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Mr. Brad Huss, Director
Mr. Aaron Johnson, Director
Mrs. Stephanie Judd, Director
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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 student is accountable for the handbook’s content. More detail can be found in the School Board Policies located on the district’s website, www.ankenschools.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; and
- 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.
Curricular Materials

Anchor 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 films). 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 enhance the learning experience. Teachers will 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 School Board Policy #605.02.

Curriculum Offerings

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
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<tbody>
<tr>
<td>Literacy</td>
<td>Literacy</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Pre-Algebra</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
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<tr>
<td>Ancient Civilizations</td>
<td>American History</td>
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<tr>
<td>Physical Education</td>
<td>Physical Education</td>
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<tr>
<td>Health</td>
<td>Health</td>
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<tr>
<td><strong>Encore (9 weeks)</strong></td>
<td><strong>Encore (9 weeks)</strong></td>
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<tr>
<td>Family &amp; Consumer Science</td>
<td>Emerging Technology</td>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
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<tr>
<td>French</td>
<td>French</td>
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<tr>
<td>Spanish</td>
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<td><strong>Electives</strong></td>
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<tr>
<td>Band</td>
<td>Band</td>
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<tr>
<td>Chorus</td>
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<tr>
<td><strong>Other</strong></td>
<td><strong>Other</strong></td>
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<tr>
<td>Focus</td>
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<tr>
<td>AELP</td>
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</table>

Daily Schedule

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>T</th>
<th>W</th>
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<tbody>
<tr>
<td>1</td>
<td>8:30-9:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9:18-10:03</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>10:06-10:51</td>
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<tr>
<td></td>
<td>First Lunch</td>
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</tr>
<tr>
<td>1</td>
<td>11:24-12:09</td>
<td>3</td>
<td>11:26-12:06</td>
</tr>
<tr>
<td>2</td>
<td>12:12-12:57</td>
<td>4</td>
<td>12:09-12:49</td>
</tr>
<tr>
<td>4</td>
<td>10:54-11:39</td>
<td>3</td>
<td>10:56-11:36</td>
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<td>5</td>
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<td>11:39-12:19</td>
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<tr>
<td>6</td>
<td>1:00-1:45</td>
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<td>7</td>
<td>1:48-2:33</td>
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<tr>
<td>8</td>
<td>2:36-3:21</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advisory</strong></td>
<td>3:24-3:45</td>
<td>8</td>
<td>3:01-3:45</td>
</tr>
</tbody>
</table>

Academic and Behavior Progress Reports

The Ankeny Secondary Schools (PV, PR, SV, NV, AHS, & ACHS) have moved to a paperless process of reporting student progress. Parents will continue to have access to their student’s progress reports and report cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will be discontinued.

Parents may print a progress report card via the parent portal in Infinite Campus. The directions for printing the progress report card can be found in the Infinite Campus section of the District website.

If you need assistance accessing the parent portal in Infinite Campus, visit the Infinite Campus section of the District website for directions.

If you are unable to access the parent portal please, fill out the Request Assistance form located in the Infinite Campus section of the District website.

If you are unable to print a progress report card, one may be obtained by calling the building secretary at the school your child attends.
At any time during the school year, parents are encouraged to contact their student’s teacher for an update on their academic and behavior progress.

Interim student progress reporting is paperless, and student progress reports at the six-week and 12-week periods can be accessed by parents and students via the Infinite Campus Parent Portal. A hard copy of a student’s progress report can be printed at home from the Infinite Campus Student or Parent Portal.

Generally, students who receive an incomplete final grade in a class must complete the class work within two weeks following the end of the semester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

**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; family life and human sexuality; substance use, misuses and non-use; emotional and social well-being; prevention and control of diseases; and health resources and careers.

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

The course of study and health textbooks used to guide the health curriculum may be examined upon request in the Administration Offices. Please contact your building principal or the Chief Academic Officer, 306 SW School St., Ankeny, Iowa 50023, for further information.

**Meeting the Needs of All Students**

Each of the buildings 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.

**Physical Education (P.E.)**

All students are required to wear a school-approved physical education uniform during physical education classes which includes dark-colored shorts and a gray T-shirt. For your convenience, shorts and shirts with the Ankeny Physical Education logo are available and sold at local retailers. Students must wear tennis shoes when in the gyms.

Under normal circumstances, a student cannot be excused from physical education class unless he/she presents a note signed by a physician, or there is a conflict with the student’s religious beliefs, see Board Policy #603.06. If unusual situations arise, a parent or guardian should call the instructor before 8:05 a.m. to discuss the problem. Adaptive programs, such as biking, jogging, rowing, and walking are provided for students with minor injuries/illnesses or isolated problems.

Students with long-term (three weeks or longer) medical excuses will be assigned to a study period and be given a “medical excuse.”

**Attendance**

**Attendance Philosophy**

Students must attend all classes and study halls unless their absence is authorized.

Daily attendance required by the Iowa Code, and it is essential for the successful completion of your courses. Only through attendance and class participation do students achieve the benefits of the education program. Irregular attendance or tardiness by students not only affects their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school. Regular attendance and preparation for class helps students in school as well as in adulthood.

Additional information about school attendance policy may be found at the district website at [www.ankenyschools.org](http://www.ankenyschools.org).

**General Attendance Regulations**

1. Students who know they will be absent must notify the office prior to the absence. A parent must call each day the student is ill. If notification is not received, the office attempts to contact the parents at their emergency number. If contact is not made to confirm the illness, the absence will be considered unexcused. All absences must be reported within one day of the absence to be considered excused.
2. Students are expected to be in class on time, and the school determines whether an absence is excused or unexcused. Unexcused absences include, but are not limited to:
• Tardiness
• Shopping
• Hunting
• Concerts
• Preparation or participation in parties or other celebrations
• Employment
• Driver’s license or permit application

3. Students too ill to attend school for any part of the day may not participate, but may attend any district-sponsored activity that afternoon or evening. This includes, but is not limited to, concerts/performances, or athletic practices/competitions. Principal/designee will have final discretion.

4. Health care appointments are to be scheduled outside of regular school hours whenever possible.

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

6. Students who miss three or more consecutive days for illness will be required to provide a doctor’s note for those illnesses or see the school nurse.

7. Students who accumulate five days of illness in one semester may be required to provide doctor’s notes or see the school nurse for any future illnesses.

8. Students who exhibit excessive absence patterns may be referred to the social worker. Chronic truancy will result in referral to the courts.

9. Students who will miss school due to planned absence are encouraged to contact their school/teachers prior to their absence.

Procedures Followed for Absences (Excused or Unexcused):

After six accumulated absences:
• School personnel 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 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, school counselor, nurse, student advocate, and/or truancy officer.
• An attendance contract will be developed by the team 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, school 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/Other School 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.
Extracurricular activities or practices scheduled for the day
or evening of a day when school is canceled or dismissed
early are generally canceled and re-scheduled. The principal
may determine whether to hold extracurricular activities or
practices. If the activity is to be held, students and parents
are notified in the same manner as the notification that school
was dismissed.

State Tournament Absences

Students must bring a signed release form at least one
day prior to their absence, purchase a ticket, and adhere
to dismissal or return time deemed appropriate by
administration.

Tardies

Student promptness to class is important to their learning.
Therefore, students are expected to be in class on time.
Classroom teachers will implement routines that encourage
student promptness to class. Students more than 10 minutes
late to class will be considered unexcused. Excessive tardies
may result in disciplinary action.

Truancy (Unexcused Absences)

Regular attendance by the students at school is essential
for students to obtain the maximum opportunities from
the education program. Parents and students alike are
encouraged to ensure an absence from school is a necessary
absence. Students will attend school unless excused by the
principal of their attendance center.
Truancy is the failure to attend school for the minimum
number of days established in the school calendar by the
Board or the act of being absent without a reasonable excuse.
These absences include, but are not limited to, (driver’s
licensing, tardy greater than 10 minutes in length, shopping,
hunting, concerts, preparation or participation in parties
and other celebrations and employment). Truancy will not
be tolerated by the Board and will be subject to disciplinary
action.

Administrative Regulations Guiding Student Conduct

Students who do not abide by policies and guidelines
found in this section are subject to disciplinary measures.
Administrative decision-making regarding the disciplinary
measures will take into consideration the severity of the
act, frequency of violations, repetition of violations, student
learning needs, consistency of expectations and other relevant
factors.

Academic Integrity

Students will do their own schoolwork. Academic dishonesty
(“cheating”) is prohibited, and includes but is not limited to:
• Looking at or copying another student’s schoolwork.
• Allowing another student to look at or copy your work.
• Plagiarism and copying from sources without proper
citation.
• Inappropriate use of digital devices during testing.
• Forgery, altering and unauthorized possession of school
forms.
• Lying to school officials.
• Violation of copyright laws outside the narrow definition
of “educational fair use.”

Before/After School Expectations

1. Pay attention to traffic; give cars the right-of-way.
2. Obey traffic signals and cross at designated crosswalks.
3. Be respectful of self and others.
4. Clear the building by 4:00 p.m. unless in an after school
activity.
5. Wait inside the exit doors for your ride in inclement
weather.
6. Leave the bike rack area by 3:55 p.m. unless in an after
school activity.
7. Do not accept rides from strangers and be aware of your
surroundings.
8. Report anyone who tries to make contact with you that
you do not know.

Bullying, Harassment, and Hazing, and
Inappropriate Student Interaction

Report Bullying with the TIPS report incident system on the
website or refer to page 20 of this handbook. 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 all complaints alleging 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, exclusion, 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:
Expectations for Students

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.

Care of School Property

Students are expected to take care of school property including computers, desks, chairs, books, lockers, assigned technology, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. Fines will be levied for damage to any book, computer or other school equipment.

Dangerous Conduct

Any action which endangers the safety or well-being of individuals may be considered gross disobedience or misconduct. Students who engage in dangerous conduct may also be referred to law enforcement authorities. Examples of conduct considered “dangerous conduct” and are prohibited include, but are not limited to:

- Sounding a false fire alarm
- Possession of a weapon, a look alike weapon (including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances, and including objects such as automobiles, baseball bats, pipes, bottles, sticks, locks, pencils, pens, needles and other materials or objects that are used, attempted to be used, or threatened to be used to cause bodily harm)
- Possession of dangerous materials
- Violation of the district's rules regarding possession, use, sale, and/or distribution of drugs, alcohol or drug paraphernalia
- Gang, gang-related or mob action
- Causing physical harm to a student or staff member
- Devices such as matches or lighters are not allowed
- Cigarettes, look-alike cigarettes, vaporizers, electronic cigarettes, and other tobacco products are not allowed

Furthermore, if you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, you should immediately contact your principal.

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.

Drop-Off and Pick-Up

Students must sign out in the office prior to leaving during the day. Students who leave the building without consent will be considered unexcused absent. Students will not be sent home without the office checking with a parent at home or work. Students are expected to remain on school property once dropped off. If we become aware that students are leaving school property after arrival, disciplinary action will occur.

Before entering school property, parents should put all electronic devices away and give all attention to driving safely for the safety of all our students. Students are to be dropped off before school in the west parking lot. All students must enter the building through either the student entrance doors or the main doors. These doors are open one hour prior to school.
Elevator

Students with special needs (either short or long term) will be allowed to use the elevator. They should adhere to the following guidelines:

1. A pass to use the elevator will be issued by the school nurse or office personnel.
2. Only designated students may ride along to assist with school books and supplies.
3. The elevator may only be used for a school related purpose.

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. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused. 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 note signed by the student’s parents. The field trip is considered an extension of the instructional day and the district is charged with ensuring the safety of all students. Thus, parents who wish to volunteer or attend the field trip must complete a background check at least one week 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.

Food and Beverages

The consumption of healthy food and snacks is encouraged. As such, students are allowed to bring healthy breakfast food to eat in the cafeteria before school. Students are allowed to bring food and beverages as long as the food/beverage is in its original, sealed container until such time it is consumed in the cafeteria. Liter bottles and large bags of candy are not permitted in building.

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 in Board Policy #503.06. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order.

Identification Cards

Students will be provided with an ID card and are required to carry and display it on a breakaway lanyard.

Students must show or surrender the card whenever you are requested to do so by campus security, a staff member or school bus driver.

Students may not alter their ID card in any way. Lost ID cards must be replaced for $5.00. Refusal to identify yourself, surrender your ID card, or lying about your identity will be dealt with as insubordination and lying, respectively.

Illegal Items (Alcohol, Drugs, Weapons)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars, 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 board policy, students bringing firearms to school or possessing firearms at school may be recommended to the Board of Education for expulsion for not less than one year. Parents of students found in violation of this policy may be contacted, and students may be reported to law enforcement.

Students should not bring knives and other sharp instruments to school. Any knife or other potentially dangerous object may be confiscated by the principal/designee. The parent will be notified and the principal/designee will determine whether consequences are necessary. Any student in possession of a knife may be suspended.

Inappropriate Physical Contact

It is a violation of our standard of conduct for students to have inappropriate contact with another student at school or school activities. Inappropriate contact includes but not limited to intentional pushing, shoving, tripping, wrestling, etc. This also includes contact where both parties agree that the contact was not necessarily hostile in intent, but is still deemed inappropriate by school staff as inappropriate given the time, location or circumstances of the event such as physical displays of affection or rough housing. Furthermore, charges of assault or battery may be filed by the police. Fighting may be considered gross disobedience or misconduct. A second fight in the school year may result in discipline including expulsion.

Insubordination/Disrespect

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at
# Parkview PRIDE
Show everyone the best side of yourself and your school.

<table>
<thead>
<tr>
<th>Be Responsible</th>
<th>Be Respectful</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before School</strong></td>
<td></td>
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<tr>
<td>Report Directly to gym.</td>
<td>Follow all adult directions.</td>
<td>Wait to be dismissed.</td>
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<tr>
<td></td>
<td>Stay in designated area.</td>
<td>Keep hands, feet, and objects to self.</td>
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<td></td>
<td>Use appropriate language &amp; volume.</td>
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<tr>
<td><strong>Hallway</strong></td>
<td>Acknowledge others appropriately.</td>
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<tr>
<td>Manage passing time wisely.</td>
<td>Keep the hallways clean.</td>
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<tr>
<td>Keep the hallways clean.</td>
<td>Practice good table manners.</td>
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<td></td>
<td>Wait your turn in line.</td>
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<td></td>
<td>Be inclusive.</td>
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<td></td>
<td>Follow adult directions.</td>
<td></td>
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<tr>
<td></td>
<td>Use appropriate language &amp; volume.</td>
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<tr>
<td><strong>Cafeteria</strong></td>
<td>Respect each other’s privacy.</td>
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<tr>
<td>Clean up after yourself.</td>
<td>Discard garbage in the proper receptacles.</td>
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<td>Raise your hand to get up.</td>
<td>Walk in and out quietly.</td>
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<tr>
<td>Get permission from an adult to use the phone.</td>
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<tr>
<td>Use in a timely manner.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Restrooms</strong></td>
<td>Pick up after yourself.</td>
<td></td>
</tr>
<tr>
<td>Use restrooms for their intended purpose.</td>
<td>Respect other’s property and privacy.</td>
<td></td>
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<tr>
<td>Electronics to be shut off and put away.</td>
<td>Walk to and from all locations.</td>
<td></td>
</tr>
<tr>
<td>Use in a timely manner.</td>
<td>Keep hands, feet, and objects to self.</td>
<td></td>
</tr>
<tr>
<td><strong>Locker Rooms</strong></td>
<td></td>
<td>Use lockers for intended purpose.</td>
</tr>
<tr>
<td>Lock up your personal belongings.</td>
<td></td>
<td></td>
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<tr>
<td>Report concerns to an adult.</td>
<td></td>
<td>Use lockers for intended purpose.</td>
</tr>
<tr>
<td>Electronics should be shut off and put away.</td>
<td></td>
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<tr>
<td>Use in a timely manner.</td>
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<tr>
<td><strong>After School/Bus</strong></td>
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<tr>
<td>Report to your waiting area in a timely manner.</td>
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</tr>
<tr>
<td>Keep your area clean.</td>
<td>Follow adult directions.</td>
<td>Walk to and from all locations.</td>
</tr>
<tr>
<td>Report concerns to an adult.</td>
<td>Use appropriate language &amp; volume.</td>
<td>Keep hands, feet, and objects to yourself.</td>
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<tr>
<td></td>
<td>Be inclusive.</td>
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<tr>
<td><strong>Classroom</strong></td>
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<tr>
<td>Be on time with needed materials.</td>
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<tr>
<td>Keep the classroom clean.</td>
<td>Follow directions and teacher expectations.</td>
<td></td>
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<tr>
<td>Come prepared to learn.</td>
<td>Be respectful to peers.</td>
<td>Enter and exit classroom appropriately.</td>
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<tr>
<td></td>
<td></td>
<td>Use classroom tools appropriately.</td>
</tr>
<tr>
<td><strong>Safety Drills</strong></td>
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<tr>
<td>Walk to and from designated area with your class.</td>
<td>Listen attentively.</td>
<td>Keep hands, feet, and objects to yourself.</td>
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<td></td>
<td>Follow all adult directions.</td>
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<tr>
<td><strong>Assemblies</strong></td>
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</tr>
<tr>
<td>Demonstrate self control.</td>
<td>Follow the directions of adults.</td>
<td>Walk to and from all locations.</td>
</tr>
<tr>
<td>Electronics to be shut off and put away.</td>
<td>Use appropriate language &amp; volume.</td>
<td>Keep hands, feet, and objects to yourself.</td>
</tr>
<tr>
<td></td>
<td>Be respectful to peers.</td>
<td>Sit in your assigned location.</td>
</tr>
<tr>
<td><strong>Media Center</strong></td>
<td></td>
<td>Wait to be dismissed.</td>
</tr>
<tr>
<td>Keep media center materials in good condition.</td>
<td>Follow adult directions and expectations.</td>
<td>Enter media center appropriately. Use media center material appropriately.</td>
</tr>
<tr>
<td>Follow media center technology procedures.</td>
<td>Use appropriate language &amp; volume.</td>
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<tr>
<td></td>
<td>Be respectful to peers.</td>
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<tr>
<td><strong>School Technology</strong></td>
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<tr>
<td>Bring Chromebook fully charged &amp; in good condition.</td>
<td>Respect the equipment.</td>
<td>Carry Chromebook in sleeve. Post appropriately. Protect your online privacy.</td>
</tr>
<tr>
<td>Use appropriate websites.</td>
<td>Respect each other’s work.</td>
<td></td>
</tr>
<tr>
<td>Use with teacher permission.</td>
<td>Use it for educational growth.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Devices</strong></td>
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<td></td>
</tr>
<tr>
<td>Use devices appropriately during school hours.</td>
<td>Store devices appropriately.</td>
<td>Post appropriately. Protect your online privacy.</td>
</tr>
<tr>
<td>Use only with teacher permission.</td>
<td>Respect the privacy of others.</td>
<td></td>
</tr>
<tr>
<td>Silence electronics.</td>
<td>Use social media respectfully.</td>
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</tbody>
</table>
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, up to and including expulsion, depending on frequency of occurrence and/or severity of the incident.

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 contain 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. For more information, see the section of this handbook on Searches.

Students are to utilize only the locker to which they are assigned. Reassignment of lockers and/or locker partners must be approved by the main office. Students are expected to keep their locker locked at all times and not share their combination.

Non-Motorized Vehicles

1. Skateboards, hoverboards, scooters, and roller tennis shoes are prohibited on school buses and school grounds.
2. Bicycles should be parked in the provided bike racks.
3. Before school, once the bicycle is parked, the student is to go immediately in the building. Rollerblades are to be removed prior to the student entering school grounds.
4. Each family must assume the risk of vandalism to bicycles (since there is no direct supervision available) and rollerblades. Bikes are to remain locked to the rack at all times.
5. All students riding bicycles or rollerblades are encouraged to wear helmets and to obey traffic laws at all times.
6. Riding a bicycle/rollerblades to school is a potential safety hazard with all the buses, cars and pedestrians before and after school. Therefore, any student found using a bicycle or pair of rollerblades carelessly or recklessly may lose their riding privileges. Parents will be notified by phone if a violation occurs. Detention and/or suspension may be assigned.

Detention

Detention is detention assigned or approved by a building principal. Detention will be held every morning from 7:55 a.m. to 8:25 a.m., and from 3:50 p.m. to 4:15 p.m., or during lunch.

- Students must report to detention on time.
- Failing to serve detention in the allotted time may result in additional detention time or a suspension.
- Students will be expected to read or work on assignments while serving detention.
- All students are responsible for arranging their own transportation to and from school for detention.

Posting or Distribution of Information

Students who wish to hang posters or distribute leaflets or other information must receive permission from the principal prior to posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school’s rules on posting and distributing materials.

Public Conduct

The Ankeny Board of Education expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the district’s student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Members of the public will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored activities or visit school premises only as guests of the school district, and, as a condition, must comply with the school district’s rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity of the district. Visitors, like participants, are expected to display mature, responsible behavior. The failure of individuals to do this is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the educational program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive verbal or physical conduct will not be tolerated during the school day, at any school-related event, or on school property; especially conduct that interferes with any school-related performance, function, duty or activity.
- The use of vulgar, obscene or demeaning verbal or physical expressions will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event or the premises by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises or activities
have the ability to follow the Board’s chain of command and complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as used in this policy also includes students and employees. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school-sponsored or approved activities.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations impacting school order. Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- The student’s past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- 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, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

The school retains authority to conduct routine patrols of the parking lots. The interior of an automobile on the school premises may be searched if the school official has reasonable and articulated suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Conduct

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, 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 participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the Board president. The Board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion.

Full explanation of this policy is located on the district website in Board Policy #503.01 - Student Conduct.

Telephone Messages

The main office will take a message and forward it to the student when available. Only in emergency situations are students removed from class or another school activity to receive a telephone call. If parents are contacting their child during the day, please understand it may be disruptive to the learning environment.

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.

Any threat 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 will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior:

- The background of the student, including any history of violence or prior threatening behavior, and/or
- The student’s access to weapons of any kind, and/or
- The circumstances surrounding the threat, and/or
- The age of the student, and/or
- The mental and emotional maturity of the student, and/or
- Cooperation of the student and his or her parent(s) or guardian(s) in the investigation, and/or
- 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/or
- Any other relevant information from any credible source

Ankeny Community Schools places a strong emphasis on safety at school. The district serves many purposes not the least of which is keeping students free from harm. The district stresses the importance of everyone in the school conducting themselves carefully and with concern for their own and others’ safety. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

**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.

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 expedite identification and 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

This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students. When in the building, please keep visits to 30 minutes or less.

**Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox. Please refer to the Communicable Disease policy available on the district website in Board Policy #507.03.

**Dental Screenings**

Iowa law requires students 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 [www.ankenschools.org](http://www.ankenschools.org). 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 9th 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
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 or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Once they have notified a teacher or employee, a student who becomes ill or is injured will be seen by the school 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. Students should work with the nurse to notify parents of illness.

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

Iowa Immunization Law requires parents to vaccinate children against diphtheria, tetanus, pertussis, polio, measles, mumps, 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 student completely immunized during this time. Once the 60 days has expired, your student will be excluded from school until the immunizations are completed.

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

The State of Iowa requires all students entering, advancing, or transferring into seventh grade and born on or after September 15, 2000, to provide proof of an adolescent tetanus, diphtheria, and pertussis (whooping cough) booster immunization known as “Tdap.”

Documentation of the Tdap vaccine must be provided to the school nurse, prior to the first day of school. This state requirement will be enforced. If a child entering seventh grade does not receive the Tdap vaccine within 60 days from the start of school they will be excluded from attending school. Any dose of Tdap after the age of seven years will meet the requirement.

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 that 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.

**Insurance**

**Athletics, Accident and Health** - Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their students at their discretion. The district does not purchase accident insurance to cover injuries incurred at school during sports or school-sponsored activities.

In preparation for student participation in athletics and activities at Southview, student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of intramural or extracurricular athletics.

Students 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 the website at [www.ankenyschools.org](http://www.ankenyschools.org) for more information.

Please review the student insurance program on our website at [www.ankenyschools.org](http://www.ankenyschools.org).

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 apply for low- or no-cost health insurance for their students through the state’s Healthy and Well Kids in Iowa (HAWK-I) program. Students, 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 the website at [https://dhs.iowa.gov/hawki](https://dhs.iowa.gov/hawki) for more information.

**Medications**

Students may need to take prescription or non-prescription medication during school hours. **Students are not permitted to carry any medication at school.** 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, 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.

Permission for Administration of Medication form is available at [www.ankenyschools.org](http://www.ankenyschools.org).

**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.

**Physical Examinations**

Parents are encouraged to have students receive periodic physical examinations.

**Sexual Abuse and Harassment**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. It is the policy of the district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for a full investigation of any allegation, and to do so in a reasonably prudent manner. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure may require the school district to designate an independent investigator to look into the allegations. The school district has designated Ms. Josie Lewis at (515) 289-3966 as the Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees
cannot use physical force to discipline a student, there are
times when the use of physical force is appropriate. The times
when physical force is appropriate include, but are not limited
to, times when it is necessary to stop a disturbance, to obtain a
weapon or other dangerous object, for purposes of self-defense
or to protect the safety of others, to remove a disruptive
student, to protect others from harm, for the protection of
property or to protect a student from self-infection of harm.
Sexual abuse includes, but is not limited to, sexual acts
involving a student and intentional sexual behavior as well
as sexual harassment. Sexual harassment is unwelcome
sexual advances, requests for sexual favors or other verbal
or physical conduct of a sexual nature when submission to
such conduct is made either implicitly or explicitly a term or
condition of the student’s education or benefits; submission
to or rejection of the conduct is used as the basis for academic
decisions affecting that student; or the conduct has the
purpose or effect of substantially interfering with a student’s
academic performance by creating an intimidating, hostile or
offensive educational environment.

**Student Assistance Programs**

For personal, academic, emotional issues the district
purchases free counseling services that the student or family
may access for additional support. More information about
this program can be obtained from the counselor or principal
in the building.

**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-TALK (8255).
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 Helpline?**

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-
TALK (8255) 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

**Supervision Hours**

Students may only be present on school grounds one hour
before the school day begins and 15 minutes after the school
day ends when they are under the supervision of an employee
or an extracurricular activity sponsor.

**TIPS Reporting System**

Ankeny Community Schools is dedicated to providing a safe
environment for students. One area in which we are focused
is bullying prevention. A strong partnership between schools,
students and parents can help combat bullying.

A tool to help in the fight against bullying is TIPS. TIPS
empowers students, parents, teachers and community
members to anonymously report warning signs and trouble.
With TIPS, students and parents can report:
- Bullying and cyberbullying
- Threats of suicide
- Other threats of violence, weapons, drug/alcohol abuse,
and more

To report a concern:
- Online: go to the district website www.ankenyschools.
- Call the hotline: 963-7233 (963-SAFE).
- If you have an emergency requiring immediate attention,
please call 9-1-1.

**Visitors/Guests**

All visitors must report to the main office immediately upon
arrival to the building. Visitors will need to bring a driver
license the first time you visit in order to obtain a visitor
badge. For all following visits, we will use our computerized,
chick-in system and you will be given a name badge to wear
while in the building. Please keep your visit to 30-minutes or
less in order not to interfere with instructional time.

A student must have advanced permission from the building
administration to bring a guest to school or social activities.
Visitors and students guests are not allowed to attend
Parkview Middle School classes. The lunch period is limited
to Parkview Middle School students because of space concerns.

A parent who wishes to visit their child’s classroom must
make prior arrangements through building administration.
This allows for minimal disruptions to the learning
environment.

**Volunteers**

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. It is not
feasible to process a background check on the same day as the
event.

**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: School Board Policy #504.11

Lost and Found

Items submitted to the office as lost and found will be placed on a table outside of the office. Valuables turned in to the office will be held with the receptionist until claimed. Items turned in to the lost and found are typically held for a limited time.

Media Center

The media center is a place for students to read, study, do research, and use technology for educational purposes. There are many books available for student selected reading and research projects. Media center staff can provide research assistance with online reference materials that are available to teachers and students.

Hours: The media center is open from 8:00 a.m. - 4:00 p.m. daily. Students are welcome to use the media center before school, during study hall, during advisory, after school, and at any other time with a signed hall pass.

Circulation: Students need their student ID cards when visiting the media center and checking out books. Books can be checked out for 10 school days and can be renewed as needed.

Overdue notices: Students receive email notices about overdue books. The first email is sent three days before the due date, and another email is sent weekly until the book is returned. Students can renew their books online by logging in to their personal library account. There are no overdue fees, but students are responsible for returning books in a timely manner.

Library fees: If a student loses a book, or has damaged a book beyond repair, they will be charged a fee for a replacement copy. The fee charged will be the price of a library bound copy of the book.

Behavior expectations: Students should behave safely, respectfully and responsibly while in the library.

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. Additionally some microwaveable entrées are 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. A variety of hot and cold entrees are offered daily. Each lunch meets the National School Lunch Program (NSLP) guidelines for the following five components: Protein, grain, fruit, vegetables, and milk. To receive a meal for $2.90, a student must choose at least 3 of the 5 components with one component being a fruit or vegetable for the lunch to be charged at the meal price. A la carte items are offered for an additional charge and are only available to students with a positive meal account balance. Menus are posted at www.schoolcafe.org.

Payment for School Meals

Students must present their school district ID card or enter their student ID on a keypad to purchase food in the school cafeteria (no electronic devices will be allowed). If a card is lost or damaged, the card will be replaced at the expense of the student. Students are not permitted to use another student’s ID card or an ID card from a previous school year for the purposes of purchasing food in the school cafeteria. Students with a positive balance but without their ID card will be asked to wait until those that have their cards have gone through the line.

Parents can pay for meals on-line via credit card: VISA, MasterCard, Discover, or American Express credit cards, 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.

Meal Account Balance Protocol

1. When a student meal account balance reaches a positive $5.00, an email will be sent to the parent or guardian each day until the account is above positive $5.00.
2. When meal account balance reaches $0 (Zero), students will not be allowed to purchase a la carte items.

3. When a student’s meal account reaches negative $5.00, a staff member from the school will make a phone call to parent/guardian alerting them of the account balance.

4. When the family’s lunch account reaches negative $10.00, Nutrition Services will mail a letter to that household on Friday.

**Parental controls of meal accounts through:**
- **TouchBase** ([https://ia-ankeny.intouchreceiving.com](https://ia-ankeny.intouchreceiving.com))
  - Parents can set up recurring payment
- **SchoolCafe** ([www.schoolcafe.com](http://www.schoolcafe.com))
  - Ability to view menus and nutritional information
  - Ability to view student account purchase history
  - Ability to restrict a la carte purchases
  - Ability to set up notifications when student’s account reaches a low balance

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

**School Counseling**

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.

Emphasis will be given, but not limited to, the following areas:
- interpersonal relationships
- self-awareness
- goal setting
- decision making

Students should feel free to discuss any issue with their counselor. The counselor and student will work together for resolution. The counselors can be helpful when looking for answers to such questions as:
1. What quality of schoolwork should I expect of myself?
2. How can I continue to develop the skills I have already learned?
3. How can I improve my skills in getting along with others?
4. How do skills I am practicing now relate to the future?

Parents are urged to contact the counselors for assistance or information about special services. Confidentiality is respected in the counseling department. Appointments for conferences can be scheduled during the school day, if desired.

**Student Phone**

If a student brings a cell phone to school then the appropriate building/class guidelines must be followed. A phone is available in the office for student use before and after school or during the lunch period. Use in locker rooms or bathrooms is strictly prohibited.

**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 of 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. 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 student’s role in a drama production
- The annual yearbook
- Academic or other recognition lists
- Graduation programs
- Newspaper articles
- Podcasts
- Website articles
- Sports activity sheets such as for wrestling, showing weight and height of team members

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 tapes and videotapes of the student
- Student work
- 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)

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 your parents 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 your parents object - If your parents 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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**TECHNOLOGY**

**Ankeny 1:1 Initiative**

The district is committed to a multi-year timeline of issuing a technology device to every student, a project referred to as the Ankeny 1:1 Initiative. 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 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, 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.

**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. Personal electronic devices are not to be used as testing aids.

**Restricted Material**

The District encourages the appropriate use of technology-based tools and information resources by students. These resources include District-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to internet resources. These District-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the District’s educational mission and policies, as well as state and federal laws and regulations.

Access to District networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate to the school building and grade level.

Additional guidelines for appropriate student use of technology resources are found in Board Policy # 605.70: Technology Use by Students.

**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.

**Unauthorized 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.

**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.
**Athletics and Activities**

**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.

**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. Please see the Transportation section under “District Information” for rules and regulations.

**Funds and Fundraising**

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 in Board Policy #503.06. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order.

**Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Publications must be consistent with the Family Educational Rights and Privacy Act (FERPA) requirements. Official school district publications include, but are not limited to, the school newspaper and yearbook. 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.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. 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

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

**Socials**

School-sponsored socials will be held periodically throughout the school year. All school positive behavior intervention and support (PBIS) expectations apply.

**Sportsmanship**

All students (participants and spectators) are responsible for their behavior both at home and away school-sponsored events and activities. All school policies, expectations and regulations apply at all events and activities, whether home or away. Students who demonstrate poor sportsmanship may be removed from an event at the discretion of the supervising staff member(s). Multiple sportsmanship violations may result in a student being restricted from attending remaining school events and activities.

**Use of Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the activities office to reserve a room. School district policies, rules and regulations are in effect during these meetings. For non-school sponsored activities, contact the Community Engagement Department to reserve a room at 515-289-3962.
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 policies 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. Employees are provided annual training on this law.

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 student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the student’s parent.

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) 965-9600, josie.lewis@ankenyschools.org. Inquiries may also be directed in writing to 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, Chicago Office, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

Fees

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”.

The following fees are required to be paid in full when registering:
• Grades 6 – 12 Textbook Rental Fee $75.00

If a student moves during the school year, a refund will be made on a prorated basis. The refund policy is posted on the Ankeny Schools website.

The following charges or fines are not required when registering for school:

- Replacement School ID .................$5.00
- Student Agenda .........................$5.00
- Lunch.............................................$2.85
- Extra Milk.................................$0.50
- Extra Entrée ...............................$2.40
- Second Lunch ..............................$3.60
- Breakfast........................................$1.90

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 the 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 under Parents>Fees.

Free and Reduced Meals and Programs

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

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.ankeny schools.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 leeanna.vigor@ankeny schools.org.

Free and reduced priced 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 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 1-877-547-5678 (1-877-YES-FOOD), or apply online at www.dhs.iowa.gov/food-assistance.

Homeless Students

In accordance with 281 IAC Chapter 33, Iowa Administrative Code, 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

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@ankeny schools.org or (515) 965-9600.

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. 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. 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. 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...
District Information

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) 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.

Parents’ Roles 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 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 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 a student.

If your student 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 as a parent is to pick up the telephone and start calling their student or school and rush up to the school and get your students. The truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder the 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. 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 stay close to their phone and e-mail and to monitor local radio and TV reports 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 a text or e-mail. Parents are asked to also monitor official emergency information updates using the district’s website, automated call-out system and local media.

In today’s world, students will be texting and calling parents immediately. Be aware that information you receive from your student 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 that includes your photograph. At the reunification site, school administrators and 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 student’s emergency contact information as a guardian and show proper photograph identification.

C. After an emergency

Monitor your student’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.

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 student 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 be 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 ED.
- 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

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. 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.

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 Board of Education Policy Manual that is available at the Central Administrative Office or on the district’s website www.ankenyschools.org. 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: Director of Special Education; 306 SW School St., 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/designee within 10 calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent/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 50023; 515-965-9600. For further information on notice of nondiscrimination, visit http://wcrboclp01.ed.gov/CFAPPS/OR/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 logo/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 this 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 School Board Policy #1004.21 – Advertising and Promotion. When questions arise regarding the use of district logos, please direct them to the communications department at 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. Common classroom guidelines should be observed on the bus.

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. The 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 de part 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 attendant center) if an emergency occurs in which they want their child to be pulled or removed off the bus, prior 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 hand 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 or designee. 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 Temporarily 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 street 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 Maintenance and Operational Systems 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
- Flex Days
- PD Days
- Work Days
- New Teacher
- Meeting Day
- Late Start Days
- New Sped Teacher Day
- No Work Day

### August

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

### 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.