involve parents and families in Title I activities by planning and engaging in an annual Title I family night for students and families receiving Title I services, encouraging families to attend school community events that increase connections between families and the school, and ensure Title I teachers meet with parents and families during conferences in the fall and spring: .

The Board will review this policy annually. The Superintendent/designee is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the Superintendent/designee to develop administrative regulations regarding this policy.

Parent-Teacher Organization (PTO)

Each elementary has a Parent-Teacher Organization (PTO) and each building has its own officers. Meetings and projects are held according to each building’s needs. PTOs wishing to raise money for the building are asked to refer to the guidelines in Board Policy #1004.60 on the district website at Policies >> Series 1000.

Many parents/guardians help carry out the projects throughout the year. We hope you will become active in your PTO; this is an important link between the home and school to benefit your child.

School Board Meetings

The Ankeny Community School District’s Board of Directors are elected at large for four-year voluntary terms. The Board of Education follows a governance model. In this process, the Board gives direction to the school district as to their priorities and goals, and the administration then develops the best procedures and practices to fulfill those goals.

The Board invites you to attend its meetings. They normally meet on the first and third Monday of the month. The meetings are open to the public and held in the Board Room at 306 SW School Street. For a complete list of school board meeting dates, please visit our website at www.ankenyschools.org.

Board meetings follow an agenda prepared by the Superintendent. If you have an item of concern you would like placed on the agenda, call the superintendent’s office at 965-9600 before noon the Friday prior to the board meeting. Under Iowa’s Open Meeting Law, items cannot be added to the agenda within 24 hours of a meeting. Additions to the agenda are at the discretion of the Board. Action may not be taken on items not on the agenda. For more information, please refer to Board Policy #213.00.

School Improvement Advisory Council (SIAC)

Cooperation and communication among staff members, students, and community is a goal of the Ankeny Community Schools. For this purpose, the district has a School Improvement Advisory Council (SIAC) that is appointed by the Board of Education. The School Improvement Advisory Council (SIAC) is an advisory group which provides parents, community members, staff members, and students the ability to provide input into decision-making of the district. The word “advisory” is definitive; that is, to test ideas without final decision-making authority. Parents of each attendance center will be given an opportunity to apply for selection, prior to the end of the school year, for next year’s SIAC. The term of office for SIAC members will be a commitment of at least one year, and no more than three.

Volunteer Program

Ankeny Community Schools welcomes and appreciates our adult volunteers. By using volunteers, the district is able to offer greater educational services and learning opportunities for the youth in our community. Any parent or community member wishing to volunteer in the building or chaperone a field trip or dance will be asked to complete the forms within the Volunteer Handbook, which is available on the district website. Volunteers are subject to a criminal background check and the district reserves the right to restrict volunteers as a result of that check. A background check generally takes approximately two weeks to complete. It is not feasible to process a background check on the same day as the event.

Activity Tickets

Students in grades K-8 may purchase an Ankeny Student Activity Ticket good for admission to all Ankeny home events for $45. Additionally, an 8- punch Activity Ticket is available which allows any family member admission into any Ankeny home athletic event. The cost of the punch ticket is $35.00. Both tickets may be purchased online beginning in early July through mid-August, or in person at the high school activities office. The 8-punch Activity Ticket is also available at the gate of any home event.

Ankeny Community School District Before and After-School Program

The Ankeny Community School District offers a safe, fun, high-quality, fee-based Before and After-School Enrichment
Program for students in grades K-5. The Before and After-School Program is funded through participating parent-paid fees and is open within each building on regularly scheduled school days. The before school program opens at 6:30 a.m. The after school program opens immediately following the regular school day and closes at 6:00 p.m. The program also offers full-day, theme-based enrichment camps on no-school days with extended breaks (i.e., winter and spring break) and over the summer.

The Before and After School Program provides students with a high-quality academically-enriching, safe, and fun before and after school experience. Students engage in daily recreation, homework lab and hands-on enrichment labs geared toward helping students increase academic success, character development, and build life skills. The program is governed by the Iowa Department of Human Services and provides a supervised environment that carries over PBIS expectations and promotes educational competence, physical and social development, and community and family engagement.

Before-School Program participants have the opportunity to purchase breakfast through the district Nutrition Services Program; a nutritious snack is provided in the After-School Program.

For more information, including program-specific procedures, enrollment contract options and to learn more about registration and tuition, visit the Before and After-School Program website at www.ankenychools.org >> Schools >> Programs.

The minimum Before and After-School Program site enrollment must be 30 students. The program manager will make every effort to ensure student enrollment is met. However, if minimum program enrollment is not met, it may be necessary to close the low enrollment site and combine with a neighboring program site. In such situations, parents will be notified in writing with as much advance notice as possible.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management KJ for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Competent Private Instruction/ Dual-Enrollment Students

Parents of children who are of compulsory education age (six years of age by September 15 and younger than sixteen years of age) may choose to provide private instruction outside of the public school setting. Instruction can be provided by a non-licensed person or by a licensed practitioner. Parents may also request dual enrollment with the district. This permits participation in a limited number of classes, special education, or extra-curricular activities. Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Information pertaining to private instruction and dual enrollment can be obtained by contacting the District Office (965-9600).

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids schools employees from using corporal punishment against any student. See Board Policy #503.05. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

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

Equal Educational Opportunity

The Ankeny Community School District does not discriminate in its education programs or educational activities on the basis of race, color, gender, national origin, creed, sexual orientation, gender identity, age, religion, marital status, socioeconomic status, or abilities/disabilities in its educational programs, activities, or employment policies as required by Title VI and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code Section 216.9. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district. The Equity Coordinator is Josie Lewis, J.D., (515)
Iowa Code section 301.1 authorizes school district to collect a rental fee for textbooks, including electronic textbooks, and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process. The school district charges fees for certain items, such as textbook rental and pay-to-ride transportation services. Students whose families meet the income guidelines for free and reduced price lunch, from Food Assistance (FA), the Family Investment Program (FIP), another DHS assistance program, or students who are in foster care, are eligible to have their student fees waived or partially waived. Also children who meet the definition of homeless, runaway or migrant are eligible for fully or partially waived fees. A family must annually complete the waiver of confidentiality form and return to the Ankeny School Nutrition Services program. This waiver does not carry over from year-to-year.

To learn more about how to qualify for the district’s free/reduced price meal program, please refer to the section below titled, “Free and Reduced Meals and Program”.

- **Textbooks** - Book fees for elementary students are $50.00. These fees help defray the cost of consumable workbooks, instructional materials, and textbooks for the year. If a child moves out of the district during the school year, a refund will be made on a prorated basis. If a book is damaged or lost, a fee (up to the full replacement cost of the book) may be assessed.

- **Breakfast and Lunch** – Breakfast and lunch are served each day in our schools. The costs include:
  - Breakfast…………………………….$1.85
  - Lunch………………………………$2.80
  - Extra Milk…………………………..$0.50
  - Juice Box……………………………..$0.50
  - 8 oz. Bottled Water………………….$0.50
  - Second Lunch……………………….$3.60

Fee statements will be generated, at a minimum, three times per school year and sent to families with outstanding fees and fines. The district may choose to use a collection agency for any outstanding fees, fines, and negative lunch balances. If a student moves out of district during the school year, and there are no outstanding fees, fines, or lunch balances, a refund of the textbook rental fee will be made on a prorated basis. The district refund procedure is listed on the district website.

Free and Reduced Meals and Programs

A new free/reduced meal eligibility application must be completed and submitted each year.

Free and reduced price meal eligibility applications for each new school year will become available in late July. You can apply for eligibility through the online application or by filling out a paper application.

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. An application for free and reduced meals can be found at the district website, www.ankenyschools.org under Quick Links >> Nutrition Services >> Free and Reduced Price Information. Applications are also available at orientation, from building secretaries, or at the central office. If you have questions about free and reduced meals or the application process, please contact Nutrition Services Assistant LeeAnna Vigor at (515) 963-4964 or email leanna.vigor@ankenyschools.org.

If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

For information about state food assistance benefits, contact 1-877-347-5678, or apply online at www.dhs.iowa.gov/food-assistance.

Homeless Students

In accordance with 281 IAC Chapter 33, the Ankeny Community School District is required to give written notice to homeless children and families if the district is going to deny access to their educational programs. Homeless children and families may obtain free legal services by contacting:

Legal Aid Society of Polk County
1111 9th Street – Suite 230
Des Moines, Iowa 50314
515-243-1193

Chapter 33 of the Iowa Administrative Code defines “homeless child or youth” as a child or youth from the age of
three years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Legal Status of Student

If a student’s legal status, such as the student’s name or the student’s custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Please contact the district registrar to ensure that the school district has a current student record.

Open Enrollment

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the registrar’s office for information and forms.

The Board of Education will continue to evaluate annual open enrollment policies. You may reference Ankeny Board of Education policies on open enrollment on the Ankeny School District website. Please contact Kristy Hansen for open enrollment questions at kristy.hansen@ankenyschools.org or (515) 965-9600.

Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ankeny Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ankeny
Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Ankeny Community School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the education department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

**Section 504 - Notice of Rights**

Ankeny Community School District does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the Policy Manual on the district’s website. Parents/guardians disagreeing with the decisions reached by district personnel regarding necessary accommodations for access to the educational program may request a hearing before an impartial hearing officer by notifying the districts’ ADA/Section 504 Coordinator. The parent/guardian is entitled to participate in the hearing and to be represented by counsel.

The district’s designated ADA/Section 504 Coordinator is: the Director of Special Education; 306 S.W. School Street, Ankeny, IA 50023 (515-965-9600).

**Student Complaints**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student’s teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee’s decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent or his/her designee within 10 calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent or his/her designee, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

**Student Media Interviews**

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio or other reporters in regard to projects, activities and other school events. This is considered a part of the district’s directory information consent policy, along with photos, video, and other media. If you object to your student being interviewed in this manner, please read and fill-out the district’s directory information opt-out form. To obtain a copy of this form, please contact your school’s main office.

**Title IX**

The Ankeny Community School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josie Lewis, Chief Officer of Human Resources, 306 SW School St., Ankeny, IA 50023; 515-965-9600. For further information on notice of nondiscrimination, visit http://wdcrbcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**Trademarks**

The Ankeny Hawk, Ankeny Centennial Jaguar and Ankeny “A” logo are trademarked logos/mascots of the Ankeny Community School District. All graphical representations of these mascots are owned by Ankeny Community School District. Use is reserved for school-related purposes. Use of these logos for the purpose of personal profit requires
licensing for use through the school district. Use of the Hawk, Jaguar or “A” in other websites, print materials, and message boards without the express written permission of the Ankeny Community School District is prohibited. Failure to obtain permission could and can result in offending person(s) being reported for infringement, and possible lawsuit. For more information regarding appropriate use of school logos, see Board Policy #1004.21 - Advertising and Promotion. When questions arise regarding the use of district logos, please direct them to the communications department at 515-965-9600.

**Transportation: Buses and School Vehicles**

The safety of every student and driver on our school buses is of great concern to all of us. Every precaution and care is taken by the school district to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and school administrators. Please review the following rules and regulations and discuss them at home.

Due to the limited number of seats on school buses and the school district’s liability, only students eligible for bus transportation will be allowed to ride district bus routes. It is the belief of the district that the safety and welfare of students eligible to ride buses should not be compromised in order to accommodate students who are not eligible for transportation. As a result, bus students will be required to make other arrangements for friends, relatives, or other persons who, in the past, may have occasionally been permitted to ride on district bus routes when space was available.

For students who do not meet the eligible distance requirements for district provided transportation between their home and school, the district offers a pay-to-ride program.

**Bus Routes and Activity Trips** - The primary objective of the Transportation Department of the Ankeny Community School District is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver and must be avoided. For purposes of these rules and regulations, the term “vehicle” applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.

Listed below are the district’s rules and safety tips, which apply to all district vehicles.

1. The driver is in charge of the bus and the vehicle. Bus riders are expected to follow the direction of the driver.
2. Bus riders shall be at the designated loading point 5 minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
4. Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
5. Aisles must be kept cleared at all times, and when students enter or exit the bus.
6. All bus riders shall be received and discharged through the right front door. Emergency door is for emergencies only.
7. The driver may assign a bus rider a seat.
8. Bus riders must remain in their seats at all times.
9. Bus riders are expected to follow the driver’s directions.
10. A three foot classroom voice shall be observed.
11. Bus riders are not to eat or drink on route buses.
12. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
13. Bus riders shall keep feet off the seats.
14. Bus riders shall refrain from crowding or pushing.
15. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
16. Bus riders will use appropriate language and behavior at all times.
17. Bus riders K-12 must show their bus pass on a daily basis. Students in grades 6-12 who have failed to do so on their third offense will receive communication from administration to discuss next steps in the process.
18. Once students board the bus, they must remain on the bus. Parent/Guardians must verify with administration (or main office of the child’s attendance center) if an emergency occurs in which they want their child to be pulled or removed off the bus, prior to the child’s scheduled destination.
19. Once the bus rider boards the bus, the only place the bus rider can exit the bus is at their designated drop off point.
20. Bus riders may use electronic devices as long as they do not disturb the safety, order, and rights of others.

21. Bus riders will refrain from bullying and harassment.

22. Bus riders will display safe and orderly behavior at all times.

23. Bus riders will follow all School Board policies.

24. Items are not allowed on the bus unless the object is small enough to be placed under the seat in front of you (less than 1 yard long, 1 foot wide and 10 inches high). Examples of prohibited items: certain band instrumentation, golf clubs, other sporting equipment, certain school projects, etc. If you have an item in question, please contact Durham Transportation at 965-9615.

25. Students must ride on their designated bus route to and from school at all times. Parents are not allowed to request written permission to have their child ride on an alternate bus route for non-emergency or convenience situations that may arise, whether or not the child is or is not bus eligible.

26. No pets are allowed on the school buses.

**Disciplinary Procedures Related to Transportation**

All students are expected to follow the instructions of the vehicle driver. Riding the bus is an extension of the classroom. Failure to follow instructions or to obey rules set by the driver and/or the district will result in the following:

1. First Violation: The bus driver will discuss the infraction with the student and write an Incident Report for the building administrator. The building administrator will meet with the student to discuss appropriate bus behavior. The administrator may assign detention or suspension from the bus depending on the severity of the infraction. The student’s parents and the Transportation Department will receive notice of the action taken at this meeting as well as copy of the Incident Report. The students and parents will receive notice of the possible consequences of another bus infraction.

2. Second Violation: The bus driver will write an Incident Report for the building administrator of the infraction, and the administrator will meet with the student. The parent(s) and the Transportation Department will be advised that the student is suspended from riding the bus for three days. The student and parents will receive notice of the possible consequences of another bus infraction.

3. Third Violation: The student will lose bus privileges for a minimum of ten (10) days. A meeting will be set by a building administrator that includes the student, parent(s), building administrator, bus driver, Transportation Department, and Director of Maintenance and Operational Systems. At this conference, the previous circumstances that led to this suspension will be discussed. Assuming that the group agrees on a suitable plan to help the student maintain bus privileges, the student will be allowed to resume riding the bus after the suspension. The student and parents will receive notice of the possible consequences of another bus infraction.

4. Fourth Violation: Upon notification that the student has incurred a fourth bus violation, the building administrator will inform the student and the parent(s) that the student has lost bus privileges for a minimum of 45 days. This will carry into the next semester.

5. Temporary or permanent removal of transportation privileges could result at any time that the building administrator, Transportation Department, and/or the Director of Maintenance and Operational Systems determines that the seriousness of any violation threatens the safety and well-being of anyone on or off the bus. In such cases the remedy procedures outlined above for the third violation will be followed.

**Use of Video/Audio Cameras or Other Recording Equipment on School Buses** - The Board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a student disciplinary proceeding. Reference: School Board Policy #502.14

**Student Health Related to Transportation** - It is the responsibility of the parent/guardian to provide health information to the school bus drivers. If your child has a life threatening medical condition that the bus driver should be aware of, please use the form available on the bus web-site entitled “Emergency Medical Information for Bus Drivers.” Return completed form to your school or fax to Durham Transportation Services at (515)965-2602. There should be no eating or drinking on all school buses. Eating on the school bus poses a risk of choking and potentially endangers students with food allergies. Parents should notify the transportation manager at Durham Transportation at 965-9615 of any specific health needs (asthma, seizures, diabetes, etc.). This information will be kept confidential and shared only with school personnel and transportation personnel as needed.

If a student requires medical treatment while on a bus, the driver will contact emergency medical services.

**Students with Special Needs** - All students riding Ankeny school buses follow the same rules. According to the Individuals with Disabilities Education Act (IDEA) there should be no discrimination to individuals with special needs in regard to making decisions or rules that vary from any and all other students, or that would impede them from receiving a FAPE (free appropriate public education). The district adheres to this concept and expects students with special needs to follow the same set of rules that are listed in the Rules and Regulations chapter of this book. Because some students have special needs in regard to transportation, we have included guidelines for the parents of these students:
1. Driver Information and Contact — Some children will have two drivers; one for the morning (a.m.) and another in the afternoon (p.m.). This must be done in order to deliver (a.m.) and pick up (p.m.) all the students from all the buildings in a timely manner. If you need to change your child/children’s pick up or drop off, please notify the transportation department and attendance center, in writing/e-mail/fax and/or hand delivered the day before the new drop off point will be needed. This will eliminate the possibility that a student’s drop off point will be missed or that we would try to deliver a student to an unsupervised home. This will also benefit our substitute drivers.

2. Boarding Assistance — If your child needs assistance in boarding/departing the bus, please come to the bus to assist when we stop. Please inform your day care provider to do the same.

3. Drop Off — If the child does not need assistance, the driver should see a parent or day care provider to ensure the child is able to enter the house. We will not deliver a child if we think no one is home or we do not have written permission from the parent.

4. Prompt Boarding — Some students attend various schools in Des Moines, Ames, or other districts riding the same bus. Scheduling several school calendars and different starting and dismissal times can be quite a challenge. We are asking that you have your child ready to pick up at the appointed time. This means that during the winter you have hats, coats, and mittens on and your child coming out of the door as the bus arrives. We know that toilet accidents with some students do happen. We are asking that should your son/daughter have an accident just before bus time; please call the Transportation Department at 965-9615. We will then be able to give you extra time to change your child without delaying the bus route. Please do not put the child on the bus soiled.

Guidelines for Determining School Bus Routes and Bus Stops - In determining school bus routes and school bus stop locations, the following guidelines shall be used by the Ankeny Community School District to the extent possible:

1. Safety First — The overriding goal and objective of all bus route and bus stop planning by the district is to protect the safety of students, staff, and bus drivers at all times. For purposes of these rules and regulations, the term “vehicle” applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.

2. Eligibility for Transportation — In accordance with State Law (Iowa Code, Chap. 285.1), elementary and middle school students living more than two (2) miles and high school students living more than three (3) miles from their designated school of attendance are entitled to free transportation provided by the district.

3. Distance to Bus Stop — Any student who is eligible for transportation may be required to meet a school bus on the approved bus route a distance of up to three-fourths (3/4) of a mile from their home without reimbursement. Please note: Home GPS units and vehicle odometers are not accurate enough for the purpose of measuring these distances.

4. Measuring the Distance — The distance to the designated school of attendance or to an approved bus route is measured on a public street or highway only and over the most passable and safest route for the school bus. The measurement starts in the middle of the roadway opposite the entrance to the student’s private residence and ends in the middle of the roadway opposite the entrance to the school grounds or designated pick-up point on the bus route.

5. Establishing the Bus Route — In accordance with state law, bus routes are established by the district each year to give service only to properly designated students who are entitled to free transportation. These routes may be adjusted by the district periodically to utilize the normal seating capacity of each bus and to maximize the use of each bus as much as possible. In addition, the district is prohibited by state law from extending or otherwise altering specific bus routes for the purpose of accommodating students whose residences are nearer another established bus route that could just as easily and more economically serve those same students.

6. Establishing the Bus Stop — The student’s primary address shall be the factor in determining the bus pick-up point for that student. To the extent possible, the district will strive to locate bus stops within a reasonable distance of each student’s home so that each student can safely load/unload the bus by approaching in single file at a right angle to the right front entrance of the bus.

7. Time/Location of Bus Stop — It shall be the goal of the district to keep each stop to the absolute minimum time required to load/unload all students safely. In more congested areas with successive stops, the district shall attempt to locate bus stops so that there is at least three-hundred (300) feet between successive stops for safe operation of the bus and its warning equipment.

8. Combined Bus Stops — Where there are two (2) or more families living in close proximity to each other and whose children are all entitled to district transportation, it may be necessary for bus stops to be grouped together, with students from several homes in that area walking to a central loading/unloading point. The presence or absence of front yard sidewalks may be considered by the district but shall not be an overriding factor in determining the location of bus stops in areas where these sidewalks do not exist for one reason or another.

9. Use of Public Highways — In accordance with state law, no school bus shall leave the public highway and enter private roadways and/or private property to receive or discharge pupils, unless their safety is enhanced by doing so or if the private road/property is maintained in the same manner as a public roadway would be. This means that most students may be loaded/unloaded with the bus resting at a complete stop on the traveled portion of the street or highway where it has
the protection of its lights, warning devices, size, and state-mandated safety construction to protect students boarding and those on board, as well as the driver.

10. Visibility at the Bus Stop — Except to the extent that reduced visibility on the street or highway may be caused by fog, snow, or other weather conditions, a school bus shall not stop at a designated pick-up point to receive or discharge pupils unless there is at least three-hundred (300) feet of unobstructed vision in each direction from the designated bus stop. In addition, by state law all district buses are required to have their headlights turned on at all times when carrying passengers.

11. Loading/Unloading the Bus — Wherever possible, all bus routes and bus stops shall be planned and established so as to minimize the need for any student to cross a street or highway to load or unload from the bus, with or without parental supervision. All students shall be received and/or discharged from the right front entrance of the bus. In extreme cases where they must cross a street or highway, students shall be required to pass in front of the bus, look in both directions, and proceed to cross the street or highway only on a signal from the bus driver.

12. Stopping on a 4-Lane Roadway — Any district bus, when operating on a highway with four (4) or more lanes, will not stop to load or unload pupils who must cross the highway. The only exception to this will be at designated stops where students who must cross the highway may do so where there are official traffic control devices or a crossing guard to assist them.

13. Leaving the Main Roadway — To the extent possible, school bus stops shall not be located in areas or neighborhoods where the entrance from the main street or highway has limited visibility or is constructed in such a way that it does not allow the bus to enter or leave a rapidly moving stream of traffic without blocking traffic or crossing the centerline(s) of any street or highway or would require the bus to back up at any point in order to enter or leave without crossing the centerline(s).

14. Cul-de-sacs or Dead-end Roadways — To the extent possible, school bus stops shall not be located in any areas such as cul-de-sacs or dead-end streets/roadways where the bus would be forced to back up in order to turn around when the public roadway is blocked or otherwise restricted for any reason or when students may be approaching or departing the bus from many different directions at one time, causing the attention of the driver to be diverted away from the safe operation of the bus while trying to watch for those students. Generally, the only exception to this guideline is if there is no suitable place for the students to stand while waiting for the bus that is away from the traveled portion of the street or highway. In such situations, the district may consider an alternate pick-up point on a case-by-case basis.

15. State Regulations and Safety Practices — In all cases, the district must and will abide by the provisions of applicable state laws, codes, and rules/regulations of various state agencies and departments regarding the safe operation of its student transportation system. The district will continually look to these agencies and departments for assistance and guidance in improving the safety of the buses. In addition, the district will actively and continually seek input from all available resources such as parents, students, local law enforcement agencies, and local and state highway officials on ways to improve the safety and efficiency of the transportation system.

16. Issues Regarding Bus Routes/Stops — Disputes and conflicts regarding the establishment of bus routes and/or bus stops will be handled in accordance with the provisions of the Code of Iowa which allow for progressive steps in the review/appeal process, beginning with the district staff, then to the school board, AEA board, and finally the State Department of Education.

If you have questions or concerns, please call Durham Transportation at 965-9615.

Water Testing

The Iowa Department of Public Health requires school districts to conduct water testing for lead-containing sediments. The Ankeny Community School District has completed the required testing of all district water dispensers including faucets and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Construction at (515)965-9600.
2019-2020 School Calendar

Start – Finish (August 23 – May 29)

Summary of Calendar
Days/Hours in classroom:
First Semester ........ 88
Second Semester ........ 90
TOTAL DAYS/HOURS 178/ (final hours to be submitted after Spring BEDS).

This calendar is being filed with DE as an “hours” calendar.

CALENDAR LEGEND
Start
Semester End
Holidays
Vacation Days
PD Days
Work Days
New Teacher
Meeting Day
Late Start Days
New Sped Teacher Day
No Work Day

August

Date Events
Aug 12 New Special Ed Work Day
Aug 13-16 New Teacher Work Days
Aug 19 Work Day
Aug 20 Meeting Day
Aug 21-22 Prof. Dev. Day
Aug 23 First Day of School
Sept 02 Labor Day (No School)
Sept 03 Preschool First Day
Oct 14 Prof. Dev. Day (No School)
Nov 27 Flex Day (No School)
Nov 28-29 Thanksgiving Holiday (No School)
Dec 23-31 Winter Break (No School)
Jan 01 Winter Break (No School)
Jan 02 Return to School
Jan 10 Semester End
Jan 13 Begin 2nd Semester
Jan TBD Preschool Online Application Open
Jan 20 No Work Day (No School) MLK Day
Feb 17 Prof. Dev. Day (No School) President’s Day
March 13 Flex Day (No School)
March 16-20 Spring Break (No School)
April 10 Prof. Dev. Day (No School)
May 23 AHS & ACHS Commencement
May 25 Memorial Day (No School)
May 29 Semester End
May 29 Last Day of School
June 1-2 Work Days

- Refer to building’s calendar for specific building events including:
  - Meet-the-Teacher Night
  - Back-to-School Night
  - Student Picture Dates
  - Conferences
  - Homecoming Events/Dances
  - 6 week/Trimester Start/End Dates

NOTE: Any snow days of three or more, at the discretion of the Superintendent will be added at the end of the regularly scheduled calendar.

NOTE: Staff will make-up snow days at the end of the year unless otherwise notified.

Board Approved 02/04/19
Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Josie Lewis, Chief Officer of Human Resources and Legal Affairs, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, josie.lewis@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.