



Southview Middle School

STUDENT & PARENT HANDBOOK

2019-2020

community | challenge | excellence | inspiration | leadership



Southview Middle School

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Ankeny, Iowa 50023
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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 Pre-K - 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 utilizing the comprehensive strategic road-map 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 web site, www.ankenyschools.org. The policies in this document are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

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

Definitions

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

Jurisdiction and Expectations

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

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

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

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it. Students will be required to sign off on the handbook. Students or parents with questions or concerns may contact their school’s main office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

ACADEMICS

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 through the Infinite Campus Parent Portal.

- Parents may print a progress report via the parent portal in Infinite Campus. The directions for printing the progress report 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, 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 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 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 loss of credit.

Changes in Class Schedule

Any changes made to a student's schedule after the first week of the semester must be initiated by the teacher counselor or building administrator. The teacher and school counselor's permission are necessary to add or drop a class.

Schedules will NOT be changed for the following reasons:

- Preference for a different teacher
- Preference for a different period or semester
- Preference to be with friends in class

According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (both AHS and college credit) will not be allowed to drop the college credit and

remain in the high school course. Therefore, if the course is dropped the student will receive a 'W' on the high school transcript and will receive a 'W' or an 'F' on their college transcript depending on college drop dates.

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 Board Policy #605.02.

Daily Schedule

The safety and welfare of our students is a high priority in the Ankeny Community Schools. Supervision for students is provided from 7:45 a.m. to 8:20 a.m. in the cafeteria and gymnasium on Monday, Tuesday, Thursday and Friday. Wednesday supervision is provided from 8:30 a.m. to 9:20 a.m. Students are expected to leave school grounds within 15 minutes of dismissal. Students are not to be on school property before or after those times unless they are participating in a supervised activity. Thank you for your cooperation and understanding. Parents/guardians will be called if students are unsupervised.

Southview operates on a two-day cycle. The first day of school is an "A" Day and the second day of school is a "B" Day. This rotation continues throughout the school year. If school should happen to be canceled for any reason, the A/B cycle will continue. The day that is skipped will be made up at the end of the year.

Grade Advancement

Ninth Grade – All students in grade nine must earn a minimum of 10 credits to advance to high school. One credit is earned for the completion (passing semester grade) of most courses that are used in calculating the grade-point average (GPA). The student must earn at least eight credits in the four required courses in grade nine. These include mathematics, science, social studies and language arts. The student must pass both semesters in each of the four required courses. Students must earn a total of 48 credits to graduate from high school. Southview students will transfer all earned credits and GPA to high school.

School counselors and principals will make recommendations for course or grade-level retention for ninth grade students.

Ninth grade students in danger of grade-level or course retention will be given the opportunity to complete computer-assisted or summer courses to meet the minimum of eight credits.

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, misuse and nonuse; 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.)

Uniforms – All students are required to wear school approved P.E. uniforms. For your convenience, shirts and shorts with the Ankeny Physical Education logo acceptable for PE are available and sold at local retailers.

Padlocks – Combination padlocks will be issued to all students for their physical education lockers. Students are expected to use their padlocks at all times. Students who have been issued a padlock will be expected to turn it in at the end of the school year, properly tagged with serial number, combination, and locker number. If a padlock is not turned in, the student will be charged. There is not a reasonable

expectation of privacy. (See Lockers Section of the handbook.)

Physical Education Exemptions – Any student required to be excused from physical education must provide proper notification from a qualified physician. Students will receive a letter grade or an indication of being excused, depending on the length of the medical exemption. Failure to provide a medical exemption will result in a failing physical education grade. Physical education is a required course for graduation.

Postsecondary Enrollment Options

Post secondary college courses are available for ninth grade talented and gifted (AELP) students under the provisions of the PSEO Act (Chapter 261C, Iowa Code) These can be taken at any qualifying post-secondary institution.

It is necessary for all students who are interested in this program have the approval of their counselor prior to enrollment.

Student Academic Recognition

| Standard Diploma | |
|---|---|
| Point system awarded to all students who have: | |
| <ul style="list-style-type: none"> • Completed all Ankeny Graduation Requirements • Successfully completed required core courses listed below | |
| Language Arts | 8 credits |
| Math | 6 credits (credits must be sequential and minimally include Algebra II) |
| Science | 6 credits |
| Social Studies | 8 credits |
| Health | 1 credit |
| Physical Education | Must enroll & pass P.E. each semester |
| Electives (from any category) | 15 credits |
| TOTAL | 48 credits |

| Honors Distinction Diploma | |
|---|--|
| Point system awarded to all students who have: <ul style="list-style-type: none"> Completed all Ankeny Graduation Requirements A weighted GPA of 3.67 or higher after seven semesters Accumulated 12 or more points based on the point system below: | |
| Weighted Grade Point Average (WGPA) greater than or equal to 4.0 | 4 points |
| Completions of 4 sequential years of math from the following: Algebra I, Geometry, Algebra II, Trigonometry, & Pre-Calculus, AP Statistics, AP Calculus BC | 2 points |
| Completion of 4 years modern language (as indicated by completion of Chinese IV, French IV or Spanish IV) | 2 points |
| Completion of 4 years science from the following: Earth and Space Science, Biology, Chemistry, Physics, AP Biology, AP Chemistry, AP Physics, AP Environmental Science | 2 points |
| Completion of Advanced Placement (AP) course as indicated by completion of AP exam. | 1 point awarded per class completed (maximum points available = 13) |

Honor Roll for academic excellence – awarded to students with a 3.0 GPA or above.

President’s Education Awards – Students must earn a GPA of 3.5 or higher for their 2nd semester of 8th Grade and 1st semester of 9th Grade. Students must also score in the Advanced Proficiency range in reading and/or math, during their ninth grade year.

Diploma Distinctions – As students progress toward graduation, they may earn either the standard diploma or an honors diploma. Work toward these goals begins as early as 9th grade.

For further information, students should see their school counselor.

ATTENDANCE

Attendance Philosophy

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

Daily attendance is 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.

General Attendance Regulations

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.

Routine health care appointments are to be scheduled outside of regular school hours whenever possible. For any absence, the student may be required to make up the time missed from school.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days and times of the absence, verification by the doctor or dentist where appropriate, and a signature of the parent.

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

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.

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.

The following rules will apply to all middle school students concerning absences and tardiness:

1. Students who arrive late to first period will be considered tardy. Students who arrive after first period will be considered absent. Each individual tardy will be assessed to determine if it will be categorized as excused or unexcused depending on the conditions for the tardy.
2. For the purpose of student records, student absences will be recorded in the minimum of half-day increments. A student absent from class at least one half of the available class periods in the morning or in the afternoon will be counted absent one half day. A student absent more than one half the periods in both the morning and afternoon will be counted absent one full day.

In case of an absence from school, the following policy will be followed for admit slips:

1. Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (515) 965-9635 on the day of the absence before 9:00 a.m. on the day of

the absence, indicating the student's name, grade and reason for absence. Voice mail is available for messages during non-school hours. If the absence is excused, the student reports to class as usual upon returning to school. If the absence is unexcused, the student must report to the office for an admit slip and disciplinary action upon returning to school.

2. If parents/guardians are unable to telephone the school, they may write a note which includes the student's name, grade and reason for the absence. The student must bring the note to the attendance office immediately upon returning to school. Students who fail to bring a written excuse later than one day after their return to school or have parents call will receive an unexcused absence.
3. Students absent two or more days may request homework assignments which can be picked up in the office or accessed electronically.
4. Generally, a student must be in attendance, all day, the day of an extracurricular activity (band, chorus, athletics and contests) to be eligible to participate unless the student received prior approval from the principal.
5. If a student plans to be absent for a scheduled activity or event; such as, vacations, state athletic tournaments, non-school performances, child-to-work day or other planned events, etc., he/she must bring a note at least one full day in advance of the absence. Example: A student leaving on vacation on Friday must notify the office on Thursday morning or before to be in compliance with this procedure. The student will pick up an advanced makeup slip from the office and then make arrangements with all teachers to complete any quizzes, tests, assignments, etc.
6. The school determines whether an absence is excused or unexcused. Acceptable reasons for a student's absence from school may include the following:
 - School-sponsored trip or activity
 - Religious observances
 - Extended illness, hospitalization or doctor's care
 - Death in the family or family emergency
 - Court appearance or other legal situation beyond the control of the family
 - School initiated suspension
7. Unexcused absences include, but are not limited to:
 - Leaving school early or arriving late to take a driver's license or permit test
 - Beauty or hair appointments of any type
 - Baby-sitting
 - Lunch outside the school setting that requires more than a 30-minute absence
 - Truancy (all or part of a day)
 - Shopping

- Hunting
- Concerts
- Employment
- Preparation for or participation in parties or other celebrations

Whenever possible, students should discuss these absences and any other potential questionable situations with a principal prior to the occurrence. No student is to leave the building during the day without securing permission from the office.

NOTE: Chronic truancy will result in referral to the courts.

Procedures Followed for Absences (Excused or Unexcused):

After six accumulated absences:

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

After ten accumulated absences:

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

After twelve accumulated absences:

- A letter will be sent home expressing concern regarding the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal/designee and mailed to the student's home.
- The principal/designee will make contact with the parent/guardian to notify them that a letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absences may be required. This student support meeting may include the student, parent, principal, 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 be limited to the school nurse or health associate, school counselor, dean, 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 radio, district website, the district’s notification system, and television stations. 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 activities director 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.

Expectations for Makeup Work

Students are expected to be responsible by following each teacher’s plan regarding makeup work when they are absent. The expectation is that students will make up all work assigned by the teacher for full credit. They are also advised to access their class’ information electronically.

In the event of a planned absence, students are expected to be responsible by communicating with the teacher prior to the absence or on the day of return. In the event of an unplanned absence, students are expected to be responsible by communicating with the teacher on the day of return from the absence.

State Tournament Absences

Students must bring a signed release form by the assigned deadline, where appropriate purchase a ticket, and adhere to dismissal or return time deemed appropriate by administration.

Tardiness

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.

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.

EXPECTATIONS FOR STUDENTS

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

All students at Southview Middle School are expected to commit to high standards of personal and academic integrity. Students are expected to do their own work and document sources appropriately.

Academic dishonesty (“cheating”) is prohibited and includes but is not limited to:

- Looking at, copying, or completing another student’s schoolwork;
- Allowing another student to look at, copy, or complete your work;
- Plagiarism and copying from other sources without proper citation;
- Inappropriate use of telecommunication devices during testing;
- Forgery, altering school forms, unauthorized possession of school forms;
- Lying to school officials;
- Violation of copyright laws outside of the narrow definition of “educational fair use.”

Consequences for violation of this policy will be:

The teacher will attempt to contact the parent and inform them of this incident. The student will be referred to the office for a conference with a principal. The principal will document the violation.

Any additional repeat violations of this policy will result in greater consequences.

Backpacks

Student backpacks should remain in their locker throughout the school day.

Bullying, Harassment, and Hazing, and Inappropriate Student Interaction

Report Bullying with the TIPS report incident system on the website or refer to page 24 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 allegations of bullying or harassment. The Superintendent/designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent/designee shall also be responsible for developing procedures regarding this policy.

Decision

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

suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Inappropriate Student Interaction

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

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

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

Inappropriate Student Interaction can include any electronic, written, verbal, or physical act or conduct toward a student.

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

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

Verbal, nonverbal, physical or written Inappropriate Student Interaction, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, 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

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 but not limited to 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. Fines will be levied for damage to books, computers or other school equipment. 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.

Conduct Against a School Employee

Any action which can be defined as harassment against a teacher by any student outside of school or school hours will be dealt with by school authorities in accordance with Board policy. The necessary disciplinary action will be taken by a building principal.

Dangerous Conduct

Any action which endangers the safety or well-being of individuals will not be tolerated and 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 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, e-cigarettes, vapes, and/or other look-alike cigarettes 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.

Detention

Office detention is detention assigned or approved by a building principal. Office detention may be held before or after school or during lunch.

Reporting late for detention is not allowed. 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.

Displays of Affection

It is a violation of conduct for students to demonstrate overt displays of affection at school or school activities, whether home or away. Displays of affection include prolonged embraces, kissing, fondling or any other physical contact deemed inappropriate by the school staff.

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.

Driving and Parking

Parking on school grounds is a privilege for students. Students are required to register their vehicle in the high school main office at the beginning of each school year or when they obtain a motor vehicle. Student’s will be charged \$10.00 per year in order to park on campus (includes the price of a sticker). These permits may not be sold or transferred. A replacement sticker costs \$1.00. Students are required to park in the designated student parking areas. Purchase of a parking sticker does not guarantee students a daily parking spot. The school will attempt to sell only as many parking stickers as parking space is available.

Students who park on campus without a registration sticker, or park in non-designated parking areas will be subject to a parking fine:

- First Violation.....\$10
- Second Violation\$15
- Third and Subsequent Violations\$20

Violations may result in towing the vehicle at the owner’s expense.

Parking on the grass, on sidewalks, in drives, fire lanes, and other spaces not designated for parking, and in a handicapped space without a handicapped permit issued to the student is prohibited. Board Policy #902.12 – Regulation of Parking requires cars at school facilities be parked only in designated parking spaces, violation of this policy may result in towing at the owner’s expense.



Administration reserves the right to revoke parking privileges for any student who fails to comply with building and district procedures. Students are not allowed to park in spaces that are reserved for staff members or visitors.

Students must receive permission from the high school main office to go to their vehicle during the school day.

Parking Fines - Students who have outstanding parking fines may have privileges withheld for failure to pay these fines. This could include, but is not limited to, the loss of open campus privileges, the inability to attend school dances or other extra-curricular activities, or prohibition from

participation in commencement exercises. Students may inquire with building administration about the opportunity to do community service to remain in good standing for commencement exercises. This does not discharge the debt. The district may utilize a collection agency to recover the fines.

Drop-Off and Pick-Up

The student drop off and pick up area at Southview is at the main entrance on the east side of the building. Only buses will be dropping off and picking up in the north parking lot. Students should not trespass through private property on the way to or from school.

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 both 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.

Food and Beverage

We expect students to demonstrate responsible and respectful behavior by cleaning up after themselves and not eating food that is distracting to the learning environment. Unflavored water is the only beverage allowed outside the lunchroom, and it must be in a transparent container. We believe it is important to teach and model good eating habits and manners in our lunch area. We request parents not bring food and/or soda pop from outside vendors into the lunchroom for their student.

Parents are welcome to take their student out for lunch during their specific lunch period if they wish. Please be considerate of the time scheduled for lunch. Stop by the office to sign your student out.

Fundraisers and Causes

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

Gangs and Gang-Related Activities

The Southview philosophy is that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. Student involvement in gangs or gang-related activities are strictly prohibited. Student involvement in gangs or gang-related activities may be considered gross disobedience or misconduct. No student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, colors or any other thing which is evidence of membership in or affiliation with any gang.
- Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
- Soliciting others for membership in a gang;
- Requesting any person to pay for “protection” or otherwise intimidating or threatening any person;
- Committing any illegal act or violation of school district policies;
- Inciting another student to act with physical violence upon another student.

Hall Passes

Anytime a student is in the halls, other than between classes, he/she should have a hall pass stating his/her destination and from what class he/she is being excused. It is the student’s responsibility to ask for a hall pass. Students in the corridors, restrooms and other areas without a hall pass may be assigned consequences.

Identification Cards

Students will be provided with an ID card and are **required** to carry this card at all times. 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 cards in any way. Lost ID cards will be replaced at the expense of the student.

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, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes, or components (battery, atomizer, cartomizer, and/or clearomizer) over the counter or prescription drugs when used for improper purposes, other controlled substances, or “look alike” substances

that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on district property or on property within the jurisdiction of the district; while on District owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if the misconduct will directly affect the good order, efficient management and welfare of the district.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded 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 #502.13, students bringing look-a-like weapons to school or possessing firearms will be expelled. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

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.

Insubordination/Disrespect

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of student expectations. Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the school environment will result in disciplinary action, up to and including expulsion, depending on frequency of occurrence and/or severity of the incident.

Items Intended to Disrupt the Learning Environment

In order to ensure a positive and productive educational environment, students should avoid bringing items that may cause disruption to school. Items that have no academic purpose and are intended to disrupt the learning environment will be confiscated and may later be released to the student's parents. Consequences may be assessed to student(s) who bring or possess such items.

Lockers and Desks

Student lockers and desks are the property of the school district.

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

Students are to utilize only the locker to which they are

assigned. Reassignment of lockers must be approved by the main office. Damage to lockers due to overstuffed and unlocked doors will be charged to the student to which the locker is assigned. Students must report all theft or vandalism to the principals' office at once. Keep all items of value and cash with you at all times, rather than in your locker. Keep your lockers locked!

Lost and Found

Items submitted to the office as lost and found will be placed near the main 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.

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.

Policy Guiding 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 district property or on property within the jurisdiction of the district; while on district owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if misconduct will directly affect the good order, efficient management and welfare of the 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

Positive Behavior Intervention Support (PBIS) Matrix

Southview Middle School is a Positive Behavior Intervention Support (PBIS) school. We expect each student in our school community to be responsible, respectful, and safe. This matrix defines our positive behavior expectations.

| Expectations for: | Be Responsible | Be Respectful | Be Safe |
|------------------------------------|--|---|---|
| Classroom | <ul style="list-style-type: none"> Be on time for class. Come prepared to learn. Complete your work on time. Keep the classroom clean. | <ul style="list-style-type: none"> Follow directions and teacher expectations. Be aware of the space and property of others. Listen to others while they are speaking. | <ul style="list-style-type: none"> Enter classroom appropriately. Use classroom tools appropriately. |
| Hallways | <ul style="list-style-type: none"> Manage passing time wisely. Keep the hallways clean. | <ul style="list-style-type: none"> Acknowledge others appropriately. Use appropriate language and volume. | <ul style="list-style-type: none"> Be courteous of others' personal space. Walk on the right side of the halls. |
| Restroom | <ul style="list-style-type: none"> Use restrooms for their intended purpose. | <ul style="list-style-type: none"> Respect each other's privacy. Wait your turn. Discard garbage in the proper receptacles. Walk in and out quietly. | <ul style="list-style-type: none"> Wash your hands. Use stalls appropriately. Report problems or concerns to an adult. |
| Cafeteria | <ul style="list-style-type: none"> Clean up after yourself. Follow lunchroom procedures. | <ul style="list-style-type: none"> Practice good table manners. Wait your turn in line. Be inclusive. Be respectful to the directions of all adults. | <ul style="list-style-type: none"> Keep hands, feet, objects and food to yourself. Walk to and from all locations. |
| Assemblies | <ul style="list-style-type: none"> Follow the directions of adults. Demonstrate self-control. | <ul style="list-style-type: none"> Honor the national anthem. Listen to the speaker. Use appropriate voice level. Cheer and encourage all participants in the assembly. | <ul style="list-style-type: none"> Walk to and from all locations. Keep hands, feet, and objects to yourself. Sit in your assigned location. |
| Extra Curricular Activities | <ul style="list-style-type: none"> Keep your area clean. Demonstrate self-control. Keep track of your personal items. | <ul style="list-style-type: none"> Respect officials, participants, and other spectators. Honor the national anthem. Use only appropriate chants/cheers. | <ul style="list-style-type: none"> Walk to and from all locations. Keep hands, feet, and objects to yourself. Sit/stand in designated areas. Be aware of others around you. |
| Bus | <ul style="list-style-type: none"> Have bus pass visible for driver. Keep your area clean. Keep track of your personal items. Report concerns to an adult. | <ul style="list-style-type: none"> Use appropriate volume level. Use good manners. Be inclusive. Pick up trash. | <ul style="list-style-type: none"> Walk to and from all locations. Keep hands, feet, and objects to yourself. Remain seated. |
| Locker Room | <ul style="list-style-type: none"> Lock up your personal belongings. Report concerns to an adult. | <ul style="list-style-type: none"> Pick up after yourself. Respect others' property and privacy. | <ul style="list-style-type: none"> Walk to and from all locations. Keep hands, feet and objects to yourself. Use lockers/locks for their intended purpose. |
| Performance Areas | <ul style="list-style-type: none"> Keep your area clean. Silence electronics and focus on the performance. | <ul style="list-style-type: none"> Listen, learn and participate. Enter/exit when there is a break in the performance. Be inclusive. | <ul style="list-style-type: none"> Walk to and from all locations. Use the chairs appropriately. |
| School Technology | <ul style="list-style-type: none"> Keep technology devices in good condition. Use only appropriate websites. | <ul style="list-style-type: none"> Respect the equipment. Respect each other's work. Honor copyright guidelines. Use the internet for academic purposes. | <ul style="list-style-type: none"> Post appropriately. Protect your online privacy. |
| Personal Devices | <ul style="list-style-type: none"> Follow red and green signs. Use devices appropriately during school hours | <ul style="list-style-type: none"> Store devices appropriately and/or as directed. Respect the privacy of others. Use social media respectfully. | <ul style="list-style-type: none"> Post appropriately. Protect your online privacy. |

limited to, removal from the classroom, detention, suspension, probation, and expulsion. Reference: (School Board Policy #503.01 Student Conduct)

Posting or Distribution of Information

Students who wish to post or distribute information must receive permission from the principal or designee prior to posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal or designee 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 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.

Social Media Guidelines for Ankeny Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Ankeny Community School District should adhere to when using social media tools for schoolwork in and outside the classroom.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers or a future employer to see.
- Your online behavior should reflect the behavior goals of the Ankeny Community School District: being respectful, responsible and safe.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- All online behavior is expected to comply with the ACSD policies regarding harassment and bullying.
- Be safe online. Never give out personal information including, but not limited to, last names, phone numbers, addresses, exact birthdates, school name, and pictures. Do not share your password with anyone besides your teachers and parents.
- While it is standard practice to link to other websites for support, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do not use other people's intellectual property (i.e., their words or ideas) without citing your sources. It is a violation of copyright law to copy and paste others' thoughts without giving proper credit.
 - When using exact language as evidence, place the text in quotes and cite your source.
 - Even when paraphrasing or summarizing another's idea(s), be sure to cite your source.
 - Always include a works cited page. Some teachers may ask you to hyperlink your sources.
- Treat all images and other media as if they are protected by copyright unless you get permission from the author or have searched with the appropriate usage rights filter.

Consult your teacher librarian for assistance.

- Blog and wiki posts should follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Your online presence is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you find inappropriate material that makes you feel uncomfortable or is not respectful for a school setting, tell your teacher right away.

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 affecting 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; and
- The emergency requiring the search without delay.

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, bookbags, 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.

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 factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- The background of the student, including any history of violence or prior threatening behavior
- The student's access to weapons of any kind
- The circumstances surrounding the threat
- The age of the student
- The mental and emotional maturity of the student
- Cooperation of the student and his or her parent(s) or guardian(s) in the investigation
- The existence of the student's juvenile or criminal history
- The degree of legitimate alarm or concern in the school community created by the threat; and
- Any other relevant information from any credible source.

HEALTH, WELL-BEING AND SAFETY

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 addition, students are required to display their student ID; this will allow other students and staff to identify an individual. In an effort to both partner with parents in the safety of their students 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 driver's license for scanning in our Raptor system
- Receive a printed ID badge prior to proceeding.

This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students. 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. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval.

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 under *School Board >> Policies >> 500 Series >> #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.ankenyschools.org. The following students need to have record of being screened:

- All enrolling kindergarten students; screenings to be done between the ages of 3 - 6 years.
- All students entering ninth grade.

Emergency Contacts

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

Emergency Drills

Periodically, the school will hold emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow for drills/emergencies. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire – Evacuation routes to exit the building are posted in every room. Fire drills will be held monthly throughout the year. Students need to follow adult directions and proceed in an orderly fashion.

Tornado – Routes to designated areas are posted in every room. Tornado drills are held four times per year. Students need to follow adult directions and proceed in an orderly fashion.

Other Critical Incidents – Staff will notify students of the procedures and give directions. Critical incident drills are held two times per year. Students need to follow staff directions.

Illness 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

The Iowa Immunization Law requires parents to vaccinate their 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 child completely immunized during this time. Once the 60 days has expired, your child will be excluded from school until the immunizations are completed.

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

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

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

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

Meningococcal: This vaccine protects against Meningitis. All student 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.

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.

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.

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 the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach or the activities office.

Please review the student insurance program on our website at 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> 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 under your building's school nurses page.

Nurse

The primary mission of the school nurse 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 by the nurse (or designee).

Students should not contact parents directly to make arrangements for the student to go home. No student will be sent home until prior arrangements have been made through the school nurse (or designee).

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 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' Role During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This section is intended to provide parents and guardians with information about 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 can also 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 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 child may not always be accurate; ensure the information you are using is official and comes directly from 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.
- **Evacuations** — Evacuations are typically conducted to remove students and staff from harm's 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 student? – Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators and police and fire officials account for students and provide aide 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 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.

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 Josie Lewis at (515)965-9600, 306 S.W. School Street, P.O. Box 189, Ankeny, Iowa 50021-0189 as the Level 1 investigator. See Board Policy #402.13.

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-infliction or 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, or 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 it 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 Lifeline?

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

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

Students may only be present on school grounds before 7:45 a.m. or after 4:00 p.m. when they are under the supervision of an employee or an extracurricular activity sponsor. Students are expected to leave the school grounds within 15 minutes of dismissal.

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 cyber-bullying
- 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.org), under the "parents" channel is a "Report Bullying" tab., or
- Call the hotline: 963-7233 (963-SAFE).
- If you have an emergency requiring immediate attention, please call 9-1-1.

Visitors or Guests

All visitors must report to the office immediately upon their arrival to the building. Please bring 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.

Visitors and student guests (relatives, former students, etc.) are not allowed to attend Southview classes. Under most conditions, the Southview lunch period is limited to Southview students and employee supervisors.

Volunteers

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

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.

STUDENT SERVICES

Media Center

The media center is a place for students to find information, read, study and use technology for educational purposes.

Students need their student ID cards when going to the media center and/or checking out books.

Students are responsible for returning any overdue materials in a timely manner. Fines are charged for overdue or damaged materials.

Students are expected to behave respectfully and responsibly in the media center. Classroom expectations apply.

Nutrition Services

Breakfast - All students have an option of purchasing a breakfast. A variety of cold cereals, graham crackers, yogurt, fruit juice, fresh fruit, and milk are offered. Additionally some microwavable 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. 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.com.

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 2 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.

Parental controls of meal accounts through:

TouchBase

(<https://ia-ankeny.intouchrecepting.com>)

- Parents can set up a recurring payment

SchoolCafe

www.schoolcafe.com

- View menus and nutritional information
- View student account purchase history
- Restrict a la carte purchases
- Set up notifications when student's account reaches a low balance

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

School Counseling

The Ankeny School Counseling Curriculum is dedicated to promoting achievement in the areas of academic, career, and personal/social success of all students.

In 8th -12th grade, emphasis will be given, but not limited to, the following areas:

- Interpersonal relationships
- Self-awareness
- Goal setting
- Decision making
- College and career readiness
- Transitions

Students should feel free to discuss any problem with their counselor. Although they may not be able to answer all questions, they can help each student think through the problem.

Parents are urged to contact the counselors for assistance or discussion of problems and special services.

Student Records (Board Policy 506.01 E9)

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. One exception with permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, faculty member, staff member, member of the Board of Directors, or others acting on their behalf who the superintendent has determined to have a legitimate educational interest in obtaining access to information in a student's education records. This may include outsourced law enforcement and security units contracted with the school district. A legitimate educational interest exists when the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to inform the district that the parent or eligible student does not want the district's designated directory information, as defined below, to be released to the public. To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to August 1 of each school year (or two weeks from the date of enrollment in the district if such enrollment occurs after August 1), of the information not wished to be released. This objection to the release of directory information must be renewed annually.

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

- A playbill showing a student's role in a drama production
- The annual yearbook
- Academic recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members

- Newspaper articles or television news stories
- Podcasts or videos posted on the district website
- Athletic or activities team photos or class photos
- Website articles

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed (Board policy 505.60). The Ankeny Community School District has designated the following student information as directory information:

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

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

Two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed to the military recruiters without their prior written consent. (1) If you do not want the district to disclose directory information from your student'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: Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
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.

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

Access to and use of G Suite for Education is considered a privilege accorded at the discretion of Ankeny Community Schools and is provided solely for academic purposes. Use of explicit or profane language is expressly prohibited. The district maintains the right to immediately withdraw access to the account if there is reason to believe that violations

of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation. Google may also restrict access to its product in accordance with its user policies.

Restricted Material

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 (ie. 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.

Use of 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.

ATHLETICS AND ACTIVITIES

Your decision to take advantage of Ankeny athletics and activities co-curricular programs will be educational, rewarding and challenging. The activities department encourages you to take advantage of as many programs as your time and talent will permit.

We do not encourage specialization in one sport, but rather we encourage you to experience a variety of sports as well as other school activities.

Naturally, due to conflicts in seasons, practice times, schedules, etc., some choices will have to be made. We wish you the best as you strive to grow mentally, socially and physically through competitive activities.

Athletics and Activities Philosophy

The school believes that interscholastic activities supplement the secondary curricular program and become a vital part of a student's total educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education. Student participation in any part of our activities program is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. Commitment, loyalty, camaraderie, discipline, citizenship and sportsmanship will be fostered through the activities participation experience. This participation will enable the student to develop physically, mentally, socially and emotionally.

Athletics and Activities Goals

At the high school level, our interscholastic activity program provides an opportunity for maximum development of the performer. Therefore, the interscholastic activity program may not be intended for participation by all students but, rather, for those who are physically and emotionally capable of highly skilled competition.

A comprehensive and balanced activity program is an essential complement to the basic program of instruction. The activity program will provide opportunities for youth to further develop interests and talents. Participation in activities, while a privilege and not a right, should provide many students with a lifetime basis for personal values, work and leisure activities.

Every effort will be made to support the activities program with the best facilities, finest equipment and most qualified staff. As far as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activity program.

The ultimate goals of the activity program are: 1) to realize the value of participation without overemphasizing the importance of winning or excelling; and 2) to develop and improve positive citizenship traits among the program's participants.

The junior varsity/sophomore programs will develop and utilize those who show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will be the primary participants.

The varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level, and participants may be used in specific roles for the benefit of the entire team. Depending on the activity, not all wishing to participate will be able.

Participants who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

Athletics and Activities Offered

To view the athletic schedules, please visit www.cimlcentral.org.

Middle School Sports by Season

| Fall | Spring |
|---------------------|----------------|
| Cross Country (B/G) | Track (B/G) |
| Football (B) | Soccer 9 (B/G) |
| Volleyball (G) | Golf 9 (G) |
| Golf 9 (B) | Tennis 9 (B/G) |
| Swimming 9 (G) | |
| Winter | Summer |
| Basketball (B/G) | Softball (G) |
| Swimming (B/G) | Baseball (B) |
| Wrestling (B) | |

High School Sports by Season

| Fall | Spring |
|---------------------|--------------|
| Cross Country (B/G) | Track (B/G) |
| Golf (B) | Tennis (B/G) |
| Football (B) | Soccer (B/G) |
| Volleyball (G) | Golf (G) |
| Swimming (G) | |
| Winter | Summer |
| Basketball (B/G) | Softball (G) |
| Swimming (B) | Baseball (B) |
| Wrestling (B) | |
| Bowling (B/G) | |

Activities

| 8th Grade | 9th Grade |
|----------------------------|----------------------------|
| Show Choir | Show Choir |
| Jazz Band | Yearbook |
| Student Leadership Council | Student Leadership Council |
| Trapshooting | Jazz Band |
| Play/Drama | Trapshooting |
| | Debate |
| | Cheerleading |
| | Marching Band |
| | Speech |
| | Dance |
| | Play/Drama |

Actively enrolled Southview students are eligible to practice and participate in the sports listed above for their grade level. Eighth grade students are not eligible to practice or participate with any 9-12 sports teams with the exception

of summer sports, when 8th graders going into 9th grade are able to participate. Under certain conditions, 9th grade athletes may be given the opportunity to participate on (10-12) high school sports teams.

A varsity coach has the right to bring a 9th grade participant onto the varsity team at any time during the season.



Activity Tickets

CIML Student Activity Ticket (grades 9-12) - \$60.00

Students in grades 9-12 who purchase the student activity ticket will be allowed admission to any home or away athletic event in which Ankeny is playing another CIML school. If a student does not buy the activity ticket, he/she will pay the regular adult admission of \$6.00 for football and \$5.00 for all other athletic activities.

K-8 Student Activity Ticket - \$45.00

Students in grades K-8 may purchase an Ankeny Student Activity Ticket good for admission to all Ankeny home events for \$45.

8-Punch Activity Ticket - \$35.00

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

Ankeny Booster Club has adult and family gate passes available. Please check with the high school activities office for information.

Individual Event Prices:

- Varsity events Admission - \$6.00 football/\$5.00 all other athletic activities
- 9th & 10th grade events Admission - \$4.00
- 8th grade events Admission - \$3.00

Athletic Awards (Grades 9-12)

Each year, a number of athletic awards are given, including:

Participation Award

- In order to receive a high school participation award, an athlete must be available for participation during the entire season, which includes post-season play.
- The activities director reserves the right to withhold a participation award in the event that an athlete has been involved in inappropriate/illegal behavior

Varsity Letter

- In order to receive an athletic letter award, an athlete must be available for participation during the entire season, which includes post-season play. In addition, coaches will establish their own lettering criteria in each sport handbook.
- When an athlete receives his/her first varsity letter, the activities department will present him/her with a six-inch chenille award. The chenille letter is given in addition to the varsity letter certificate, but is awarded only once during the athlete's participation in athletics.
- The activities director reserves the right to withhold an athletic letter in the event that an athlete has been involved in inappropriate behavior/illegal behavior.

Changing Sports in the Same Season

A student who has gone out for a sport but quits of his/her own accord will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless the head coach of the sport that was dropped agrees to release the athlete, and the head coach of the new sport involved accepts the athlete. **EVERY ATHLETE SHOULD UNDERSTAND THIS GUIDELINE. Exception To This Rule:** If an agreement of coaches cannot be reached, an exception will only be granted after an appeal from the athlete him/herself has been studied and acted upon by the principal, assistant principal and activities director.

Conditioning and the Prevention of Injuries

Proper sports conditioning will improve the power, speed and endurance of the athlete on the field or in the gym. It will also help strengthen muscles and joints, increase flexibility and maximize agility through the channeling of aerobic power. In addition to the benefit of performance, statistics indicate that sports conditioning will assist in preventing injuries.

Year-round conditioning can increase athletic performance considerably. Training, unfortunately, is easily reversible, and that is why year-round conditioning is so important. Opportunities are provided for all athletes at the high school and middle school (8-9) level to be involved in year-round conditioning. It is strongly recommended that all athletes not involved in a sport during the off-season, participate in the conditioning program. Naturally, the best course of action is to stay involved in a competitive program each of the four seasons, where conditioning is built into the sport.

All athletes want to perform to the best of their ability, yet often a sprained ankle, a bad knee or a pulled muscle will

prevent one from doing the best they can. Though there is no guarantee these injuries will not occur, their frequency and seriousness can be reduced through simple measures such as the year-round conditioning mentioned above, training techniques, good sportsmanship, and an awareness of the injury patterns in your chosen sport. Lastly, make certain to consult with your coach and family doctor immediately if an injury occurs.

Directions to Events

For directions to events, please check the school district website: www.ankenyschools.org or the CIML website: www.cimlcentral.org. When selecting an event on the calendar at the school district website, a link to a mapquest map is available.

Eligibility

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics and activities. Ankeny Community School students must meet all eligibility requirements of the sanctioning associations (examples: Iowa High School Athletic Association and the Iowa Girls High School Athletic Union). Students who do not meet these requirements are not allowed the privilege of participating in athletics and activities.

Athletes and students in other activities must be present in school all day on the day of an event in order to participate. Exceptions to this rule will be evaluated individually by the activities director or principal.

Please reference the four governing bodies concerning Eligibility for Activities Guidelines:

- Iowa High School Athletic Association (IHSAA)
- Iowa Girls High School Athletic Union (IGHSAU)
- Iowa High School Speech Association (IHSSA)
- Iowa High School Music Association (IHSMA)

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Protect Your Eligibility - One function of the Department of Education is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities.

The IHSAA and IGHSAU, of which the high school is a member, are voluntary, nonprofit, educational associations of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

Eligibility is a privilege to be granted by the school to a student which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedent setting legal cases have determined that

eligibility is a privilege to be granted only if the student meets all standards adopted by the school which enables the school to grant the student such a privilege.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Infractions Involving Athletic Related Programs And Non-Athletic Programs

A. GOOD CONDUCT POLICY

Participation in district activities is a privilege. District activities provide benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in competitive clubs or extracurricular activities serve as ambassadors of the district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in competitive clubs or extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities which are in violation of policies, illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The Principal/Activity Director will keep records of violations of the good conduct rule.

It is the responsibility of the Superintendent/designee to develop rules and regulations for district activities. Students wanting to participate in district activities must meet the requirements set out by the district for participation in the activity.

B. POLICY VIOLATION

A student who is participating in interscholastic athletics and related programs, including school clubs will be in violation of this policy including, but not limited to the following examples:

1. Violation of Board Policy regarding the Use of Tobacco, Alcoholic Beverages and Controlled Substance at any time or any place; (see Board policy 503.60 - Good Conduct)
2. Inappropriate conduct during the school year or during the summer months so as to make the student unworthy to represent the ideals, principles, and standards of the district;
3. Admittance by the student to jurisdiction of any court for juvenile delinquency or placement on probation, or criminal activity whether through admission or being found guilty, except for minor traffic violations;
4. Any student's ineligibility under a prior school district's Good Conduct Rule will be documented in writing. The superintendent/designee shall determine if the violation would violate the district's Conduct Rule and if so, shall determine the length and nature of ineligibility, which shall take into consideration the nature of the conduct,

the time which has expired since the violation, and the notoriety of the offense; and/or

5. Violation of the rules of the governing organizations.

C. PENALTIES FOR VIOLATION: Grades 9-12 ATHLETICS AND EXTRACURRICULAR PROGRAMS

These are mere guidelines for use and may be modified at the discretion of the activities director in consultation with other district officials.

General Points relating to the Suspension:

- Coaches/directors and sponsors have the right to establish guidelines up to and including removal from the organization for individuals in violation of this code. Such guidelines shall be in writing and approved by the activities director.
- Students must continue to participate in the activity in which they have been suspended from for the length of the season. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities.
- Students found in violation of the Good Conduct Code may not register for a new activity 1 week after the official practice start date to avoid penalty at a later time from another activity.
- Self-Report Defined. An individual making a truthful report of a violation of the co-curricular code to a school administrator within 72 hours of the event taking place.
- Individuals participating in a school event after violating the Good Conduct Code but prior to making a self-report or administrative discovery will be suspended with no opportunity for a reduced suspension.
- Individuals with a first violation that earn a second violation prior to completing the suspension for the first violation will have both penalties added together and suspensions will be served back to back.
- Individuals that are academically ineligible will serve their Good Conduct Code suspension upon regaining their academic eligibility.
- The following are examples of what the penalty MIGHT be in a typical season (less post-season appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association, along with “typical” schedules for our Fine Arts Programs. These are only sample penalties that may be modified by the Activities Director and the actual number of events will be calculated annually.

Sample High School Penalties:

First Violation: 1/6 of the schedule season if the student self-reports or one third of the season if administrative discovery.

Second Violation: 2/3 of the schedule season – no self-report – Required: Student must complete an approved school treatment program. Student is responsible for providing evidence of satisfactory progress toward completion before returning to competition. Student and parent will be given a list of treatment providers.

Third Violation: One Calendar Year

| Activity | Dates/ Games | First Offense* | | Second Offense |
|----------------------|-----------------|----------------|-----|----------------|
| | | 1/6 | 1/3 | 2/3 |
| Football | 9 games | 2 | 3 | 6 |
| Boys' Golf | 12 dates | 2 | 4 | 8 |
| Boys' Cross Country | 10 dates | 2 | 3 | 7 |
| Girls' Cross Country | 10 dates | 2 | 3 | 7 |
| Volleyball | 14 dates | 2 | 4 | 8 |
| Girls' Swimming | 12 dates | 2 | 4 | 8 |
| Boys' Swimming | 12 dates | 2 | 4 | 8 |
| Girls' Bowling | 12 dates | 2 | 4 | 8 |
| Boys' Bowling | 12 dates | 2 | 4 | 8 |
| Wrestling | 15 dates | 3 | 5 | 10 |
| Boys' Basketball | 21 games | 4 | 7 | 14 |
| Girls' Basketball | 21 games | 4 | 7 | 14 |
| Boys' Tennis | 12 dates | 2 | 4 | 8 |
| Girls' Tennis | 12 dates | 2 | 4 | 8 |
| Boys' Track | 12 dates | 2 | 4 | 8 |
| Girls' Track | 12 dates | 2 | 4 | 8 |
| Boys' Soccer | 15 dates | 3 | 5 | 10 |
| Girls' Soccer | 17 games | 3 | 6 | 11 |
| Girls' Golf | 12 dates | 2 | 4 | 8 |
| Baseball | 40 games | 7 | 14 | 27 |
| Softball | 40 games | 7 | 14 | 27 |
| Cheerleading** | Season Specific | TBD | TBD | TBD |
| Dance Team | Season Specific | TBD | TBD | TBD |
| Vocal Music | Season Specific | TBD | TBD | TBD |
| Instrumental Music | Season Specific | TBD | TBD | TBD |
| Drama | Season Specific | TBD | TBD | TBD |
| Debate | Season Specific | TBD | TBD | TBD |
| Speech | Season Specific | TBD | TBD | TBD |
| Competitive Clubs | Season Specific | TBD | TBD | TBD |

*The differences for the 1st Offense represent a self-report vs. administrative discovery.

**Cheerleading will be handled relative to the season in which the student is participating

D. PENALTIES FOR VIOLATION: Grade 8 ATHLETICS AND EXTRACURRICULAR PROGRAMS

The school principal/designee will be responsible for enforcing

penalties under this policy.

The student who violates this policy shall be declared ineligible to represent the district for the following periods:

- **First Violation:** Two weeks of competition and/or participation in other school activities and clubs.
- **Second Violation:** No extracurricular activities for remainder of the school year.

A student, after completing the 8th grade school year and/or 8th grade competition, will have his/her record concerning violations of Policy #503.60 cleared, unless the penalty for subsequent violations has not been completed. Students will officially change grade levels on August 1 each year.

Participation in Non-School Sponsored Athletics

Students wishing to participate in non-school sponsored athletics during the same interscholastic high school sports season must obtain the written permission of the activities director prior to competing outside of Ankeny. Students should submit requests in writing no less than thirty days prior to the event and communicate with the head coach regarding the situation. Coaches retain their authority to consider the amount of participation time for a student based on the student's commitment to the school-sponsored activity.

Although approval is not required for competition out of season, when it conflicts with another school activity, students should communicate with the coach/director in season as soon as possible regarding any missed practice/contest time.

Infractions Involving Athletic, Athletic Related, And Non-Athletic Programs

For those students who are involved in athletic, athletic related and non-athletic programs, violation of this policy will result in a period of ineligibility under both. Students involved in more than one activity will serve out their ineligibility simultaneously with the number of weeks and events determined by the activities director and principal.

Participation Under Board Policy Regarding Substance Use/Abuse Treatment

If a student voluntarily admits himself/herself to an approved treatment program and is not alleged to have violated Board Policy #503.60, the principal/designee has the authority to waive further or any penalties.

Notification And Appeal Process

Whenever a student is found to be in violation of this policy, the following procedure will be set in motion:

- A. The student and the student's parent/guardian shall be notified by certified mail. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. In addition, the parent/guardian will be invited for a conference regarding the situation of their student.
- B. The student or the student's parent/guardian has the right to appeal the Good Conduct decision. This appeal must be filed, in writing, with the Superintendent/

designee within three school days of receipt of the notification letter or of the conference between the Principal and parent/guardian. The appeal process for Good Conduct is a separate appeal process from the Student Conduct policy. However, both appeals may be coordinated and heard together if appealed to the Board using the Student Conduct appeal timelines.

- C. Upon receipt of the appeal, the Superintendent/designee shall review the circumstances and evidence regarding the case. The Superintendent/designee shall have three school days to render a decision, and the student and the student's parent/guardian shall be notified by letter of that decision. The student will remain ineligible during the appeal process.
- D. The student or the student's parent/guardian will be given three school days after receipt of the notification letter to file a subsequent appeal, in writing, with the Board. The appeal will be heard at the earliest possible opportunity but no later than 10 days following the filing of an appeal.
- E. The appeal will be conducted in closed session, before the Board, with the student, his/her parent/guardian and legal representative, if desired. The district's representation during the closed session may involve administrative personnel, including building principal, assistant principal, and activities director/designee coach/sponsoring staff and legal representative. However, any formal action by the Board concerning this case must be taken at an open meeting.

Eligibility For Activities

You are eligible if you:

1. Have a doctor's signed physical examination form with a doctor's permission to participate on file in the high school Activities office. (Physical exams are valid for 13 months)
2. Have a signed concussion form on file in the high school Activities office. (Concussion forms are valid for one year)
3. Are 19 years of age or younger
4. Have not attended high school for more than eight semesters
5. Have not received a non-passing grade in any subject, that student is ineligible for 30 consecutive calendar days in the interscholastic activity in which the student is a contestant. If not passing all classes at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school
 - a. Student progress will be reviewed after 30 consecutive calendar days at which time student may regain eligibility if the student is passing all of their classes
 - b. If student is not passing all of their classes at the end of 30 consecutive school days, they will be assigned to S.O.S (after school) for academic support

until such time that their grades have improved to passing

c. Student will be deemed eligible once the student is passing all of their classes

6. Maintain six credits per semester
7. Have not changed schools this semester (except due to change of residence)
8. Have never accepted for high school competition an award other than unattached letter of your school, or
9. Have never received any money, expense or otherwise, for your participation in any other athletic event

Truancy and Suspension - In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.

Eighth-Grade Middle School Athletic Eligibility

All 8th grade students will be eligible to participate in extracurricular activities during the first semester of the school year. To remain eligible for participation the second semester, students cannot be failing a course. Students that do not meet this criterion for the second semester will be ineligible for 15 calendar days beginning with the first school day after grades are issued if the activity is currently in session and on the first competition/performance day for a second semester activity not yet started.

To remain eligible for summer extracurricular activities, students cannot fail a single 2nd semester course. By district rules, a student must complete a 15-day period of athletic ineligibility if involved in a summer sport.

Emergency Closings/Activity Events

High School - (includes 9th grade activities listed under "Middle Schools") - If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day. When a decision has been made, information can be obtained from the district website at www.ankenyschools.org, or the CIML website at www.cimlcentral.org.

1. **School Canceled: Practices:** Varsity practices may be held with permission. Practices below the varsity level will be canceled. Events not associated with a varsity event will be canceled. Varsity events will be canceled or adjusted as determined by the superintendent/designee and principal/designee.
2. **School Dismissed Early:** All practices and events will be canceled.
3. **Delayed Start:** Practices/events will be held as scheduled unless safety will be compromised.

Middle School

1. **School Canceled: Practices:** All practices and events will be canceled except the 9th grade practices which are included with 9-12 varsity level.

Events: Events not associated with a varsity event will be cancelled. Varsity events will be canceled or adjusted as determined by the superintendent/designee and principal/designee.

2. **School Dismissed Early:** Varsity practices as determined by head coach, all other practices and events will be canceled.
3. **Delayed Start:** Practices/events will be held as scheduled unless safety will be compromised.

Equipment for Athletics and Activities

In order to give the student a sense of responsibility and an appreciation of their equipment, each will be held accountable for the abuse or loss of it. **Any equipment or uniforms lost, stolen or damaged outside of competition must be paid for by the student in whose name it was checked out.**

Students will adhere to the following guidelines to reduce the chances for lost or stolen equipment, or injury.

1. Do not exchange or loan any of the equipment checked out to you to another teammate.
2. Keep your locker closed and LOCKED at all times. This includes when you are in the shower.
3. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. Athletes are not to wear our school uniforms or warm-ups to school as if it were their personal clothing. **Exception:** Game day only.
6. Head coaches will determine uniform styles, colors, etc. for games and practices. Practice gear will be issued in some sports as determined by the coach at that level. In sports where school-issued practice gear does not occur, students will wear appropriate shirts/tops and shorts/pants. Appropriate is defined as shirts/tops which cover undergarments and shorts of a minimum of mid-thigh length.

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. School sponsored student organizations must have the approval of the athletic director, principal, and/or head varsity coach and all fundraising forms filled out prior to the fundraising event.

Guidelines for Participation and Expectations for Students

District extracurricular activities are an integral part of the total educational opportunity for all students. The primary objective of the extracurricular program is to encourage student participation in a structured, wholesome, well-supervised setting. The right to participate in multiple extracurricular activities is open to all students. If participation conflicts occur between district extracurricular activities, these conflicts will be resolved between the student involved, the persons in charge of the extracurricular activity, and the district activities director.

Once students make the commitment to participate in the district-sponsored extracurricular activity, they must accept the responsibility of following rules of training and conduct established by those in charge of the extracurricular activity. These established training and conduct rules will be written and provided to the Board for approval prior to the start of each extracurricular activity. These same rules will be provided to students participating in the district extracurricular activity at or prior to the first regular meeting of the activity. The Board also directs that the following specific rules apply to district and non-school extracurricular activity participation.

A non-school activity may not involve participation that would jeopardize the amateur status of the student athlete.

A student participating in a non-school activity may not wear the school uniform, insignia, or any other indication of Ankeny school affiliation. Violation of the use of the school name, uniform or requirement provision will result in cancellation of non-school participation permission.

Student participants in school-sponsored programs must be in compliance with, in order:

- A. Regulations established by the Iowa Department of Education;
- B. The constitution of the state governing organization;
- C. District policies governing extracurricular activities; and
- D. Board approved written participation and behavior guidelines established by those in charge of the extracurricular activity.

The responsibility for enforcement of and adherence to this policy governing extracurricular activities is held by the district activities director and/or the building principal/designee and the adult directly responsible for the instruction and supervision of the activity. Final authority for activity programs rests with the Board.

Illegal Substances and Athletics/Activities

The use of alcohol, tobacco, nicotine products, illegal substances, or non-prescription drugs is known to be detrimental to individuals as well as the team they represent. Therefore, disciplinary action will be taken, which could result in removal from the team, should you choose to use any illegal substances. (This is more clearly defined in Board Policy #502.20). Please refer to the good conduct policy for additional information.

Insurance

For more information about insurance as it relates to athletics, activities, accidents and health, please see the insurance section of this handbook.

Music Program

This section provides academic and good conduct eligibility clarification for students who participate in high school music programs. Due to the academic and extracurricular nature of these programs, the following guidelines will be used when a student becomes ineligible for participation due to academic and/or good conduct violations.

Students enrolled in the Concert Choir and Instrumental Music courses may participate in in-school performances but should not be featured performers (e.g., Fall, Winter, Spring concerts) and may not participate in competitions or out-of-school performances (e.g., Show Choir or Marching Band competitions).

Notice in Advance for Absences

If it is necessary to be absent from practice, the student is expected to notify the head coach prior to the scheduled practice. School sport practices are very important. Other activities or personal needs should be scheduled at times not in conflict with school sport practice times.

Parent, Participant, Coach and Sponsor Relationships

Both parenting and coaching are extremely difficult vocations. Coaches/sponsors and parents both want the participants to have a positive experience as they participate in the sport or activity.

Communication is the key to making the positive experience become a reality. Participants, parents and coaches/sponsors are all responsible for effective communications.

Expected channel of communication - As your children become involved in the programs at the high school, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach/sponsor is encouraged.

When you have a question or a concern regarding a coach/sponsor, please use the following channel of communication:

1. The participant talks to the coach/sponsor.
2. The parents talks to the coach/sponsor. Remember, only the coach/sponsor can give you the answer because it is the coach/sponsor that is in charge of the program.
3. Talk to the activities director.
4. Talk to the principal.

Appropriate concerns to discuss with coaches/sponsors:

1. Concerns regarding your student’s mental and physical status.
2. Ways to help your student improve in the activity.
3. Concerns about your student’s behavior.

It is very difficult to accept your student not participating as much as you may hope. Coaches/sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student’s coach/sponsor.

Issues not appropriate to discuss with coach/sponsors:

1. Team strategy
2. Play calling
3. Other student participants

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other’s position.

If you have a concern to discuss with a coach/sponsor:

1. Call to set up an appointment with the coach/sponsor.
2. The Southview phone number is (515) 965-9635.
3. Do NOT attempt to confront a coach/sponsor before or after a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolution.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

Participation When Absent

Middle school and high school students who are not in school all day because of illness or unexcused absences cannot practice or participate in after school or evening activities, but may attend the event. This policy applies to all extracurricular activities and athletics. The final discretion in these instances is with the building principal/designee.

Physical Exams and Concussion Forms

Regulations of the Department of Education, IHSAA and the IGHSAU states: The school shall require of each student

participating in athletics a physician’s certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule for one calendar year. This physical form and concussion form must be on file before the student will be allowed to practice with any of the high school/middle school’s athletic teams. Physical and Concussion forms may be found on the high school website at www.ankenyschools.org, or are located in the middle school main office.

Also, a medical release card will be distributed to athletes by the coach and it must be filled out for each sport the student participates in and returned to the coach.

Practice Dates: Holidays/Breaks 2019-2020

The school district does have the following scheduled breaks and holidays. Coaches, in coordination with the Athletic Director, may choose to practice on identified holidays or during breaks.

Fall

- Labor Day - Practice as determined by coaches grades 9-12 in all sports

Winter

- Thanksgiving - No practice
- Practice on the Wednesday and Friday surrounding Thanksgiving as determined by coaches grades 9-12, in all sports

Winter Break

- No practice December 24, 25, and varsity only on January 1

Spring

- Spring Break - Practice as determined by coaches grades 9-12, in all sports
- Memorial Day - Practice as determined by coaches grades 9-12 in all sports

Summer

- Independence Day - No practice

Practice Start Dates - Ninth Grade Only

See the Unified Calendar for all start dates:

<http://bit.ly/29RTCq>

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.

Responsibilities of Participants

As a student, you are in school to secure the best secondary education you are capable of achieving. Deciding to take advantage of the extracurricular sports/activity program plays a significant part in your total educational development. However, with this decision also comes certain responsibilities, if the value of activities is to be achieved, namely:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by the Iowa Department of Education and the Ankeny Community School District.
3. Learning the spirit of hard work and sacrifice.
4. Learning to attain physical fitness through good health habits.
5. Desiring to excel to the limits of your potential.

6. Showing respect for both authority and property.
7. Willing to accept the leadership role that is instilled through the activity program.

Keep in mind that you are in the public eye, and your personal conduct always must be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, the Southview student body and the Ankeny community.

Seating in the Gym or Football Stadium

All Ankeny students are to sit in the designated student section at all school home athletic events; or they may visit or sit with their parent/guardian. Students who display unsportsmanlike behavior, or other inappropriate behavior at school sponsored activities, use noisemakers, or get out on the floor or playing field will be disciplined and/or asked to leave.

Selection of Activities

Students are free to make their own selections as to activities in which they wish to participate. It is a school policy that students facing a conflict between two school sponsored activities may be given a choice of which to attend. Certain school activities (to be determined by the administrators) will have priority. Students will not be penalized by the activity not attended.

Socials

Building-sponsored socials will be held periodically throughout the school year. The following rules will apply at all socials:

1. A student's ID card is required for admission to the social.
2. If a student is absent from school on the day of a social, he/she is not allowed to attend the social. This includes excused absences.
3. Once a student leaves the social, he/she is not allowed to return.
4. All school rules apply at socials.
5. No profanity is to be sung or chanted under any circumstances.
6. Students are not to be in locker areas, or in any part of the building outside of the area where the social is held.
7. Dance rules will be strictly enforced. Any student presenting a problem, caught touching or dancing in an inappropriate or vulgar manner, will be asked to leave.
8. Southview Middle School students are not allowed to attend high school socials/dances.
9. High school, Parkview, Prairie Ridge Middle School, and out-of-district students are not allowed to attend Southview Middle School socials/dances.
10. Anyone violating these rules will be asked to leave. No

refunds will be granted.

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.

Any student-athlete at any grade-level 7-12 who is ejected from an IHSAA sanctioned sport will miss the next regular scheduled game/meet, which is defined as the next scheduled, re-scheduled or contracted date. However, a lesser or more severe penalty may apply upon review of the incident. In addition, ejected players must watch the NFHS Sportsmanship Video. This is a free video

The Central Iowa Metropolitan League (CIML) is dedicated to the principles of sportsmanship. It is the responsibility of everyone participating in, and attending CIML activities to model positive, respectful, sportsmanship behavior at all times. Such respect includes the respect for diversity. Discrimination of any kind is not acceptable in the CIML. Participation is a privilege to be earned through sportsmanlike behavior.

Student Leadership Council

The student leadership council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who collaboratively work with the administration.

Transportation for Athletic and Activity Trips

All students will be transported to and from respective games, meets, etc. via school transportation. The only exception to this is when a parent makes a request to transport the student and contacts the head coach personally to seek permission and provides a written note. Students traveling to and from school on school buses are NOT permitted to take athletic equipment on the buses (ie. golf clubs, baseball or softball bags).

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.

Use of Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School sponsors wishing to use the school district facilities should contact the activities office or the building 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 office to reserve a room at 515-289-3962.

DISTRICT INFORMATION

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
- Replacement Lock Fee - \$8.00

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:

- Driver Education - \$370.00
- Replacement School ID - \$5.00

Nutrition Services

- Breakfast - \$1.95
- Lunch - \$2.90
- Extra Milk - \$0.50
- Extra Entrée - \$2.40
- Second Lunch - \$3.60

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

Free and Reduced Meals and Services

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. An application for free and reduced meals can be found at the district website, www.ankenyschools.org under *Quick Links >> Nutrition Services*. 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 the Nutrition Services Assistant LeeAnna Vigor at (515) 963-4964 or email leeanna.vigor@ankenyschools.org.

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

meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

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

Homeless Students

In accordance with 281 IAC Chapter 33, 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@ankenyschools.org or (515) 965-9600.

Protection of Pupil Rights Amendment

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

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

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

2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

Ankeny Community School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her 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.

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, and no more than three.

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: the Director of Special Programs; 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 Human Resources Officer, 306 SW School St., Ankeny, IA 50023; 515-965-9600. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Trademarks

The Ankeny Hawk, Ankeny Centennial Jaguar and Ankeny "A" logo are trademarked 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 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 depart from the bus shall pass in front of the bus.
13. Bus riders shall keep feet off the seats.
14. Bus riders shall refrain from crowding or pushing.
15. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
16. Bus riders will use appropriate language and behavior at all times.
17. Bus riders K-12 must show their bus pass on a daily basis. Students in grades 6-12 who have failed to do so on their third offense will receive communication from administration to discuss next steps in the process.
18. Once students board the bus, they must remain on the bus. Parent/Guardians must verify with administration (or main office of the child's 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 band instrumentation, golf clubs, other sporting equipment, certain school projects, etc. If you have an item in question, please contact Durham Transportation at 965-9615.
25. Students must ride on their designated bus route to and from school at all times. Parents are not allowed to request written permission to have their child ride on an alternate bus route for non-emergency or convenience situations that may arise, whether or not the child is or is not bus eligible.
26. No pets are allowed on the school buses.

Disciplinary Procedures Related to Transportation-

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

1. First Violation: The bus driver will discuss the infraction with the student and write an Incident Report for the building administrator. The building administrator will

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

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

3. Third Violation: The student will lose bus privileges for a minimum of ten (10) days. A meeting will be set by a building administrator that includes the student, parent(s), building administrator, bus driver, Transportation Department, and Director of Maintenance and Operational Systems 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. Temporary or permanent removal of transportation privileges could result at any time that the building administrator, Transportation Department, and/or the Director of Maintenance and Operational Systems determines that the seriousness of any violation threatens the safety and well-being of anyone on or off the bus. In such cases the remedy procedures outlined above for the third violation will be followed.

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

Reference: School Board Policy #502.14

Student Health Related to Transportation - It is the responsibility of the parent/guardian to provide health information to the school bus drivers. If your child has a life threatening medical condition that the bus driver should be aware of, please use the form available on the bus website entitled "Emergency Medical Information Form." 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, 965-9615. We will then be able to give you extra time to change your child without delaying the bus route. Please do not put the child on the bus soiled.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. Cul-de-sacs or Dead-end Roadways — To the extent possible, school bus stops shall not be located in any areas

such as cul-de-sacs or dead-end streets/roadways where the bus would be forced to back up in order to turn around when the public roadway is blocked or otherwise restricted for any reason or when students may be approaching or departing the bus from many different directions at one time, causing the attention of the driver to be diverted away from the safe operation of the bus while trying to watch for those students. Generally, the only exception to this guideline is if there is no suitable place for the students to stand while waiting for the bus that is away from the traveled portion of the street or highway. In such situations, the district may consider an alternate pick-up point on a case-by-case basis.

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

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

If you have questions or concerns, please call Durham Transportation at 965-9615 or 965-9761.

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 fountains and faucets. All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Construction at 515-965-9600.





2019-2020 School Calendar

Start – Finish
(August 23 –May 29)

Summary of Calendar
Days/Hours in classroom:
First Semester 88

Second Semester 90

**TOTAL DAYS/HOURS 178/
(final hours to be submitted after
Spring BEDS).**

*This calendar is being filed with
DE as an "hours" calendar.*

CALENDAR LEGEND

| | |
|----------------------|--|
| Start | |
| Semester End | |
| Holidays | |
| Vacation Days | |
| Flex Days | |
| PD Days | |
| Work Days | |
| New Teacher | |
| Meeting Day | |
| Late Start Days | |
| New Sped Teacher Day | |
| No Work Day | |

| August | | | | | Student Days/Hours | |
|-----------|----|----|----|----|--------------------|-----|
| M | T | W | Th | F | | |
| | | | 01 | 02 | | |
| 05 | 06 | 07 | 08 | 09 | | |
| 12 | 13 | 14 | 15 | 16 | | |
| 19 | 20 | 21 | 22 | 23 | | 1 |
| 26 | 27 | 28 | 29 | 30 | | 6 |
| September | | | | | | |
| 02 | 03 | 04 | 05 | 06 | | 10 |
| 09 | 10 | 11 | 12 | 13 | | 15 |
| 16 | 17 | 18 | 19 | 20 | | 20 |
| 23 | 24 | 25 | 26 | 27 | | 25 |
| 30 | | | | | | 26 |
| October | | | | | | |
| | 01 | 02 | 03 | 04 | | 30 |
| 07 | 08 | 09 | 10 | 11 | | 35 |
| 14 | 15 | 16 | 17 | 18 | | 39 |
| 21 | 22 | 23 | 24 | 25 | | 44 |
| 28 | 29 | 30 | 31 | | | 48 |
| November | | | | | | |
| | | | | 01 | | 49 |
| 04 | 05 | 06 | 07 | 08 | | 54 |
| 11 | 12 | 13 | 14 | 15 | | 59 |
| 18 | 19 | 20 | 21 | 22 | | 64 |
| 25 | 26 | 27 | 28 | 29 | | 66 |
| December | | | | | | |
| 02 | 03 | 04 | 05 | 06 | | 71 |
| 09 | 10 | 11 | 12 | 13 | | 76 |
| 16 | 17 | 18 | 19 | 20 | | 81 |
| 23 | 24 | 25 | 26 | 27 | | |
| 30 | 31 | | | | | |
| January | | | | | | |
| | | 01 | 02 | 03 | | 83 |
| 06 | 07 | 08 | 09 | 10 | | 88 |
| 13 | 14 | 15 | 16 | 17 | | 93 |
| 20 | 21 | 22 | 23 | 24 | | 97 |
| 27 | 28 | 29 | 30 | 31 | | 102 |
| February | | | | | | |
| 03 | 04 | 05 | 06 | 07 | | 107 |
| 10 | 11 | 12 | 13 | 14 | | 112 |
| 17 | 18 | 19 | 20 | 21 | | 116 |
| 24 | 25 | 26 | 27 | 28 | | 121 |
| March | | | | | | |
| 02 | 03 | 04 | 05 | 06 | | 126 |
| 09 | 10 | 11 | 12 | 13 | | 130 |
| 16 | 17 | 18 | 19 | 20 | | |
| 23 | 24 | 25 | 26 | 27 | | 135 |
| 30 | 31 | | | | | 137 |
| April | | | | | | |
| | | 01 | 02 | 03 | | 140 |
| 06 | 07 | 08 | 09 | 10 | | 144 |
| 13 | 14 | 15 | 16 | 17 | | 149 |
| 20 | 21 | 22 | 23 | 24 | | 154 |
| 27 | 28 | 29 | 30 | | | 158 |
| May | | | | | | |
| | | | | 01 | | 159 |
| 04 | 05 | 06 | 07 | 08 | | 164 |
| 11 | 12 | 13 | 14 | 15 | | 169 |
| 18 | 19 | 20 | 21 | 22 | | 174 |
| 25 | 26 | 27 | 28 | 29 | | 178 |
| June | | | | | | |
| 01 | 02 | 03 | 04 | 05 | | |
| 08 | 09 | 10 | 11 | 12 | | |

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

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

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

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



District Office 306 SW School Street PO Box 189 Ankeny, IA 50021-0189
P: 515.965.9600 F: 515.965.4234 W: ankenyschools.org

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.

