



STUDENT & PARENT HANDBOOK 2023-2024





ANKENY COMMUNITY SCHOOL DISTRICT

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Mission: Our Core Purpose and Distinction

The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.

Ankeny Community School District
406 SW School St
Ankeny, Iowa 50023
(515) 965-9600
www.ankenyschools.org

Central Office Administration

Executive Leadership
Senior Leadership
Board of Education
Mission: Our Core Purpose and Distinction

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PURPOSE OF THIS HANDBOOK

This handbook has been developed for students and their parents/guardians. Every effort has been made to summarize school regulations so students and parents/guardians will have a basic understanding of the expectations for students enrolled in the Ankeny Community School District ("Ankeny Schools"). Each student is accountable for knowing the handbook's content and adhering to the expectations that apply to them. More detail can be found in the School Board Policies on the district's website: www.ankenyschools.org.

The expectations and procedures in this document are subject to change due to the continuous review and revision of board policies, changing legal requirements, and/or shifting district needs. To meet the needs of students and/or to align with program, legal, and/or policy requirements, exceptions to the provisions of the handbook may be granted for programs directed outside of traditional school campuses (e.g., Orbis, Summit, or Beyond).

This handbook is designed to accomplish the following goals:

1. To serve as a guide for students and their families about school district and building policies, rules, processes, and procedures;
2. To serve as a source of information for students and their families about the school district and the school building, as well as the district's organizational structure and overall philosophy;
3. To provide students and their families with up-to-date, understandable information on the range of opportunities and programs available through the school district, and;
4. To provide legal notices as required by state and federal law.

Definitions

For brevity and readability, some terms used throughout this handbook imply and/or encompass the use of other terms, unless otherwise stated. In this handbook:

- "Parent" also means a student's legal guardian unless otherwise stated.
- An administrator's title, such as "superintendent" or "principal," also means that individual's designee, unless otherwise stated.
- "District grounds" or "School grounds" includes school district facilities, school district property, property within the jurisdiction of the school district and/or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "District facilities" or "School facilities" includes

school district buildings, including temporary and out buildings, as well as district-owned or district-leased vehicles.

- "District activities" or "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, and/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 Ankeny Community School District Board of Education. The board, administration, and employees expect students to coconduct themselves in a manner fitting their age and maturity and with respect and consideration for the rights of others.

Students may not use abusive language, profanity, and/or obscene gestures or language. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so all may be safe and feel welcome within the school environment.

This handbook, board policies, and Ankeny Schools' rules and regulations are in effect while students are:

1. On district grounds, district property, and/or on property within the jurisdiction of the district;
2. While on district-owned, district-operated, and/or district-chartered buses or vehicles;
3. While attending or engaged in district/school activities; and/or
4. While away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the school and/or involves students or staff.

School district policies, rules, and regulations are in effect twelve months of the year. A violation of a board policy, rule, regulation and/or provision of the student handbook may result in disciplinary action and/or 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.

In accordance with law and policy, administrators who direct programs located off site may make exceptions to handbook expectations to meet the needs of individual programs and students.

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/or student handbook may be disciplined, including, but not limited to, for conduct that disrupts or

interferes with the education program, for conduct that disrupts the orderly and efficient operation of the school district and/or school activity, for conduct that disrupts the rights of other students to obtain their education and/or to participate in school activities, and/or for conduct that interrupts the creation and/or maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline may 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.

Ankeny Schools reserves and retains the right to modify, eliminate, and/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 and parents are required to acknowledge that they have received, reviewed, and understand the handbook.

Students and/or parents with questions or concerns may contact their school's main office for information about the current policies, rules, regulations, and/or handbook.

The Iowa Department of Education Website: (<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>) has information and guidance for parents, guardians, and community members who have concerns about school districts or their governing boards.

ACADEMICS

Course Supplies

Students are directed to reference the School Supply List on the school website when purchasing school/class supplies. Students may also request a list from their building principal. If you are unable to purchase these supplies, please see your school counselor and/or social worker.

Core Curriculum

Under Iowa law, "the educational program adopted by the Board is the entire offering of the school, including out-of-class activities and the sequence of curriculum areas and activities." Iowa Administrative Code 281 - 12.2(256). At all levels, the program is grounded in the basics and enriched to meet the needs of all students. In alignment with state requirements, the program is designed to be age-appropriate, multicultural, and gender-fair.

The Iowa Core standards, along with national standards or competencies in content areas, are the

basis for instruction at all grade levels. Work habits that enhance executive skills are equally important. The ability to solve problems through authentic experiences is stressed in each academic area.

Course Offerings

Ankeny Schools makes every effort to provide equitable educational programming across all schools. Generally, this means offering the same or equivalent courses across all schools serving students in a particular grade level or grade band. However, the district has discretion to not offer every non-required class every year and/or in every building if, for example, there is not sufficient student enrollment for the course, if it is not economically feasible to offer the course, if there are staffing challenges, and/or if there is not sufficient facility availability to offer the course across all similar school.

Specialized Programs: The district also has the discretion to pilot non-required classes at one school and to offer specialized programs to meet the programming needs of a student or group of students at a particular building.

In the case of some high school trade programs (e.g., automotive, building trades), relevant courses are only offered in one physical high school location. In these situations, eligible students from either high school may apply to enroll in the course. To apply, students must fully, completely, and accurately complete the online application and submit it by the stated deadline.

The principal/designee will review the application. If the student is allowed to enroll in the course, transportation will be provided and the student will work with their counselor to design a schedule that allows travel time. The student's home school will not change for the purpose of athletics or activities by virtue of attending one or more classes in another school building in the district.

Curricular Materials

Primary instructional resources are selected as a part of the curriculum review process and are approved by the Board of Education in keeping with Board Policy 605.00. Students are typically offered a variety of choices for reading and viewing supplemental curriculum materials (e.g., books or articles). Multimedia resources, (e.g., articles, blogs, or video clips.) are used to enhance the learning experience. As outlined elsewhere in this handbook, parents have the right to view these materials.

Teachers use their professional discretion when using these types of resources in the classroom. However, if at any point a parent would like for their child to not access certain instructional materials (printed

or electronic textbooks and related core materials), they may request alternate materials for their child. To do this, they should contact the child's teacher to make the request. For more information regarding the formal process for inspecting and/or objecting to instructional materials, please refer to Board Policies 605.01 and 605.02.

Health Curriculum;

Including Human Growth and Development

Health education is an important part of the Ankeny Schools curriculum. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The district provides students in grades one through six with age-appropriate and research-based instruction in human growth and development, including instruction regarding self-esteem, stress management, interpersonal relationships, and domestic abuse.

Students in grades seven through twelve receive age-appropriate and research-based instruction about human growth and development; human sexuality; self-esteem; stress management; interpersonal relationships; domestic abuse; and prevention and control of disease, including age-appropriate and research-based information about sexually transmitted diseases.

In 9th grade, students are provided instruction on CPR. This CPR component is required for graduation.

As mandated by Iowa Code, a student is not required to take instruction in the human growth and development portion of the health education curriculum if the parent requests the student be excused. A form to request this excuse may be obtained via the district website and/or in the principal's office in each school building. More information is available in Board Policy 603.05. The course of study and the health instructional materials used to guide the health curriculum may be examined, upon request, at each attendance center. Please contact the building principal for further information.

Meeting the Needs of All Students

Special Education Services

The district works with a team to develop an Individual Education Plan (IEP) for each student who is determined to be eligible for and in need of special education services. The IEP defines the services required to meet identified individualized goals. The IEP is developed by a team including the student, the student's parents, general education teachers,

special education teachers, related service providers, and an administrator.

A continuum of instructional services is defined within the District Developed Service Delivery Plan. Additional information related to the procedural safeguards and due process rights of students with disabilities can be found in Board Policy 603.13.

Speech

Speech services are available for preschool through high school age children. Services are provided either by working directly with a speech language pathologist or through collaboration between the speech language pathologist, the child, and the classroom teacher. Teachers, parents, and outside agencies may make referrals for students to receive speech services by contacting the student's school.

Students Designated "At-Risk"

Under Iowa law, "at-risk" students are identified students who need additional support and who are not meeting or not expected to meet the established district educational program goals. The district offers services to support these students to achieve success.

These include, but are not limited to, the "Core Diploma." The Core Diploma indicates the receiving student has met the standards for learning in the core academic areas of math, English, social studies, and science as defined by the district's curriculum. To be eligible for a Core Diploma, the receiving student must be served in a form of "at risk" programming as covered by this policy.

To be identified for Core Diploma eligibility, the principal/designee will work with teachers, counselors, and other district administrators as needed to review the individual student's circumstances. Prime consideration will be given to the students who are:

- Over age for their comparable student group; and/or
- Deficient in the credits needed to graduate with their class; and/or
- Already in the system and did not graduate with their comparable student group; and/or
- Subject to other extenuating circumstances that prevent them from completing 48 credits.
- The high school principal has full discretion to approve a student for the Core Diploma.

The Core Diploma can not be used as an avenue for graduation for students who merely wish to graduate early and/or for students who view this as a less rigorous way to meet graduation requirements.

Ankeny Extended Learning Program (AELP)

The Ankeny Extended Learning Program (AELP)

consists of several services to meet the unique needs of identified gifted students. General education and AELP teachers collaborate to provide a variety of in-classroom strategies to support kindergarten through 2nd grade students. Beginning in 3rd grade, identified students receive services which may include direct instruction, as well as collaboration among teachers, differentiation, enrichment groups, acceleration, and/or other support.

English to Speakers of Other Languages (ESOL)

Students who have been identified as having English as a second language and who demonstrate the need for language acquisition services may be eligible for English to Speakers of Other Languages (ESOL) services. Initial referrals for this program are generated through completion of a Home Language Survey as a part of the enrollment process. Additional referrals may be initiated by contacting the building principal or Director of Student Services at 515-965-9600.

Multicultural and Non-Sexist Equity Education Opportunity

All students enrolled in the district shall have an equal opportunity for an age-appropriate (as defined by state law) quality public education without discrimination regardless of their race, color, national origin, sex, gender identity, socioeconomic status, sexual orientation, marital status, disability, religion, or creed.

The education and activity program shall be age-appropriate and free of such discrimination and provide equal opportunity for students. The education program shall 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. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with state and/or federal laws prohibiting discrimination on the basis of membership in a protected class may be directed to

- The district's Chief Diversity Officer (406 SW School Street, Ankeny, IA, 50023; 515-965-9600)
- The Iowa Civil Rights Commission, Grimes State Office Building, (Des Moines, IA, 50319-0201; 515-281-4121)
- The U.S. Department of Education, Office for Civil Rights, John C. Kluczynski Federal Building, (230 S. Dearborn Street, 37th Floor, Chicago, IL 60604)

Additionally, inquiries regarding compliance with the state and/or federal laws protecting students with disabilities may be directed to the district's Director of Special Programs (406 SW School Street, Ankeny, IA, 50023; 515-965-9600)

State Required Assessments

Student assessments are used to measure student learning and growth. State-wide and district-wide summative assessments are mandated by Iowa Code (Chapter 12) and are used for district accreditation and federal reporting. Federal law requires that states assess all students on reading, mathematics, and science standards each year.

State required assessments administered in Ankeny Schools include:

The Iowa Statewide Assessment of Student Progress (ISASP)

The ISASP will be administered annually to determine academic progress for individual students, groups of students, and the school district. In accordance with state legislation, students must be proficient on the state assessment in order to be eligible to earn community college credit while in high school.

Formative Assessment System for Teachers (FAST)

A suite of highly-efficient assessment tools designed for universal screening, progress monitoring, and program evaluation for a Multi-Tiered System of Support (MTSS) model of service delivery. Iowa has recently adopted the Formative Assessment System for Teachers (FAST) literacy suite of assessments to assist districts in the implementation of MTSS practices and in meeting the requirements of the Early Literacy Initiative as part of Iowa Code Section 279.68.

ATTENDANCE

Attendance Philosophy

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

Attendance is required by Iowa law and is essential for student learning and successful completion of courses. Only through attendance and class participation do students achieve the benefits of the education program. Irregular attendance and/or tardiness by students harms their studies and interferes with the progress of students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the district. Additional information about school attendance policy may be found on the district website at www.ankenyschools.org, including but not limited to on the web page related to board policies related to student personnel.

Absences

Students who know they will be absent for a reason other than a school-sponsored trip or school-sponsored activity must have a parent notify the school's office in advance of the absence. This notification can be provided using the absence request process within the parent portal (preferred) or by phone call, e-mail, or written note. If advance notification is not possible, the student's parent must notify the student's school on the day of the absence using one of the methods outlined above. If notification is not received, the school office will call the parent at the primary number listed in Infinite Campus. If contact is not made to confirm the absence, it will be considered unexcused.

The student's school will determine whether an absence is excused or unexcused. Generally, excused absences may include, but are not limited to:

- School-sponsored trip or school-sponsored activity
- Religious observances
- Extended illness, hospitalization, and/or doctor care requiring time away from school
- Death in the family or family emergency
- Court appearance or other legal situation the timing of which is beyond the student or family's control
- School-initiated suspension
- College visits

Generally, unexcused absences include, but are not limited to:

- Babysitting
- Beauty or hair appointments
- Driver's license or school permit application and testing
- Employment
- Optional recreational events (shopping, hunting, concerts, parties, etc.)

Whenever possible, students and their parents should discuss these and any other potentially unexcused situations with the student's principal/designee prior to the potential absence.

With the exception of 11th and 12th grade students who are allowed to leave school during school hours when they are not scheduled to be in class, no student may leave the building during the day without prior parent authorization and permission from the building's administrator.

General Attendance Regulations

Documentation: Students absent from school for any reason may be required to submit a written explanation providing the specific reason for their absence, along with the specific day(s) and time(s) of the absence, verification by the doctor or dentist where appropriate, and a parent signature. Students

who miss three or more consecutive days for illness will be required to provide a doctor's note for those illnesses and/or see the school nurse. Students who accumulate five days of illness in one semester may be required to provide doctor's note(s) and/or see the school nurse for any future illnesses.

Extracurricular Activities: Generally, a student must be in attendance all day the day of an extracurricular activity (e.g., band performance, chorus concert, athletics and/or academic contests) to be eligible to participate in that activity unless the student received prior approval from the principal to participate in the activity after a same-day absence. Students who are too ill to attend any part of the school day may attend - but not participate- in any district-sponsored activity held in the afternoon or evening of the day of their absence, provided that their attendance does not put their own health and/or the health of others at risk. This includes, but is not limited to, attendance at concerts, performances, athletic practices, and competitions. The principal has discretion to determine if attendance is permissible.

Health and Dental Appointments: Routine health care appointments for students should be scheduled outside of regular school hours whenever possible.

Make-Up Work: Students are responsible for following each teacher's plan regarding makeup work related to an absence. Students are expected to make up all work assigned by the teacher. They are also advised to access their class' information electronically, where relevant. In the event of a planned absence, students are expected to communicate with the teacher prior to the absence or on the day of return. In the event of an unplanned absence, students are expected to communicate with the teacher on the day of return from the absence. Students absent two or more days may request homework assignments which can be picked up in the office or accessed electronically.

Record keeping: For the purpose of student records, student absences will be recorded in a 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.

State Tournament Absences: Students who wish to be absent to attend a state tournament in which an Ankeny Schools' team of which the student is not a part is participating must bring a signed release form by the assigned deadline, purchase a ticket to the event (where appropriate), and adhere to dismissal and/or return time set by administration.

Tardiness: Student promptness to class is important for

student learning. Therefore, students are expected to be in class on time. Students in 6th through 12th grade will have an "unexcused absence" recorded if they are more than ten (10) minutes late to class without a verified excused absence.

Visits to Post-Secondary Educational Institutions:

Students are encouraged to visit post-secondary institutions on weekends or school holidays. However, if that cannot be arranged, students in 10th through 12th grade may be excused to visit post-secondary institutions provided they present a note signed by their parent(s) explaining their plans.

Procedures Followed for Absences (Excused and Unexcused)

After six (6) Absences:

The principal/designee may make personal contact with the family notifying the parent of the number of absences the student has accumulated. This communication may be documented in Infinite Campus.

After ten (10) Absences:

At the principal's discretion, a letter will be sent to the student's parent to notify them of the number of absences the student has accumulated. If a letter is sent, the principal will contact the parent to notify them that the letter has been sent; the communication will be documented in Infinite Campus.

After twelve (12) Absences:

The principal will send a letter to the student's parent to notify them of the number of absences the student has accumulated. The principal will contact the parent to notify them that the letter has been sent.

A phone conversation, home visiting, and/or meeting at the student's school with the student, parent, principal, school counselor, nurse, student advocate, and/or truancy officer to discuss excessive student absences may be required. This group will develop an attendance compact to address the concerns about the student's attendance. That compact may include, but is not limited to, items such as a timeline, expectations for the student's attendance, reasons for a truancy court referral, and success indicators related to the student's attendance. This will be documented in Infinite Campus. In case of extenuating or unusual circumstances, principals may choose to adjust the above procedures.

Truancy (Unexcused Absences)

Regular school attendance is essential for students to obtain the maximum benefit of the education program. Parents and students are encouraged to ensure an absence from school is a necessary absence. Students are expected to attend school

unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum period of time established in the school calendar by the board or the act of being absent without a reasonable excuse. The district does not tolerate truancy, and students will be subject to disciplinary action for truancy.

The principal/designee will investigate the cause of a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will refer the student to the district juvenile court liaison officer. If truancy persists, the district will contact the county attorney.

In keeping with Iowa law, chronic truancy will result in referral to the county attorney.

The district will participate in mediation if requested by the county attorney. The district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

Students will attend school the number of hours school is in session in accordance with the district calendar. Students not in attendance for fifteen consecutive school days will be unenrolled. Board Policy 501.11 provides more information on this process and on reasonable excuses that do not give rise to truancy.

Inclement Weather/Other School Closings

When school is canceled before the start of the school day, delayed, and/or dismissed early after the school day has begun because of inclement weather or other unforeseen circumstances, the district will notify students and parents via the district website, the district's notification system, and television stations. Missed days may have to be made up at a later date.

The superintendent determines if buses will follow regular routes in situations of inclement weather and/or in other situations that call for unexpected school closings, cancellations, and/or schedule changes. If the buses do not follow the regular routes, they follow emergency routes or parents are responsible for picking up the students at the student's school.

Generally, extracurricular activities or practices scheduled for the day or evening of a day school is canceled or dismissed early are canceled and rescheduled. The superintendent/designee may determine whether to hold extracurricular activities or practices. If the activity is to be held, the district will notify students and parents in the same manner as the notification that school was canceled and/or dismissed early.

EXPECTATIONS FOR STUDENTS

Administrative Regulations Guiding Student Conduct

Please see the addendum on the Continuum of Responses to Student Behavior.

Academic Integrity

Students shall do their own schoolwork, capturing their original ideas as an authentic piece of their own work. Academic dishonesty ("cheating") is prohibited, and includes, but is not limited to:

- Looking at or copying another student's schoolwork
- Allowing another student to look at or copy the student's work
- Plagiarism and copying from sources without proper citation
- Inappropriate use of telecommunication electronic devices during testing
- Forgery, altering and/or unauthorized possession of school forms
- Lying to school officials
- Violation of copyright laws

If a student is found to have violated this rule, the teacher will attempt to contact the parent to inform them of the incident. The student will be referred to the office for a conference with the principal, and the incident will be documented.

Any additional violation of this policy may result in additional and more severe consequences.

Access to Buildings

Student safety and security is a top priority of Ankeny Schools. 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 IDs while they are on school grounds.

To partner with parents on student safety and minimize inconvenience, parents are asked to notify their school through a note sent with their student or a phone call to the school office ahead of any planned visits they may make to the school. This will expedite identification and streamline arrival.

Upon entry, parents must check-in through the front office, provide a government-issued ID for scanning, and receive a printed ID badge that they

will be expected to wear throughout their time in the building. This process is generally very quick and efficient, and it helps the district ensure appropriate access to students.

Visitors to school buildings should remember that student learning will be happening during the school days. As such, parents are asked to keep visits to 30 minutes or less and to understand if teachers and/or other district employees are not able to take time away from their assigned duties to meet with visitors.

Visitors must conduct themselves in a manner fitting their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit one of the district's facilities other than the school, if any, they attend must be accompanied by a parent or responsible adult.

The district may temporarily alter and/or suspend the admittance of visitor(s) to district facilities without notice if needed to ensure safe and orderly operations.

Bullying, Harassment, Hazing, and Inappropriate Student Interaction

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 and state law and local policy and is not tolerated by the district. 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 district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, in a school-owned or school-operated vehicle, while attending or participating in school-sponsored or sanctioned activities, and/or while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Additionally, 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 such an act of harassment or bullying.

Complaints may be filed with the superintendent/designee as outlined herein and in board policy 104.00. Complaints will be investigated within a

reasonable time frame.

A school employee, volunteer, student, or student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures outlined by the district, 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.

Definitions

For the purposes of this section, 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:
 - Places the student in reasonable fear of harm to the student's person or property.
 - Has a substantial detrimental effect on the student's physical or mental health.
 - Has the effect of substantially interfering with a student's academic performance.
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, and/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

Anyone may report alleged bullying to the superintendent/designee (or alternate, if the superintendent/designee is alleged to have engaged in the bullying or harassing behavior and/or if another

conflict of interest exist). The person making this complaint is known as the "Complainant."

Complainants should file their complaint within fifteen (15) calendar days of the event giving rise to the complaint or from the date the Complainant should have reasonably become aware of such occurrence. The Complainant should file the complaint via the TIPS report incident system on the district website and/or by completing a complaint form. Complaint forms for bullying, harassment, hazing, and inappropriate student interaction are located in the office of all school buildings and on the district website. The Complainant should state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The district will promptly and reasonably investigate allegations of bullying or harassment. The district will assign an investigator ("Investigator") to investigate the allegations in alignment with district policy.

Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the student's parent or guardian.

Initial investigation of complaints of bullying and harassment will start at the school level unless there are circumstances that would make investigation at that level inappropriate. The Investigator will consider the totality of circumstances in determining if the alleged conduct objectively constitutes bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify the student's parent or guardian that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

The investigation may include, but is not limited to the following:

1. A request for the Complainant to provide a written statement regarding the nature of the complaint;
2. A request for the individual named in the complaint as engaging in the appropriate behavior ("Respondent") to provide a written statement;
3. A request for witness(es) identified during the course of the investigation to provide a written statement(s);
4. Review and collection of documentation or information deemed relevant to the investigation.

Decision

Upon completion of the investigation, the Investigator will issue a report with findings. The Complainant

and the alleged offender will be notified that the investigation has concluded. The principal of the school that conducted the investigation will maintain a log of information necessary to comply with Iowa Department of Education's reporting procedures related to bullying, harassment, and/or inappropriate student interaction. If the alleged wrongdoing does not meet the Iowa Department of Education's definitions of bullying, harassment, and/or other inappropriate behavior but meets the district's definitions, the complaint will be reported in Infinite Campus.

If, after an investigation, a student is found to be in violation of district policies related to bullying, harassment, and/or inappropriate student interaction, the student shall be disciplined by appropriate measures, which may include suspension and/or 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.

If the district determines that a student has suffered bullying or harassment by another student enrolled in the district, the allegedly-bullied student's parent may enroll the student in another attendance center within the district that offers classes at the student's grade level, provided that:

1. The parent provides the district with notice of this intent in the manner prescribed by law;
2. The attendance center in which the parent wishes to enroll the student has sufficient classroom space;
3. If the student requires special education services, the desired attendance center maintains a special education program appropriate to meet the student's needs and to allow for an appropriate caseload; and
4. If the student has been suspended or expelled, this disciplinary action has concluded and the student has been reinstated.

The district shall notify the parent requesting intra-district reassignment following a finding of bullying and/or harassment of the district's action within five (5) days of the district taking such action. The parent may withdraw the request for reassignment at any time prior to the district's action and may appeal the district's action to the board.

A parent request for intra-district reassignment following a finding of bullying and/or harassment shall be for a period of not less than one year. However, the transferring student may return to the original attendance center and enroll at any time, once the

parent has notified the district of the decision to re-enroll the student in the original school.

A student who transfers within the district as a result of a parent request following a finding of bullying and/or harassment shall not, by virtue of this intra-district transfer, be ineligible to immediately participate in varsity interscholastic athletic contests and/or competitions as a member of a team from the receiving attendance center.

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.

Retaliation Prohibited

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/or 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

Ankeny Schools will not tolerate inappropriate student interaction. The district 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.

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 district property or within the district's

jurisdiction; while in district-owned, district-operated, and/or district-chartered vehicles; while attended and/or engaged in district-sponsored events or events in which the district is participating, or, if away from the district, which has directly affects the good order, efficient management and welfare of the school or district.

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

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.

The district has policies, procedures, and practices designed to reduce and eliminate inappropriate student interaction and to address incidents of inappropriate student interaction.

Resolving Inappropriate Student Interactions

Students who feel they are victims of inappropriate student interaction should, if they are comfortable doing so, communicate to the student committing the perceived inappropriate interaction that the behavior is to stop. The student may ask a teacher, counselor, or principal for assistance communicating that the behavior should stop.

If the perceived inappropriate student interaction does not stop, the student should tell a teacher, counselor, or principal, and write down exactly what happened, keep a copy of what is written, and give another copy to the teacher, counselor, or principal.

The written statement should include:

- What, when and where the perceived inappropriate student interaction happened;
- Who was involved in the interaction;
- Exactly what was said and/or what the perceived offender did;

- Who may have witnessed the behavior;
- What the Complainant student said or did, either at the time or later;
- How the Complainant student felt; and
- The Complainant student's response to the student.

Complaint Procedure

A student who believes they have been the subject of inappropriate student interaction should first notify the principal. The principal may request the student complete the Inappropriate Student Interaction Complaint Form and/or provide a written statement covering the specifics of the incident. The student will be required to turn over evidence of the inappropriate student interaction behavior that may exist including but not limited to letters, tapes, pictures, and/or text messages. The principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation

If the principal has a reasonable belief that there has been a potential inappropriate student interaction, the principal/designee will begin an investigation as promptly as reasonably possible. The principal/designee will interview the Complainant, the student alleged to have committed the inappropriate interaction, and other witnesses as the principal/designee deems necessary. The accused student may file a written statement in response to the complaint. The principal/designee will also review the evidence to determine the appropriate administrative action. If the conduct complained of violates other rules or policies, discipline may occur based on those, as well.

Resolution of the Complaint

Upon completion of the investigation, the principal/designee will make a finding and issue conclusions as to the allegation of inappropriate student interaction. The principal will document any disciplinary and/or any other action taken in response to the complaint within the student information system. The Complainant and the accused student will receive notice as to the conclusion of the investigation.

Students who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation Prohibited

Retaliation against any person because the person has filed an inappropriate student interaction complaint and/or assisted and/or participated in an inappropriate student interaction investigation or proceeding is prohibited.

Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and/or expulsion. Any district employee found to have retaliated in violation of

this policy shall be subject to discipline 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.

Care of District Property

Students are expected to treat district property including but not limited to desks, chairs, books, lockers, assigned technology, and school equipment with care and respect. This expectation extends to First Student buses and other forms of school transportation including vehicles leased, rented, or chartered by the district for student transport. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the district. Fines will be levied for damage to books, computers, and/or other school equipment. In certain circumstances, students may be reported to law enforcement officials for harming district property.

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

The district is dedicated to creating an environment where all individuals feel a sense of respect, safety, and belonging. Any action that endangers the safety or well-being of individuals in the school community 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 prohibited "dangerous conduct" include, but are not limited to:

- Sounding a false fire alarm
- Possession of a weapon, a "look-alike" weapon (including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances, and including objects such as automobiles, baseball bats, pipes, bottles, sticks, locks, pencils, pens, needles and other materials or objects that are used, attempted to be used, or threatened to be used to cause bodily harm)
- Possession of dangerous materials
- Violation of the district's rules regarding distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes or components, matches or lighters, over the counter or prescription drugs used for improper

purposes, other controlled substances, or "look-alike" substances while on school grounds, 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.

- Gang, gang-related, or mob action.
- Causing physical harm to a student or staff member

A student who commits an assault against a school employee, student, and/or other person on district property or on property within the jurisdiction of the district; while on district-owned and/or district-chartered vehicle(s); and/or while attending and/or engaged in district activities will be immediately suspended by the principal and notice of this suspension will be sent to the board. The district will determine whether to hold a disciplinary hearing which may result in further consequences including, but not limited to, expulsion. Additional information is available in Board Policy 503.01.

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

Detention

"Office detention" is detention assigned and/or approved by a building principal. Office detention may be held before or after school, during open campus, or during lunch.

Reporting late for detention is not allowed. Students are expected to read or work on school assignments while serving detention. All students are responsible for arranging their own transportation to and from school for detention.

Dress Code

The district's goal is to create an educational environment that simultaneously allows for student expression, including in appearance and dress, while minimizing substantial disruptions to learning, interferences with student health and safety, and/or contributions to a hostile or intimidating environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment, including the wearing of a top (e.g., shirt, blouse, sweater, sweatshirt), bottom (e.g. pants, shorts, skirt, dress), and footwear. The district may establish additional student attire requirements when necessary to ensure safety (e.g. physical activity, science, or CTE courses) and/or allow for reasonable variation for participation in activities such as swimming.

The district expects students to use good hygiene and wear clothing that is appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, and/or reference to prohibited conduct are disallowed.

While the primary responsibility for appearance lies with the students and their parents, appearance that is disruptive to the education program will not be tolerated. When, in the judgment of the principal, a student's attire substantially disrupts the educational process, constitutes a threat to health or safety, and/or contributes to a hostile or intimidating environment the student may be required to make modifications to their attire.

Shoes must be worn at all times for health and safety reasons.

Expulsion

The removal of a student from the school environment, which includes but is not limited to removal from classes and activities, is an expulsion from school. A student is considered "expelled" when the board has taken action to approve an expulsion.

Students may be expelled for violations of board policy, school rules, and/or the law. It is within the board's discretion to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense(s) and the circumstances surrounding the offense(s).

It is within the superintendent/designee's discretion to recommend the expulsion of a student for disciplinary purposes to the board. Only the board may take action to expel a student, and an expelled student will be considered for readmission to the district only by the board or in the manner prescribed by the board. The principal/designee will keep records of expulsions in addition to the board's records.

When the board recommends a student for expulsion, the student is provided with:

- Notice of the reasons for the proposed expulsion;
- The names of the witnesses and an oral and/or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent/designee;
- An opportunity to present a defense against the charges and provide either oral testimony and/or written affidavits of witnesses on the student's behalf;
- The right to be represented by counsel; and
- The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination will be made whether the student engaged in the alleged misconduct. A staffing team will make a determination of whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions from this meeting will be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended following written notice to the parent and pursuant to the district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the district.

Field Trips

In certain classes, field trips and excursions away from school grounds are authorized and may be taken as an extension of the classroom experience and to further the district's mission. Parents will be asked to complete consent forms for off-site district field trips and excursions.

If a field trip is required for a course, students are expected to attend the field trip unless the student's parent has requested an alternate activity in keeping with district policy related to instructional materials. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused. Students must use school-provided transportation both to and from the field trip. 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.

While on field trips, students are guests of the location being visited and should behave as ambassadors and representatives of the district. School district policies, rules, and regulations continue to apply to students while they are on field trips. Students must treat employees, chaperones, guides, and members of the public they may interact with on a field trip with respect and courtesy; those who do not meet this expectation may face disciplinary action.

Parents who wish to volunteer to assist with a field trip(s) must complete a volunteer application and be cleared by a background check at least two weeks prior to the field trip. Parents interested in volunteering for field trips are asked to read the volunteer handbook, complete the volunteer application on the district's website, and register for volunteer opportunities through the district's online volunteer portal. These are available on the district's website. Limitations may be placed on the number of volunteers to ensure a safe, productive learning

experience for students.

Fundraisers and Causes

Subject to restrictions of Board Policies 503.07 and 1004.60, students may raise funds for school-sponsored events with permission of the building principal and upon completion of the appropriate paperwork with the district's Business Office. Generally, student fundraising should be minimized to not distract from the overall educational experience. Each student fundraiser should have a specific, articulated purpose and should be aligned with the district's wellness policy, 504.11. Students and parents should be informed of the fundraiser's purpose and be given an option to make a donation in lieu of participation. Sponsors should not set an amount that each student is required to raise.

A fundraising questionnaire must be completed prior to conducting a fundraiser and resale reconciliation must be completed following the fundraiser. Both forms must also be submitted to the Business Office. The fundraising questionnaire and resale reconciliation documents are found on the district website within both policies. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order.

Identification Cards

Ankeny Schools will provide each currently-enrolled student with an ID card for the current school year; students may also have the opportunity to have a digital ID card in addition to their physical card. In keeping with state law, information related to the crisis hotline will be included on these cards. Students may not alter their ID cards in any way, and they are required to properly display them at school and as directed by school administrators.

Students must show or surrender their ID cards whenever a staff member, campus security personnel, and/or school bus driver requests that they do so. Refusal to identify oneself, failure to surrender a student ID to an authorized adult when asked, and/or lying about one's identity will be dealt with as insubordination and lying and may result in disciplinary action.

There is a charge of \$5.00 to replace a lost ID card. Students should speak with their school's main office staff if they require a new ID card.

Illegal Items (Alcohol, Drugs, Weapons)

Tobacco Products, Alcohol, Drugs, & Look-Alike Items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of beer, wine, alcohol, tobacco, cigars, pipe tobacco, chewing tobacco, snuff,

snus, nicotine products, electronic smoking devices, vapes, vaporizer/e-cigarette components (e.g., battery, atomizer, cartomizer, and/or clearomizer) and substances used in those devices whether or not they contain nicotine, (e.g., battery, atomizer, cartomizer, clearomizer) and accessories such as lighters, filters, rolling papers and pipes, over the counter or prescription drugs when used for improper purposes, other controlled substances as defined by state or federal law, and/or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances while on district property; while on property within the jurisdiction of the district; while on district-owned and/or in district-operated or chartered vehicles; while attending or engaged in district activities including field trips and district-related events away from district property; and/or while away from district grounds if the misconduct will directly affect the good order, efficient management, and/or welfare of the district.

Violation of this policy will result in disciplinary action up to and including but not limited to suspension or expulsion and/or prohibition from participation in athletics and/or activities. Additionally, the use, purchase, possession, and/or being under the influence of the substances outlined in this policy may be reported to law enforcement when the alleged action is unlawful.

Students who violate these expectations may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the superintendent/designee. If the program is successfully completed, the student may return to the assigned attendance center and receive credits earned for approved coursework completed while in the rehabilitation program. If the student does not complete the rehabilitation program, the student may be subject to discipline including but not limited to suspension or expulsion.

Additional information is available in Board Policies 502.20 and 507.00.

Weapons, Other Dangerous Objects, & Look-Alike Items

With the exception of weapons in the control of law enforcement officials and those being used for educational purposes and approved by the principal, weapons, other dangerous objects, and look-alikes are not allowed on district property, including in district buildings and parking lots; on property within the jurisdiction of the district, on district-owned, district-operated, and/or district-chartered vehicles; and/or at any site at which a district-sponsored event or trip is taking place. This includes items like hunting rifles, even if those items are unloaded and locked in a vehicle.

Weapons, other dangerous objects and look-alikes will be confiscated from students and others who bring them onto school grounds, parents will be notified, and a report will be made to law enforcement.

Administrators will surrender to the appropriate law enforcement agency any confiscated weapons, dangerous objects, and/or look-alikes that were unlawfully possessed by the person from whom they were confiscated. Administrators will offer the parents of students from whom objects were confiscated but which are not on their face illegal for the student to possess the opportunity to have the district properly destroy and/or dispose of the confiscated item(s) at no cost to the student and/or parent.

Students bringing firearms to school and/or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. More information is available in Board Policy 502.13.

Students should not bring knives and other sharp instruments to school. Any knife or other potentially dangerous object may be confiscated by the principal. If a knife, sharp instrument, or look alike is confiscated, the parent will be notified and the principal 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 and to act respectfully toward staff members at all times. Refusal to do so is considered a breach of student expectations.

Insubordination/disrespect, which amounts to gross disobedience or misconduct, and/or disruption of the school environment, may 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 that are intended to disrupt the learning environment will be confiscated and may be released to the student's parents. Student(s) who bring or possess such items may be assigned disciplinary consequences.

Lockers and Desks

Students may be assigned a locker for storing their school materials and personal belongings. Students

should only use the locker(s) assigned to them. Reassignment of lockers must be approved by the designated school administrator and/or a supervising teacher. Students are expected to keep their assigned lockers clean and undamaged and will be responsible for paying for damage to their lockers caused by "over stuffing," unlocked doors, and/or other mistreatment they cause.

Student lockers and desks are the district's property. To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all and/or a random selection of lockers. Either the student or another individual will be present during a locker inspection. Student lockers may also be searched at any time and without advance notice in compliance with board policy regulating search and seizure. For more information, see the section of this handbook on Student Searches.

Lost and Found

Items submitted to the school office as lost and found will be placed in the designated area. The district has no obligation to indefinitely hold unclaimed lost and found items, so they are periodically discarded and/or taken for donation.

Non-Motorized Vehicles and Rollerblades

Students who choose to bring non-motorized vehicles and/or rollerblades onto district property MUST take the following steps relevant to the type of vehicle they have brought to school:

1. Park and lock bicycles in the bike racks on school grounds.
2. Register all mopeds in the principal's office.
3. Immediately enter the building after parking the moped or bicycle.
4. Remove rollerblades prior to entering school grounds.
5. Wear helmets and other necessary protective gear
6. Store any skateboards brought to school in their lockers until school is dismissed.
7. Obey traffic laws at all times while riding bicycles, mopeds, rollerblades, skateboards, hoverboards, and/or scooters.

Students MUST NOT:

1. Ride bicycles, scooters, rollerblades, skateboards, hoverboards, and/or mopeds on school sidewalks and/or in school buildings.
2. Use bicycles, scooters, rollerblades, skateboards, hoverboards, or mopeds carelessly or recklessly.
3. Start mopeds until they get to the riding areas.
4. Walk bicycles or mopeds between buses.
5. Ride bicycles, skateboards, scooters, hoverboards or mopeds or use rollerblades near buses, cars, and/or pedestrians.
6. Use skateboards on school buses and/or on school

property during the school day.

Any student violating these rules may lose riding privileges. Parents will be notified if a violation occurs. Detention and/or suspension may be assigned. Direct supervision for non-motorized vehicles is not provided, so each student/parent assumes the risk of vandalism on and/or damage to bicycles, mopeds, rollerblades, skateboards, hoverboards, and scooters brought onto school property.

Pledge of Allegiance

The Pledge of Allegiance will be administered in 1st - 12th grade each school day. Each classroom in which the Pledge of Allegiance is recited displays the United States flag while the Pledge is being recited.

A student is not required to recite the Pledge against the student's or the parent's objection. If the student or parent(s) know in advance that the student will not participate in recitation of the Pledge, they should contact the teacher in whose class the student will be when the Pledge is administered so the rights of that student and others in the classroom are respected.

Policy Guiding Student Conduct

Students will conduct themselves in a manner fitting to their age 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, district-operated, and/or district-chartered vehicles; while attending or engaged in district activities; and/or while away from district grounds if misconduct will directly affect the good order, efficient management, and welfare of the district.

Students who fail to abide by this policy and/or the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

For more information, see Board Policy 503.01.

Posting or Distribution of Information

Students who wish to distribute and/or post information on school grounds must receive permission

from the principal prior to posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. Students should ask their principal for more information about school rules on posting and distributing materials.

Additionally, the district sometimes serves as a conduit of information by permitting the distribution of materials. To ensure this is not disruptive to the learning environment and to protect the safety and rights of all in the educational community, distribution of materials is subject to some guidelines and procedures:

- The district will generally distribute materials:
 - Produced by organizations whose purpose it is to provide financial, educational, and/or program support for the district (e.g., materials from the Ankeny Community School Foundation, PTOs, and/or related to Community Engagement courses).
 - The superintendent deems of importance for public distribution (e.g., health advisories, emergency information).
- The district may choose to distribute non-district materials for a youth-related entity, activity, and/or event that is sponsored by a non-profit organization and is intended to improve the health, education, and/or welfare of students in Ankeny.
- The district will not distribute materials that:
 - Promote products, activities, and/or services that are illegal for students and/or prohibited by board policies and/or administrative rules; and/or
 - Use inappropriate words and/or images to promote otherwise-acceptable products or services; and/or
 - Promote products, activities, and/or services that interfere with or run counter to the district's mission; and/or
 - Encourage and/or can reasonably be anticipated to cause a disruption of the orderly educational process or operation of the district; and/or
 - Advertise a political candidate and/or political party; and/or
 - Advertise entities, products, and/or services that discriminate on the basis of sex, race, age, creed, color, marital status, national orientation, religion, disability, sexual orientation, and/or gender identity.

Public Conduct

The district expects that students, employees, and visitors treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity and respect. Individuals, including spectators who attend district-sponsored

or –approved activities, violating this expectation will be subject to discipline. Individuals are permitted to attend school-sponsored activities or visit school premises as guests of the district, and, as a condition, must comply with the 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.

To protect students' rights to participate in the educational program and/or activities without fear of interference or disruption and to permit 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, and/or on school property; especially if that conduct interferes with any school-related performance, function, duty or activity.
- The use of vulgar, obscene and/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 may 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/designee. 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 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, including students.

Ankeny Schools' students should adhere to these guidelines when using social media tools, particularly when doing so on the district's network, when using the district's technology, and/or when doing

schoolwork:

1. 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 peers, parents, teachers and/or future employers to see.
2. Your online behavior should reflect the expectations of Ankeny Schools: being respectful, responsible, and safe. It is acceptable to disagree with someone else's opinions, however, do so in a respectful way. Make sure criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. All online behavior is expected to comply with the Ankeny Schools policies regarding harassment, bullying, and inappropriate student conduct.
4. Be safe online. Never give out personal information including but not limited to last names, phone numbers, addresses, exact birth dates, school name, and/or 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.
5. 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.
6. 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.
7. Blogs 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.
8. Your online presence is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

If you find inappropriate material online related to school and/or your school work that makes you uncomfortable, worried for your safety, and/or that is not respectful for the school or someone at school, tell your teacher right away.

School and Building Hours

School and building hours, including late start times, are listed on the district website under Parents > School Hours here: <https://www.ankenyschools.org/>

Student Restrooms

Iowa law requires that the district designate “multiple occupancy restrooms and changing areas” (e.g. locker rooms) in school buildings and other settings where students may be in “various stages of undress in the presence” of others for separate sexes as those sexes are identified on the students’ birth certificates issued at or near time of birth. Subject to a few exceptions related to people with disabilities, young children needing restroom assistance, and emergency situations, the law also requires that the district prohibit people from entering spaces designated for individuals of the opposite sex, as sex is identified on the student’s birth certificate issued at or near time of birth.

Any student “who, for any reason, desires greater privacy when using a single or multiple occupancy restroom or changing area or other area” may “request access to alternative facilities.” The district may grant this request if the student’s parent provides written consent to grant the request and the principal/designee reviewing the request is able to identify an appropriately, legally-compliant alternative facility. Students/parents who wish to request alternative facilities should contact their building principal.

Separate from the above, only one student should be in any restroom stall at a time.

Student Searches & Seizures

To protect the health and safety of students, employees, and visitors to the district and for the protection of the school district facilities, district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a law or a district policy, rule, and/or regulation has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the district, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the district facilities. The furnishing of a locker, desk, parking space, or other facility or space owned by the district and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and does not create an expectation of privacy with respect to the locker, desk, parking space, or other facility.

Such searches will be conducted in the presence of the student and/or another adult witness when feasible.

Reasonableness of Suspicion & Scope

A search of a student will be justified when there are

reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations impacting school order.

Reasonable suspicion may be formed by considering factors such as the following:

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

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.

Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student
- The sex of the student
- The nature of the infraction
- The emergency requiring the search without delay

Searches of a Student’s Person and/or Personal Items

Searches of a student’s person and/or personal items (e.g. handbag, book bag, cell phone) are permissible in situations where administration has a reasonable suspicion that a student has on their person and/or inside their personal items any illegal and/or contraband items and/or has violated district policies, rules, regulations or the law affecting school order and that such search will produce evidence of such possession and/or violation.

If a school official has reasonable suspicion that a student is under the influence of alcohol, a non-invasive Breathalyzer test may be administered. 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) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student’s body, handbags, book bags, etc. are permissible in emergency situations when the health and safety of students, employees, and/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.

Students are permitted to park on school premises as a matter of privilege, not of right. The district

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

See Board Policy 502.15 for more information.

Threats of Violence

All threats of violence, whether oral, written, and/or symbolic, against students, employees, visitors, and/or school facilities are prohibited. All such threats will be promptly investigated and law enforcement may be contacted.

Any threat may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

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

The district places a strong emphasis on safety at school. The district expects everyone in the school community to conduct themselves carefully and with concern for their own safety and the safety of others. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

HEALTH, WELL-BEING, AND SAFETY

Communicable and Infectious Diseases

The district operates under the direction of Iowa Department of Public Health and the Polk County Health Department for procedures and practices with communicable diseases. Infectious or communicable

diseases include, but are not limited to, mumps, measles, ebola, and chicken pox.

Generally, 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 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 despite a communicable and/or infectious disease, the student shall not attend class or participate in school activities without their personal physician's approval.

Please refer to Board Policy 507.03 for more information.

Concussions and Brain Injuries

Annually during student registration, parents of students in 7th through 12th grade are provided with information about concussions and brain injuries from the Iowa Department of Public Health, the Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union. Students and their parent(s) are required to sign and return a copy of this information to their school's Activities Director each year before the student may participate in any extracurricular interscholastic activity. Additional information on the district's concussion protocol can be found in Board policy 504.90.

Custody and Parental Rights

Ankeny Schools does not engage in disagreements about custody or parental rights. If subpoenaed in such disputes, district employees will provide objective, factual information and will not share opinions about the student and/or family law issues. The district obeys all court orders relating to custody issues and parental rights. It is the responsibility of the parent requesting any action by the district related to custodial or parental rights to provide the building principal with a copy of a court order, decree, or other documentation supporting the action requested.

Dental Screenings

Iowa law requires all enrolling kindergartners and all students entering 9th grade to have records of dental screening on file at their school. The dental screening for enrolling kindergartners should have been performed when the student was between 3-6 years old. The screening for 9th graders is valid from one year prior to four months after 9th grade enrollment. The screening must be recorded on the Iowa Department of Public Health Certificate of Dental Screening, which can be found on www.idph.gov.

ankenyschools.org. Additional information can be found on the Iowa Department of Public Health website.

Emergency Contacts

At the beginning of each school year, parents must provide contact information for trusted adult(s) that the school may contact in an emergency when it may need to reach the parent and be unable to do so. Parents are also asked to give permission for the district to release the student to the designated emergency contact in the event the parent(s) cannot be reached. Parents are required to notify the district as soon as possible if the information on the emergency form changes during the school year.

Emergency Drills

Periodically the school will hold emergency drills as required by law. 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 and follow staff instructions 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 Drill	Evacuation routes are posted in every room. Fire drills are held monthly throughout the school year.
Tornado Drill	Routes to designated areas are posted in every room. Tornado drills are held four times per year.
Other Critical Incidents Drills	Staff will notify students of the procedures and give directions. Critical incident drills are held two times per year.

Illness or Injury at School

Students who become ill or injured at school should notify their teacher or another employee as soon as possible so they can be seen by the school nurse.

Parents annually complete medical emergency authorization information for each of their children enrolled in the district; parents are responsible for providing updated information on the medical authorization form as necessary.

In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency form. If the student is too ill to remain in school, the student will be released to the student's parent(s) or, with parental permission, to another person directed by the parent(s). The school will contact emergency medical personnel, if necessary, and notify the parent(s) where the student has been transported for treatment.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if appropriate and necessary. The district shall make relevant building administrator(s) and emergency responders aware of any Do Not Resuscitate (DNR) requests as necessary.

Immunizations

Iowa law requires parents to vaccinate their children against diphtheria, tetanus, pertussis, polio, measles (rubeola), mumps, rubella, Hepatitis B, and varicella (chickenpox) as a condition of enrollment in any school in Iowa, including home school and dual enrolled students. Additionally, the state requires students entering 7th grade to have both a Tdap and a meningitis vaccine. Students entering 12th grade must show proof of two doses of meningitis vaccine. The meningitis vaccine must be received before the first day of 7th or 12th grade and an updated immunization record must be sent to the school nurse before the first day of school.

The requirements, timing, and dosage for required vaccinations can be found on the Iowa Department of Public Health website: <https://idph.iowa.gov/imm/tb/immunization/laws> See Board Policy 504.10 for limited exemptions to this requirement.

Parents must submit an Iowa Department of Public Health Certificate of Immunization or exemption certificate to the school nurse by the time the student starts school. It is the parent's 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 the child must be completely immunized during this time. Once the 60 days expire, the child will be excluded from school until the immunizations are completed.

Parents who will not be able to provide a complete

immunization record for their children, must contact the child's school nurse on or before the first day of school.

Insurance

Athletics, Accident and Health Insurance

The district does not purchase accident insurance to cover injuries incurred at school during sports or school-sponsored activities. However, parents have the option to purchase student health and accident insurance to cover their children enrolled in the district at any time during the school year. Parents who elect to participate in the insurance health and accident plan are entering into a contract with the insurance company, not the district.

Student athletes must provide written proof of health and accident insurance prior to the start of an athletic season in order to participate in intramural or interscholastic athletics. A parent letter stating that the student is covered by health and accident insurance is adequate proof of insurance. Student athletes who face financial difficulty meeting this insurance requirement should contact their coach or the relevant activities office.

For more information, please review the student insurance program on the district website at www.ankenyschools.org.

HAWK-I Insurance

Parents may apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to age 19 who meet certain criteria are eligible for coverage which includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services, among other services. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <https://dhs.iowa.gov/hawki> for more information.

Invasive Physical Examinations and Screenings

Under Iowa law, except in emergency situations and/or child care investigations, the district may not administer "invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent."

- Emergency situations are those where there is "a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not

provided."

- Invasive physical exams are "any medical examination[s] that involve[] the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body."
- Student health screenings are "intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services."

Medications

It may be necessary for students to take medication, including prescribed and non-prescribed medications, during the school day or during school activities. So that appropriate care can be provided in the event of a reaction or illness, the district must know the medications a student is taking.

No medication will be administered at school except in compliance with Board Policies 504.32, 904.50, and 904.60.

Administration of Medications

Per these policies, the district may assist in administering medications to a student upon receipt of a written, signed, and dated request from the student's parent and, if necessary, under the direction of a legal prescriber. Except for emergency situations, only a licensed registered nurse, physician, or staff member who has passed a medication administration course will be permitted to administer medication to a student.

Any request for administration of medication to students will include instructions for administration of the medication and will be reviewed annually. If at any time there exists a reason to obtain information from the prescribing health care practitioner, the student's parent will be responsible for any costs charged by the practitioner to assist the district in administering the medication.

All medication provided to the district for administration to a student must be kept in the original container in which it was purchased.

The following information must be on the container, in the instruction sheet, and/or in the parental authorization:

1. Student name
2. Medication name
3. Directions for use of medication, including dosage
4. Time(s) of and duration for administration of the medication
5. Name, phone number and address of the pharmacy (if applicable)
6. Date of the prescription (if applicable)

7. Name of the prescribing physician (if applicable)
8. Potential side effects
9. Emergency phone number for parents or caregivers
10. Prescription medications must include a pharmacy label or written order from a legal prescriber.

The Permission for Administration of Medication Form is available on each building's School Nurse page on the district website: www.ankenyschools.org.

In special circumstances and at the school nurse's discretion, parents may provide the district with permission to administer a one-time dose of prescription or non-prescription medication to a student. If the medication is to continue for several days following the initial one-time permission, the parent must provide written authorization the following day in order for the district to consider ongoing administration of the medication.

Medications will be stored in a secured area unless the student has been approved to self-administer the medication. The nurse will establish policies and protocols for storing medication during school activities away from the school building and for medication-related reactions.

Self-Administration (Use of Epi-Pens and Asthma Medications)

By law, a student with asthma or another airway-constricting disease and/or a student at risk of anaphylaxis who uses epinephrine auto-injectors may carry and self-administer medication for these conditions if (1) the student's parent provides written permission for the student to self-administer this medication and (2) the prescribing physician provides a written statement with:

1. The name and purpose of the medication or epinephrine auto-injector,
2. The prescribed dosage, and
3. The times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

This permission is effective for the school year in which it is granted and must be renewed annually; parents are expected to immediately notify the school of any changes in the conditions giving rise to the use of the medication or auto-injector. If the student misuses this privilege, the district will notify the parent and the privilege may be withdrawn.

Other than for asthma, airway-constricting diseases, and anaphylaxis as described above, students are only permitted to carry and self-administer medications and look-alike substances if (1) their parent makes a written request for co-administration that is accompanied by a physician's prescription,

(2) the school nurse approves, and (3) the student is shown to be competent to self-administer the medications. It is a breach of student discipline and a violation of policy for students to carry, distribute, sell, and/or use medications or "look alike" medications except under the circumstances noted above.

Per Iowa Code, except in cases of gross negligence, Ankeny Schools and its employees will incur no liability for any injury arising from the student's self-administration of medication or use of an epinephrine auto-injector.

Stock Epinephrine and Opioid Antagonist Medications

In keeping with law and policy, Ankeny Schools annually procure, in the district's name, epinephrine auto-injectors from a licensed healthcare professional, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction. The district will contact 911 immediately after a stock epinephrine auto-injector is administered to a student or any other individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

More information can be found at Board Policy 904.50.

Additionally, Ankeny Schools annually obtains a prescription for each school to have a small supply of an opioid antagonist (e.g. Narcan, Naloxone) for administration by a school nurse and/or other trained and authorized personnel to administer to a student or other individual who may be experiencing an acute opioid overdose.

Any trained staff member may administer an opioid antagonist during an emergency to any individual suspected of having an opioid-related drug overdose. The district will contact emergency medical services (911) immediately after a stock opioid antagonist is administered to a student or another individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

As provided by law, the district, board, district employee(s), and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, and/or assistance in the administration of an opioid antagonist provided such persons acted reasonably and in good faith.

Professional Judgment and Expectations for School Nurses

In accordance with the Nurse Practice Act, Ankeny Schools nurses exercise their professional discretion in

determining whether to administer any medication.

This includes when nurses are asked to administer natural remedies and/or supplements to children. The Iowa Department of Education has explained that, "when a school nurse administers a drug, the nurse must be knowledgeable about the medication's action, indication, contraindications, and adverse effects of a drug. The nurse may not administer natural remedies and supplements to school children, at the request of their parents during the school day, when the nurse is unable to determine appropriateness, safety, possible side effects, and toxic effects of the substance, the appropriate dose for a child of specific age, weight, and body surface area, and treatment for overdose." (Iowa Board of Nursing Declaratory Ruling no. 81.)

If a district nurse determines to vary or not to administer a medication that has been prescribed by a physician and requested by a parent, the nurse will notify the parent, the prescribing physician, and the building principal and state the reason. If the district determines not to assist in administering any medication, the district may permit a parent or other designated person to administer the medication during school time, provided that the administration takes place in a designated location and in keeping with board policy.

When the administration of medication requires ongoing professional health judgment, the school nurse, in collaboration with the student and the parent, will develop an individual health plan (IHP) for the impacted student. More information on this can be found in Board Policy 507.80.

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 to the nurse's or principal's office. If it is necessary for a student to go home, the parent will be contacted and arrangements will be made for the student to go home. No student will be sent home until prior arrangements have been made.

Parent and Family Engagement

Parent and family engagement is an important component in a student's success in school. Parents and families are encouraged to become involved in their child's education to ensure the child's academic success. Parents and families will be involved in the development, review, and improvement of the Title I plan. Additionally, families will be invited to engage in opportunities to learn strategies to support their children's education and to participate in an annual evaluation of the content and effectiveness of the parent and family engagement policy.

Parents' Roles During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Families play a critical role by assisting school officials in preventing and responding to school emergencies. This information is intended to provide parents with the steps to take before, during, and after an emergency.

The below are some common terms associated with school emergencies that may be helpful for you to understand:

School Emergency Response Protocols - A school crisis can take a number of forms including things such as fire, tornado, gas leak, an intruder in the school, or nearby police activity. The nature of a school crisis dictates which protocol may be implemented to keep your student safe.

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 area inside the school reducing the risk for exposure to inclement weather or other potential harm from outside the building. During shelter-in-place situations, access to the building is prohibited.

Evacuation - 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.

Reunification Site - A specific location known where parents are directed to reconnect with their children following an emergency.

Before an emergency occurs:

- 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, and/or rumors related to safety to your child's school and/or law enforcement officials.
- Parents should regularly update telephone numbers, e-mail addresses, and other relevant information in the Infinite Campus Parent Portal in order to receive timely notification during an emergency. For more information about the district's emergency contact system and what contact information is used in various situations,

visit the district website at www.ankenyschools.org.

- Parents should regularly review and update information regarding who can legally pick-up their children during an emergency. Once this information is on file, parents should ensure identified people are aware they have been listed as "emergency contacts," and that, as such, they may receive messages via phone and/or e-mail during an emergency, weather dismissal, or other situation. For more information about the district's emergency contact system and what contact information is used in various situations, visit the district website at www.ankenyschools.org.
- Parents can help their children avoid being caught without needed items during emergencies by ensuring the child's school has at least a two-day supply of any necessary medications on hand. Parents should speak with the school nurse about this.
- Families are encouraged to create their own family emergency plans that include family communication plans and have supply kits to sustain the family for two to three days. For tips on how to prepare a plan go to <https://ready.iowa.gov/make-a-plan>

During an emergency:

- The best action parents can take in an emergency is to monitor their phone, e-mail, and district website for regular updates and instructions.
- Please avoid the instinct to call a child's cell phone or call the child's school. This may prevent the child from hearing important, even life-saving, information. Too many parents calling the school can also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.
- Please do not rush to the school to get your children. This compromises safety and security and can actually hinder the response of police and fire officials. If there are safety concerns in your child's school, the students will be evacuated and taken to a safe place away from the scene where you will be reunited with them.

After an emergency

- Parents often wonder how they will be able to locate their children if a school building is evacuated. Parents will be directed to a specific location known as the "reunification site". At the reunification site, school administrators, police and/or fire officials will account for students and provide aid to those who need it immediately.
- Students will be released only to authorized individuals who are designated in Infinite Campus as approved to pick up the student. Non-custodial parents must be listed with their child's emergency contact information in order to be authorized to

pick up their child.

- Anyone picking up a child from a reunification site must show a current government-issued photo ID.
- Parents coming to the reunification site are reminded to cooperate with emergency management and district officials to ensure safe and smooth operations.
- Parents are urged to monitor their child's behavior after an emergency situation and to contact their child's school if they think counseling or additional support 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.
- Depending on the nature and amount of damage, school may be moved to a different location. The district will inform parents of any changes.

Notification and Communication

The district is committed to providing parents with the most current and accurate information available during emergency situations. As a general rule, in emergency situations, the district will send phone messages, texts, and/or e-mails via its notification system.

It is likely that students will be texting and calling parents immediately. Be aware that information you receive from your child may not always be accurate; ensure the information you are using comes directly from the Ankeny Schools.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students are required to have physical exams prior to joining an athletic program. Additional information is available in the Athletics and Activities Addendum to this handbook.

Religious Expression

Ankeny Schools is committed to demonstrating respect for the religious beliefs and practices of all persons and to refraining from questioning the absence of religious belief.

While engaged in school activities and/or during the instructional day, students may demonstrate religious beliefs through prayer, attire, assignments, and/or speech so long as these demonstrations of belief are non-disruptive, comply with the rules that normally pertain to student behavior, and do not impose religious beliefs on other students. Students may be dismissed to attend religious events outside of school consistent with the district's attendance/truancy policies and procedures.

Pertinent references to religion, even to doctrinal differences, whenever intrinsic to the lesson at hand, may be included in the teaching of board approved curriculum. Such teaching will be factual and objective and not devotional. Religious celebrations and holidays of different religious groups may be noted and discussed.

The religious beliefs and practices, or absence thereof, of all students will be respected. Any student assignments will be judged by ordinary academic standards. When the discussion leads beyond the intent of the lesson, students will be referred to their parents for further information and interpretation.

Additional information related to excusal from aspects of the district program on religious grounds can be found in Board Policy 604.05.

Sexual Abuse and Harassment

The district does not tolerate employees or district volunteers physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee or district volunteer should notify their parent(s), teacher, principal, or another district employee. The district shall respond promptly to allegations of abuse of students by school employees by investigating or arranging for a full investigation of any allegation 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 district to designate an independent investigator to look into the allegations.

The district has designated Jessica Dirks, the Chief Officer of Legal Affairs and Strategic Initiatives, as its Level I Investigator for allegations of employee abuse of students. She can be reached at (515) 965-9600.

Iowa law uses the following definitions for situations related to employee abuse of students:

Physical abuse - non-accidental physical injury to a student as a result of the actions of a school employee that is still apparent 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 of

harm.

Sexual abuse - any sexual offense as defined by Iowa Code chapter 709 or Iowa Code section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior, or sexual harassment by the school employee toward a student. This includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

Sexual harassment - 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.

Protective Equipment

The materials and/or processes used in some courses (e.g., career and technical education classes, laboratory courses) may pose a risk of eye injury and/or hearing loss if proper protective equipment is not worn. In these instances, teachers will direct students to wear industrial-quality eye-protective and/or industrial-quality ear-protective devices; under Iowa Code, students are required to wear this protective equipment when instructed to do so.

Student Assistance Programs

To support students' personal, academic, and emotional health, the district purchases counseling services that students and/or members of their households may access for free. More information about this program can be obtained from building counselors, social workers, and/or principals.

Suicide Prevention Lifeline

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). Those calling the line will be routed to the closest possible crisis center in their 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.

When 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.

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

TIPS Reporting System

Ankeny Schools is dedicated to providing a safe environment for students. This is best done when students, parents, and schools work together. The online TIPS tool helps by empowering students, parents, teachers and community members to anonymously report concerning behavior.

With TIPS, students and parents can report:

1. Bullying and cyberbullying
2. Threats of suicide
3. Threats of violence, weapons, drug/alcohol abuse
4. Other safety and security concerns

To report a concern, call the hotline (515-963-SAFE) or visit the district website and click on the TIPS icon (next to the words "Report a Safety Concern") under "Quick Links" on the home page. For an emergency requiring immediate attention, please call 9-1-1.

Volunteers

Ankeny parents have a long history of volunteering and supporting schools. This participation is appreciated and strengthened when parents and the district cooperate to help ensure security and a positive, inclusive experience for all students.

Any parent or community member wishing to volunteer in any capacity, whether for a one-time event or on an ongoing basis, must complete the district's volunteer application process. Ankeny Schools reserves the right to limit and/or restrict volunteers for failure to complete the volunteer process, due to results of the criminal background check, and/or to ensure the safe and orderly operation of the district. Please note that volunteers should apply in advance, as it is not feasible to process application materials and a background check on the same day as the event.

The district will not discriminate against volunteers or prospective volunteers on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

Volunteers are held to the same high standards of behavior as district employees and, as such, when

they are serving as volunteers, are subject to the procedures outlined in the Volunteer Handbook, as well as any and all other applicable laws, regulations, and district policies and procedures.

Volunteers are expected to conduct themselves in a manner fitting their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Volunteers failing to conduct themselves accordingly may be asked to leave the premises.

The district has the discretion to temporarily alter and/or suspend an individual's volunteer status and/or the admittance of volunteers to district facilities without notice, provided that such action is not undertaken for an unlawful purpose.

For more information and to complete the volunteer application process, please visit the "Volunteer" link in the "Community" section of the district website.

Water Bottles

Students may bring water bottles with closing lids into their classrooms if those bottles (1) only contain water, (2) are labeled, (3) are not shared, and (4) are not used for any purpose other than consuming water. Students should use caution when water bottles are in computer labs and/or near electronic devices. Students are encouraged to take their water bottles home frequently for cleaning. Students misusing water bottles will be subject to disciplinary action.

Wellness

Ankeny Schools believes students need a positive, safe, and health-promoting environment at every level, in every setting, to achieve personal, academic, developmental, and social success. Therefore, the district has established a wellness policy and set of wellness goals and guidelines.

These include:

- Meals served through the National School Lunch and Breakfast Programs will be appealing and attractive to children; be served in clean and pleasant settings; and meet, at a minimum, nutrition requirements established by local, state and federal law.
- The district will engage students and parents in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and share information about the nutritional content of meals with parents and students.
- The district will schedule meal periods at appropriate times; provide students access to hand washing or hand sanitizing before they eat meals or snacks; and take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

- Qualified nutrition professionals will administer the meal programs. The district will provide continuing professional development for all nutrition professionals.
- The district promotes the consumption of water as an essential part of students' health. Therefore, students may bring water bottles into the classroom; students are encouraged to take their water bottle home frequently for cleaning.
- The district discourages students from sharing foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- The district encourages fundraising activities to promote wellness.
- Foods sold outside the meal will be sold according to state and federal regulations and/or nutrition and portion size standards, where applicable.
- Snacks served during the school day or in after-school enrichment programs will make a positive contribution to children's diets and health.
- The district will avoid using foods or beverages as rewards for academic performance or good behavior,,, and will not withhold food or beverages as a punishment. Schools should evaluate their celebrations practices that involve food during the school day.
- All foods made available on campus shall comply with the state and local food safety and sanitation regulations.

Additional information is available in Board Policy 504.11.

SCHOOL SERVICES

Media Center

Purpose and Accessibility

The school media center - a place for students to find information, read, study, and use technology for educational purposes - is available at various times throughout the school day and at select hours before and after-school to students. In some instances, building administrators will need to close the media center to accommodate building needs. Each library program will be aligned with Iowa Code 280.6, contain only age-appropriate materials, and support the student achievement goals of the total school curriculum.

Media Center Rules & Expectations

District rules apply in school media centers, and students in the media center are expected to conduct themselves as if they were in class. Fines will be levied for damage to books, computers, and/or other school equipment.

Media Center Materials

Books, recording devices, and other technology are available for checkout in the media center.

Teacher librarians work cooperatively to build library collections and provide resources that represent diverse points of view, stimulate growth in thinking skills, promote the overall educational program, and meet both curricular and student needs. To ensure these needs are met, teacher librarians apply selection criteria and use recommended selection tools. The district subscribes in full to the principles, philosophy, and goals set forth in the Library Bill of Rights (ALA), Freedom to Read Statement, and interpretative statements adopted thereto.

Parents may view all titles in the district's library collections and see what materials their child has currently checked out by accessing the district's online Destiny portal. This can be accessed through the "Media Center" tab on the relevant school's page on the district's website: www.ankenyschools.org. Additionally, parents may view items in the district's media collection in person on district property. Parents may also request that their children not be able to check out certain library materials.

Parents seeking additional information about online or in-person review of media center materials and/or about how to request that their children not check out certain materials should contact the librarian / digital learning teacher at their child's school.

Parents and other members of the school district community who would like to request reconsideration of library materials should follow the process outlined in the regulations for Board Policy 605.05.

Parents can learn more about the process for selection, inspection of, and objection to media center materials by visiting Board Policies 605.03, 605.04, and 605.05.

Nutrition Services

Breakfast

All students have the option to purchase a breakfast. A variety of hot entrées, cold cereals, yogurt, microwaveable items, fruit juice, fresh fruit, and milk are offered. Menus and nutritional information are posted on www.schoolcafe.com.

Lunch

Students have the option to purchase or bring lunch. Ankeny Schools has developed a two-week menu cycle that it adjusts throughout the year based on student preferences. A variety of hot and cold entrees are offered daily, and each lunch meets the National School Lunch Program (NSLP) guidelines for

the five components of a meal: protein, grain, fruit, vegetables, and milk. To qualify as a meal a student must choose at least three of the five components, at least one of which must be a fruit or vegetable. Menus and nutritional information are posted on www.schoolcafe.com.

A la Carte Items

A la carte items are offered for an additional charge and are only available to students with a positive meal account balance. A la carte pricing is available on the district website. Parents may restrict a la carte purchases at the SchoolCafe website: www.schoolcafe.com.

Payment for School Meals

To purchase a la carte food items in the school cafeteria, students must present their current district ID card or enter their student ID number on a keypad. Students are not permitted to use other students' ID cards or their own / others' ID cards from a previous school year. If the student loses or damages their ID card, the card will be replaced and the student will be charged a replacement fee. Students wishing to receive a meal who do not have their ID card will wait until those who have their cards have gone through the serving line.

Parent Control of Meal Accounts

Parents of students in all grades can make meal deposits online with a credit card via the TouchBase website: <https://ia-ankeny.intouchreceipting.com>, or by check at their child's school. Students at the high schools who wish to add funds to their meal accounts are encouraged to do so online or with a credit card in their school's office. Checks received in the school office will be credited to the student's meal account the next school day.

Recurring payments to meal accounts may be set up through TouchBase at <https://ia-ankeny.intouchreceipting.com>. Inquiries regarding TouchBase should be made to the Nutrition Assistant.

Meal payments may not be made at the point of sale. Parents may view student account purchase history and set up low balance notifications at the SchoolCafe website: www.schoolcafe.com.

TECHNOLOGY

Ankeny 1:1 Initiative

The district is committed to issuing a technology device to every student according to a multi-year timeline. This is 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 a student will be issued a device. For more information regarding the Ankeny 1:1 Initiative, please see the district website: www.ankenyschools.org.

Learning Management System

Ankeny Schools uses Canvas as their learning management system. Canvas provides a variety of ways for students to access digital resources and digital content prepared by their teacher for use both inside and outside of the classroom setting.

All kindergarten through 12th grade students receive a Canvas account that allows them to access course and/or classroom-specific information. Parents may "pair" with their students' accounts and become "observers" to answer course or classroom-specific questions they may have.

G Suite for Education (G Suite)

Ankeny Schools offers all students a G Suite for Education (G Suite) account to use on school-related projects. G Suite provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, internal email. 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.

Students under 13 years of age must have a signed parent permission or a current technology agreement on file before receiving access to their account.

For more information about G Suite for Education, please visit the district website or <https://www.google.com/work/apps/education/>

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 to school, (cell phone, tablet, e-reader, watch, air pods, gaming devices, etc.) 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. Students shall demonstrate respect and responsibility at all times when using mobile devices (cell phones and other electronic communication devices) on district property and/or when away from district property for school-related reasons.

Students shall not use mobile devices to record or livestream video, still pictures, and/or audio at any time while on district property and/or while away from district property for school-related purposes unless they have obtained the express permission of all parties whose images, likeness, and/or voices may be

recorded and/or streamed.

Students shall not use mobile devices at any time in locker rooms or restrooms on district property or in locker rooms or restrooms away from district property visited in the course of an off-property school-related event.

Further information about the expectations for student use of electronic devices is available in Board Policies 502.06 and 605.70.

Restricted Material

The district expects students to appropriately use technology-based tools and information resources. 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. Students are expected to use these resources in a manner that is 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. Additional guidelines for appropriate student use of technology resources are found in Board Policy 605.70.

Technology Fines

As with any district property issued to students, Iowa law 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 2023-2024, fines will be assessed at the discretion of building administration at the rate of \$25 per repair incident. Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (i.e., minor cosmetic marks). The fine schedule will be updated on an annual basis.

Students must immediately report any damage to or loss of student technology devices to the district. Failure to do so may result in delayed repairs and/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 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 and/or if a student incurs other types of costs associated with

technology use, 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 District Technology

Technology can support students and staff to grow as creators, contributors, and empowered, connected learners. All students are expected to be safe, respectful, and responsible when using technology. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas.

Staff may establish additional expectations for the use of technology to meet instructional objectives; students are required to follow the protocols outlined by their teachers. At all times, students are subject to Board Policy 605.70.

Use of the Network

Individual student email accounts will be issued to students. It is the student's responsibility to protect their account information. The district's 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 by respecting all copyright and license agreements and citing all references and sources. Students are expected to apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

ANNUAL NOTICE

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 district office by contacting the Director of Operations.

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 (515-965-9600).

Corporal Punishment, Manual Restraint, Prone Restraint, and Physical Confinement and Detention

The use of corporal punishment, mechanical restraint, and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain.

No employee is prohibited from any of the following which are not considered corporal punishment:

Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object(s) within a student's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive student from class or any area of District premises or from District-sponsored activities off District premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.
- Using incidental, minor, or reasonable physical

contact to maintain order and control.

- Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement.

Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor. Reasonable force should be commensurate with the circumstances of the situation.

The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- The size and physical, mental, and psychological condition of the student;
- The nature of the student's behavior or misconduct provoking the use of physical force;
- The instrumentality used in applying the physical force;
- The extent and nature of resulting injury to the student, if any, including mental and psychological injury;
- The motivation of the school employee using physical force.

In cases of physical force the student's parents/guardians will be informed.

On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students to promote the dignity, care, safety, welfare and security of each child and the school community. With this in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a

child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building is not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

1. To prevent or terminate an imminent threat of bodily injury to the student or others; or
2. To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
3. When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others
4. When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
5. When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to access the same training content as that offered to employees on this topic. When required by law, the superintendent/designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

See Board Policy 503.05, 503.06, and the Iowa Department of Education's website: www.educateiowa.gov, for more information.

If you have any questions, please contact your child's school.

Equal Educational Opportunity

The Ankeny Community School District does not discriminate in its education programs and/or educational activities on the basis of race, color, sex, national origin, creed, sexual orientation, gender identity, age (for employment), religion, marital status (for programs), 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 Kenneth Morris, Jr., Chief Diversity Officer, 306 SW School Street, Ankeny, IA 50023, (515) 965-9600 or kenneth.morris@ankenyschools.org. Inquiries may also be directed in writing to the Director of the Region VII Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL 60604, telephone (312) 730-1560, fax (312) 730-1576, or e-mail OCR.Chicago@ed.gov, to the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0201, telephone (515) 281-4121, fax (515) 242-5840, website, <https://icrc.iowa.gov>, and/or to the Iowa Department of Education, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319, telephone (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of and/or in addition to an inquiry or complaint at the local level.

Non-Discrimination in Federal Child Nutrition Program

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit a completed form or letter to USDA via:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442
e-mail: program.intake@usda.gov.

Fees

Iowa Code Section 301.1 authorizes school districts to collect a rental fee for textbooks, including electronic textbooks, and supplementary instructional materials that convey information to the student or otherwise contribute to the learning process.

The refund policy, including guidelines on prorated refunds for departing students, is posted on the Ankeny Schools website.

Fee statements will be generated at least three times per school year; families with outstanding fees and fines will be sent their fee statements. The district may choose to use a collection agency for any outstanding fees, fines, and/or negative lunch balances. For more information, see Board Policy 503.03.

The following fees are required to be paid in full when registering a student for school:

Grades K-5 Textbook Rental Fee	\$60.00
Grades 6 – 12 Textbook Rental Fee	\$90.00

The following charges or fines may be collected from students during the year but are not required when registering for school:

Driver Education	\$370.00
Instrument Rental	\$50.00
Replacement School ID	\$5.00

Nutrition Services Fees:

Breakfast K-5	\$2.05
Breakfast 6-7	\$2.15
Breakfast 8-12	\$2.25
Lunch K-5	\$3.10
Lunch 6-8	\$3.20
Lunch 8-12	\$3.30
Extra Milk	\$0.55
Extra Entrée	\$2.80
Second Lunch	\$4.85

Students whose families meet the income guidelines for free and reduced price lunch, for the Family Investment Program (FIP), and/or for transportation assistance under open enrollment, and students who

are in foster care are eligible to have student fees waived or partially waived.

Within 30 school days of enrollment, students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees and/or a temporary waiver of lunch fees from the date of enrollment. After 30 school days of enrollment, students may be eligible for a temporary waiver of student fees and/or a temporary waiver of lunch fees assessed on or after the date of eligibility. Parents or students who believe they may qualify for temporary financial hardship assistance should contact the secretary of the student's school for a waiver form. This form must be completed annually. A waiver of confidentiality form must also be on file before fees can be fully or partially waived. The district must receive this form during the affected school year to be valid.

Seniors and families may inquire with building administration about the opportunity to complete community service and establish a payment plan to address outstanding fees, in order to remain in good standing for commencement exercises. However, completion of community service does not discharge the debt. If a payment plan is not being followed, or when outstanding fees exceed \$150 per individual student, the district may utilize a collection agency to recover unpaid fees and fines per Board Policy 503.03.

Free and Reduced Meals and Programs

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. 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).

A new eligibility application must be completed and submitted each school year. Free and reduced price meal eligibility applications for each new school year will become available in late July. You can apply for eligibility through the online application at www.schoolcafe.com or by filling out a paper application that may be printed from the Nutrition Services website <https://www.ankenyschools.org/departments/nutrition-services/free-and-reduced-meals-program/>.

Applications are also available at orientation, from building secretaries, and/or at the central office. If you have questions about free and reduced meals or the application process, please contact Nutrition Services at (515) 965-9604 ext. 50811.

For information about state food assistance benefits, contact 1-877-937-3663, or apply online at www.dhs.iowa.gov/food-assistance.

General Education Interventions

The district recognizes that students learn in different ways and at different paces. Some students need additional instruction to master grade level/subject area standards, benchmarks, and objectives. At each grade level, there will be opportunities for students to be placed in intervention groups so that the individual needs of pupils may be met in a more satisfactory manner. The placement into intervention groups will be done solely for the purpose of providing an improved educational opportunity for each child to develop to the maximum of his/her potential. The Ankeny Community School District, in conjunction with the Area Education Agency (AEA), shall attempt to resolve any presenting academic or behavior concerns in the general education environment.

The district shall provide general notice to parents on an annual basis about the provision of general education interventions that occur as a part of the district's general program and that may occur at any time throughout the school year.

General education interventions may include consultation with special education support and instructional personnel. General education intervention activities shall be documented and shall include measurable and goal-directed attempts to resolve the presenting academic or behaviors of concern, communication with parents, collection of data related to the presenting problem or behaviors of concern, intervention design and implementation, and systematic progress monitoring to measure the effects of interventions.

The following criteria are used to determine individual students' intervention needs:

- A recommendation from the classroom teacher and/or principal with the assistance and advice of other members of the professional staff.
- Achievement of the pupil as reflected in the earned scores the child has achieved on validated standardized tests in specific subject-matter areas with particular emphasis on individual student growth.
- Student demonstrated mastery of the standards, benchmarks, and objectives on an alternative test, as determined by the district.

If students' scores do not meet the requirements of mastery they will be scheduled into an intervention group. Students will not be able to opt out of the intervention group until they have shown adequate mastery of the identified grade level/subject area standards, benchmarks, and objectives.

In accordance with law, the district provides school year services beyond the standard 1080 hours of the

instructional year for students with disabilities who qualify for services. The determination of whether a student qualifies for extended school year services (ESY) is made by the special education team based on student data, as well as the guidelines established by the State of Iowa and Heartland Area Education Agency.

If the referring academic or behaviors of concern are shown to be resistant to general education interventions or if interventions are demonstrated to be effective but require continued and substantial effort that may include the provision of special education and related services, the agency shall then conduct a full and individual initial evaluation.

The parent of a child receiving general education interventions may request that the Heartland AEA conduct a full and individual initial evaluation for special education services at any time during the implementation of such interventions.

Homeless Students

Every student experiencing homelessness or living in temporary housing situations as defined by the McKinney-Vento Act shall have access to the same free and appropriate educational opportunities as students who are not homeless or experiencing temporary housing situations. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, is applied to all services, programs, and activities provided or made available in Ankeny Schools.

In accordance with 281 IAC Chapter 33, the Ankeny Community School District is required to give written notice to homeless children and families if the district is going to deny access to their educational programs.

Homeless children and families may obtain free legal services by contacting:
Iowa Legal Aid
666 Walnut Street, 25th Floor
Des Moines, Iowa 50309
1-800-532-1275
<https://www.iowalegalaid.org/>

A student may be considered eligible for services under law if he or she is presently lacking a fixed, regular or adequate nighttime residence, such as:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; or is abandoned in a hospital;
2. A child or youth who has a primary nighttime residence that is a public or private place not

designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Inspection of Instructional and Library Materials

Parents and other members of the Ankeny Community School District community may view the instructional materials available to students. All instructional materials, including teacher manuals, films, tapes, and/or other supplementary materials which will be used in connection with any available survey, analysis, or evaluation as part of any federally-funded program, must be available for inspection by parents.

The instructional materials must be viewed on district premises. Copies may be obtained according to copyright laws and board policy.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, changes during the school year, the parent must notify the school district. This should be done by contacting the district registrar to ensure that the school district has a current student record.

Non-Discrimination

The Ankeny Community School District offers career and technical programs in the following areas of study: Applied Science, Technology, Engineering, and Manufacturing; Arts, Communication, and Information Systems; Business, Finance, Marketing, and Management; and Human Services.

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact the district's Chief Diversity Officer, Kenneth Morris, Jr., 306 SW School Street, Ankeny, Iowa 50023, (515) 965-9600, kenneth.morris@ankenyschools.org.

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. Information

about open enrollment is available on the district's website and on the website of the Iowa Department of Education. Please contact the district office at (515) 965-9600 with any open enrollment questions.

Protection of Pupil Rights Amendment

PPRA, as well as state law, afford parents of elementary and secondary students certain rights regarding the conduct of surveys, analyses, evaluations, collection and use of information for marketing purposes, and certain physical exams, whether the results would be personally identifiable or not.

These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey, analysis, and/or evaluation 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 (ED)
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior, orientation, and/or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parent; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
 - Any other protected information survey, regardless of funding;
 - 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
- Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum.

Additionally, prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student, the district will provide the student's parent with detailed information, including but not limited to the person who created the survey, the person sponsors the survey, how the information generated by the survey will be used, and how information generated by the survey will be stored. The district will also obtain written parental consent for the child to complete the survey. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

The district shall, not less than seven days prior to administration, give a student's parent written notice of an examination or survey of the student required by state or federal law that is designed to assess the student's mental, emotional, or physical health. This notice shall include a copy of the examination or survey and/or a link to an electronic copy of the instrument.

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, and/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 their child out of participation in 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 direct notification requirement:

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

Parents who believe their rights have been violated may file a complaint at the address below; additional information is available at:

<https://studentprivacy.ed.gov/file-a-complaint>
 Student Privacy Policy Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

School Board Meetings

The members of the Ankeny Community School District's Board of Education 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, unless publicly announced otherwise in keeping with public notice requirements, are held in the boardroom at 406 SW School Street. For a complete list of board meeting dates, please visit the district website at www.ankenyschools.org.

Board meetings follow an agenda prepared by the superintendent in consultation with board leadership. If you would like to address the Board and have your name placed on the board agenda, you may submit a communication request BEFORE the Friday preceding the board meeting at which you would like to address the Board. 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, including information related to adding items to board agendas via petition, please

refer to Board Policy 213.00.

School Improvement Advisory Council

Ankeny Schools strives for cooperation and communication among staff members, students, and community. In alignment with Iowa Code 280.12, the district has a School Improvement Advisory Council (SIAC) whose purpose is to serve in an advisory role and make recommendations to the board regarding:

- Major educational needs
- Student learning goals
- Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement
- Desired levels of student performance
- Progress toward meeting the goals
- Harassment or bullying prevention goals, programs, training, and other initiatives
- Infusing character education into the educational program

Therefore, SIAC is an advisory group that provides parents, community members, staff members, and students an opportunity to provide input on educational needs and district goals. The word "advisory" is definitive; that is, SIAC makes recommendations but does not have decision-making authority.

Information about participating in SIAC will be shared annually in alignment with a process for committee membership determined by the Board of Education.

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 district's policy 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 board policy on the district's website: www.ankenyschools.org.

Parents 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 district's 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 Nancy Lehman, Director of Student Services, 406 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 board's goal 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 licensed 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.

Student Disclosure of Identity

It is the district's goal to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no district employee will provide false or misleading information to the parent of a student regarding that student's gender identity or intention to transition to a gender that is different from the gender on their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, Iowa law requires the licensed employee to report the request to an administrator. Iowa law requires the administrator receiving the report to report the request to the student's parent. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the district will provide parents the opportunity to list any and all nicknames used by the student in the student's registration paperwork.

Student Media Interviews

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio, and/or other reporters in regard to projects, activities, and/or other school events. This is considered a part of the district's directory information

consent policy, along with photos, video, and other media.

A parent who objects to their child being interviewed in this manner, should complete and submit the district's Directory Information Opt-Out Form. To obtain a copy of this form, please contact your school's main office.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days after 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 records 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 request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a meeting with a district employee who is not directly interested in the outcome. Additional information regarding the meeting procedures will be provided to the parent or eligible student when they are notified of their right to the meeting.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which 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. 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.

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, by August 18, 2023 (or two weeks from the date of enrollment in the district if such enrollment occurs after August 18, 2023), of the information not wished to be released. This objection to the release of directory information must be renewed annually.
5. 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: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. Support can also be obtained via the website (<https://studentprivacy.ed.gov/contact>) or via toll-free telephone (1-855-249-3072).

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

The Ankeny Community School District has designated the following student information as directory information:

1. Student's name
2. Curriculum (major field of study)
3. Section/Team
4. Year in school
5. Participation in recognized organizations, activities and sports
6. Weight and height of members of athletic teams
7. Degrees, awards, and honors received
8. The most recent educational institution attended by the student
9. Photographs, audio recordings, and video recordings of the student
10. 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)
11. Student work
12. 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.

The primary purpose of directory information is to allow the district to include information from your child's education records in certain school publications. Examples include, but are not limited to:

1. A playbill showing a student's role in a drama production
2. The annual yearbook
3. Academic recognition lists
4. Graduation programs
5. Sports activity sheets such as for wrestling, showing weight and height of team members
6. Newspaper articles or television news stories
7. Podcasts or videos posted on the district website
8. Athletic or activities team photos or class photos
9. Website articles

If you do not want the district to disclose directory information from your child's education records without your prior written consent during the 2023-2024 school year, you must notify the district in writing by August 18, 2023 (or two weeks from the date of enrollment in the district if such enrollment occurs after August 18, 2023).

If the parent has no objections -
If there are no objections to use of the student's information as defined above, no further action is necessary and the Opt-Out Form does not need to be completed.

If the parent objects -
If the parent objects to use of information as defined above and does not want directory information included in class lists, yearbooks, school programs, brochures, athletic programs, newspaper articles, and/or other publications such as noted above, the Opt Out Form should be completed. The form should be returned to school no later than August 18, 2023 for the 2023-24 school year.

Military Recruitment

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.

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.

Title IX

In accordance with Title IX of the Education Amendments Act of 1972, the Ankeny Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

The board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the district's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title IX Coordinator, Kenneth Morris, Jr., Chief Diversity Officer, 406 SW School St., Ankeny, IA 50023; 515-965-9600, kenneth.morris@ankenyschools.org.

Retaliation against a person who made a report or complaint of sexual harassment and/or who assisted or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Trademarks

The Ankeny Hawk, Ankeny Centennial Jaguar, and Ankeny "A" logo are trademarked logos/mascots of the Ankeny Community School District. All graphical representations of these mascots are owned by Ankeny Community School District. Use is reserved for school-related purposes. Use of these logos for the

purpose of personal profit requires licensing for use through the district.

Use of the Hawk, Jaguar or "A" in other web sites, 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 the offending person(s) being reported for infringement, and possible lawsuit.

For more information regarding appropriate use of school logos, see Board Policy 1004.20. Please direct questions regarding the use of district logos to the communications department at 515-965-9600.

Transportation: Buses and School Vehicles

For purposes of this handbook, the term "vehicle" applies to all school buses, vans, and/or other passenger vehicles used by the district -whether or not owned, leased, or contracted-for by the district - to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.

The safety of every student and driver in school vehicles is of great concern to the district. Every precaution and care is taken to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and administrators.

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. The district believes 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, students who ride the bus will be required to make other arrangements for friends, relatives, and/or other persons who, in the past, may have occasionally been permitted to ride on district bus routes when space was available. More information can be found in Board Policy 702.30.

For students who do not meet the distance requirements for district-provided transportation between their home and school, the district offers a pay-to-ride program. Please see the transportation section of the district's website for additional information about pay-to-ride. The district is committed to transportation safety. 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. Listed below are the district's rules and safety tips, which apply to all district vehicles and to vehicles contracted to transport students to and from school.

Guidelines That Should Be Observed on the Bus:

1. The driver is in charge of the bus and the vehicle. Bus riders are expected to follow directions from the driver.
2. Students riding on buses with lap/shoulder seat belts must wear those safety devices while on the bus.
3. Bus riders shall be at the designated loading point five minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time.
4. Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
5. Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
6. Aisles must be kept cleared at all times, and when students enter or exit the bus.
7. All bus riders shall be received and discharged through the right front door. The emergency door is for emergencies only.
8. The driver may assign a bus rider a seat.
9. Bus riders must remain in their seats at all times.
10. Bus riders are expected to follow the driver's directions.
11. A three foot classroom voice shall be observed.
12. Bus riders are not to eat or drink on route buses.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
14. Bus riders shall keep feet off the seats.
15. Bus riders shall refrain from crowding or pushing.
16. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
17. Bus riders will use appropriate language and behavior at all times.
18. K-12 bus riders 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.
19. Once students board the bus, they must remain on the bus. Parents must verify with administration at the child's attendance center if an emergency occurs and, as a result, they want their child removed off the bus prior to the child's scheduled destination.
20. Once the bus rider boards the bus the only place s/he can exit the bus is at the designated drop off point.
21. Bus riders may use electronic devices while on the bus so long as they do not disturb the safety, order, and rights of others.
22. Bus riders will refrain from bullying and harassment.
23. Bus riders will display safe and orderly behavior at all times.
24. Bus riders will follow all School Board policies.
25. Students are only allowed to bring items on the bus that are small enough to be placed under the

seat in front of them (less than 1 yard long, 1 foot wide and 10 inches high). Prohibited items include, but are not limited to: certain band instruments, golf clubs and large sporting equipment, certain large school projects. Please contact First Student at 965-9615 for more information.

26. Students must ride their designated bus route to and from school. Parents may not request that their children ride alternate bus routes.
27. 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 and/or a school vehicle is an extension of the classroom. Failure to follow instructions or 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 a 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 about the infraction for the building administrator, 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 for a third violation of bus rules. A meeting will be set by a building administrator that includes the student, parent(s), building administrator, bus driver, Transportation Department, and Chief Officer of Operations or designee. At this conference, the previous circumstances that led to this suspension will be discussed. If 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 violated bus rules for a fourth time, 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 may carry into the next semester.

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

Searching Students and Personal Property on Buses

Searches of a student's person, handbag, book bag, cell phones, etc., are permissible in situations where administration has a reasonable suspicion that a student has on their person, or inside the personal items mentioned above, any illegal, unauthorized, and/or contraband items and that such search will produce evidence of such possession.

The search of a person will be conducted in a private setting with an administrator/adult of the same sex and a same sex witness, unless the health and/or safety of other persons could be endangered by delaying the search of the student and/or the student's possessions. More information can be found in Board Policy 502.15.

Use of Video/Audio Cameras or Other Recording Equipment on School Buses

Video cameras may be used as a means to monitor and maintain a safe environment for students and employees as administration deems necessary. The contents of a videotape and/or its digital equivalent may be used as evidence in a student disciplinary proceeding. More information can be found in Board Policy 502.14.

Student Health Related to Transportation

Parents should notify the transportation manager at First Student of any of their children's serious medical conditions that may be important for bus drivers to know to keep their children safe while in transit. Students should not eat or drink on school buses, as this poses a risk of choking and potentially endangers students with food allergies.

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

Transportation for 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 against 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 rules and regulations related to transportation outlined in

this handbook.

Some students with special needs receive additional, customized transportation assistance. The following expectations apply to those situations:

Change in Pick Up and/or Drop Off Location:

To transport all children to and from their school buildings in a timely manner, some children will have two drivers: one in the morning and another in the afternoon. In some instances, IEP teams may weigh in on decisions related to student pick-up and drop-off locations.

Boarding/Departure Assistance: If your child needs assistance boarding/departing the bus, please come to the bus to assist and/or please inform any day care provider(s) to do the same. Please wait until the bus has come to a complete stop before assisting with boarding and/or departure.

Drop Off: The driver will not deliver a child to the drop off location if the driver has reason to believe no one is at the location to meet the child (e.g. the driver does not see a parent or day care provider at the drop off location) unless the driver has written permission from the parent to make the drop off.

Prompt Boarding: Parents should ensure their children are fully dressed, including wearing cold weather gear when necessary, and ready to be picked up at the appointed time. If a restroom accident happens that may impact the child's readiness at the time the bus arrives, please call First Student at (515) 965-9615 so extra time may be granted to change the child without delaying the bus route. Parents should not put their child on the bus soiled.

Guidelines for Determining School Bus Routes and Bus Stops

In accordance with state law, elementary and middle school students living more than two (2) miles and high school students living more than three (3) miles from their designated attendance center are entitled to free transportation provided by the district. Any eligible student may be required to meet a bus on the approved route up to three-fourths (3/4) of a mile from their home without reimbursement.

Bus routes are established each year to serve students who are entitled to free transportation. The district is prohibited from altering bus routes to accommodate students whose residences are nearer other established routes that could just as easily and more economically serve those students.

To the extent possible, the district tries to locate bus stops within a reasonable distance of each student's home; sometimes bus stops are grouped together

to serve students who live in close proximity to each other. The district also tries to remain at each stop the minimum amount of time required to safely load/unload all students. Except when there is reduced visibility due to weather conditions, a school bus shall not stop at a designated pick-up point unless there is at least three-hundred (300) feet of unobstructed vision in each direction.

School buses are generally prohibited from leaving the public highway and entering private roadways and/or private property to receive or discharge pupils. This means 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. Wherever possible, bus routes and bus stops are planned to minimize the need for any student to cross a street or highway to load or unload from 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 cross the street or highway only on a signal from the bus driver.

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. 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.

If you have questions or concerns, please call First Student at (515) 965-9615..

Water Testing

The Ankeny Community School District is committed to providing safe drinking water for students and staff which may necessitate the testing of district water dispensers including faucets and fountains. The Iowa Department of Public Health governs school districts as it pertains to water testing for lead-containing sediments. Additional information regarding specific testing results may be obtained by contacting the Director of Operations at 515-965-9600.

ELEMENTARY ADDENDUM

Elementary Administrators

School	Administrator
Ashland Ridge	Mark Moss
Crocker	Brandon Hargens
East	Andrew Burg
Heritage	Laura Ryan
Northeast	Kristin Barber
Northwest	Kate Cisney
Prairie Trail	Ben Muller
Rock Creek	Suvada Kuburas
Southeast	Erin Adair
Westwood	Joel Martin

Access to Buildings

Student safety and security is a top priority. Security experts recommend limiting access to students during school hours as an important protection strategy. Therefore, Ankeny Schools locks all exterior doors during school hours and buzzes visitors into the building through a single secure point of access via a video phone doorbell system.

Age of Students

Students must be 5 years old by September 15 of the current school year to register for kindergarten. Students must be 6 years old by September 15 of the current school year to enroll in first grade.

Animals and Pets

Student health and safety, as well as building cleanliness, can be impacted when animals accompany their owners into the school. Therefore, with the exception of service animals and curriculum-related presentations, Ankeny Schools does not allow people to bring animals (regardless of whether they are on a leash and/or in a carrier) onto district property. Board Policy 606.30 offers more information.

Art

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

Before and After School Program

The Ankeny Community School District offers a safe, fun, hands-on before and after school enrichment program ("Program") for kindergarten through 5th grade students. The Program follows research-based best practices and is funded through participating parent-paid fees. **Space and enrollment are limited.**

The Program is designed to provide students with a variety of experiences to engage, explore, learn, create, and play while increasing exposure to a variety of topics; connecting learning to the school day and real-world experiences; increasing character development; and building life skills through educational, recreational, and enrichment activities.

The Program follows a daily activity schedule that includes structured learning experiences called enrichment labs. Enrichment labs are taught in student groups using fun, hands-on, disguised learning techniques. Labs may include activities such as STEM building challenges, maker space activities, creative arts, team building, recreation, technology, and character education.

Subject to Program limitations, students from all elementary schools may participate in the Program. A minimum of 30 students regularly enrolled in the Program are required for the Program to operate within an individual building (subject to staff and space constraints). It is the district's goal to offer a Before & After School Program at each elementary school building. However, if minimum enrollment is not met at a building and/or if staffing for the Program is not available, it may be necessary to delay opening of a site while continuing Program recruitment and staffing efforts, with the intention of opening additional sites as soon as feasible. In such instances, parents of affected students will be notified in writing with as much notice as possible.

If a school is not able to offer the Program at that particular building, Program participants will be transported so they can attend programming at another school. In such instances, parents of registered students will be provided with as much notice as possible.

Programming on "No-School" Days

Full-day, theme-based enrichment camp is typically offered at a limited number of Program sites on no-school days, including extended breaks (winter and spring break), and over the summer. Extended break and summer camps are open to all elementary students, regardless of participation in the school-day Before and After School Program. Separate registration is required for each camp. Specific camp information, including camp locations and the annual Program calendar, can be found on the Program website.

The Program is licensed by the Iowa Department of Human Services and provides a supervised environment. To provide consistency and promote a positive and safe learning environment for all students, Program employees utilize Positive Behavioral Interventions and Support expectations similar to the

regular school day to provide positive guidance, redirection, and set clear limits. Students are expected to demonstrate safe, respectful, and responsible behaviors and choices while participating in the Program.

Full Program details, including registration and tuition information, inclement weather program details, and the Before & After School Program Handbook can be found online at <https://www.ankenyschools.org/before-after-school/>.

Birthday Celebrations

Birthdays may be celebrated with non-food items, such as pencils, erasers, stickers, and/or bookmarks. Birthday tokens are not an expectation or requirement; however, should a student elect to bring a non-food item, the student should provide one for each student in the student's class. Students with summer birthdays are welcome to choose a school day on which to celebrate their birthday.

Building Schedule

Grade Level	School Day	Building Hours
Elementary (K-5)	7:55 am – 2:55 pm	7:30 am -3:05 pm

Arrival Time

Student safety and security is of utmost priority for Ankeny Schools. Students are not allowed in school buildings or on school grounds without supervision. Supervision is provided according to the daily schedule posted above. Parents should keep this schedule in mind and be timely in dropping off and picking up their child. Parents who drop children off before and/or who pick children up after the hours in which supervision is available will be asked to make appropriate arrangements so as to avoid children being unsupervised on district property.

Students are expected to meet the following expectations when on school grounds and/or when traveling to/from school before and after school the school day:

1. Pay attention to traffic; give cars the right-of-way.
2. Obey traffic signals and cross at designated crosswalks.
3. Be respectful of self and others.
4. Remain on school property once dropped off; students leaving school property after arrival will face disciplinary action.
5. In inclement weather, wait inside the exit doors for the approved ride.
6. Do not accept rides from strangers and be aware of surroundings. Report anyone who you do not know who tries to make contact with you.
7. Before entering school property, parents should

put all electronic devices away and focus all attention on safe driving and the safety of all students.

Class Size

Ankeny Schools is committed to providing lower class size at the elementary whenever possible. Board Policy 606.10 provides that a maximum class size of 25 students in kindergarten and 27 students for grades one through five will generally be considered. Class size will be determined by counting students in the general education program and integrated special needs students. When calculating class size and overcrowding, the administration may reserve places for growth in the class as a result of anticipated new resident students.

Cold Weather Guidelines

When the temperature and/or wind chill is at 0 degrees or below, as reported by the National Weather Service, students will not go outside for recess and safety patrol will not be on duty. If at any time the recess supervisor(s) believes it is too cold for students to be outside, they will bring students inside. Students are expected to have appropriate dress for weather conditions.

Deliveries to School

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

Head Lice

Head lice is a concern in our schools each year. Parents should assume lice are present where children are and should screen their own children on a weekly basis. Parents should contact the school nurse for information and treatment protocol if their child contracts head lice.

Ankeny Community School District follows Iowa Department of Public Health guidelines to assist in the management and control of head lice in the school setting. Students are not excluded or sent home from school if they have head lice, though treatment should be started before returning to school the next day. If there are two or more founded cases of head lice in the same classroom within two weeks, the teacher will send an email to parents of students in the class with the link to the Iowa Department of Public Health's head lice resource page.

Illness and Recess

Parents must send a note to the classroom teacher if they would like their child to stay inside during recess the day after returning to school from an illness. A doctor's note is required for the child to stay inside for

more than one day.

Lead Testing (Mandatory)

Iowa law requires all children entering kindergarten to be tested for lead poisoning. Parents should contact their health care provider or the Polk County Health Department at (515) 286-3798 to schedule their child's blood level test.

Leader in Me

The Leader in Me framework is implemented in all district elementary schools. Leader in Me teaches leadership and life skills to students and creates a culture of student empowerment based on the idea that every student can be a leader. The process teaches students the skills needed for academic success in any setting by focusing on leadership, culture, and academics. By integrating these three components, we will see highly effective students who are leaders in their school and community and equipped to achieve their full potential.

Leaving School During the Day

It is suggested that parents consult the school calendar before arranging medical and dental appointments or trips. When a student is gone, they will be counted absent. Parents are expected to walk in and out of the building with their children and are required to sign students in and out. No student will be allowed to leave the school during the day with any adult other than a parent unless written permission is given by the parent in the manner outlined by the district.

Parent-Teacher Organization (PTO)

Each elementary has a Parent-Teacher Organization (PTO), and each building has its own PTO officers. Many parents help carry out the projects throughout the year. Parents are encouraged to become active in the PTO, as it is an important home-school link.

Meetings and projects are held according to each building's needs. PTOs wishing to raise money for the building are asked to refer to Board Policy 1004.60.

Party Invitations

To avoid hurt feelings and disruption of the school day, students should not hand out party invitations and/or thank you notes at school. The school will not give out students' addresses and/or phone numbers. Parents may check with the PTO for directory information.

Physical Education (PE)

Physical education classes are scheduled for kindergarten through 5th grade students. Students in 1st through 5th grade shall be exempted from PE if the

student meets one or more of the following and their parent/guardian requests in writing that the student be excused from the physical education requirement:

- The student presents a written statement from a doctor stating participation could be harmful to the student's health
- Participation would cause a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education)
- The student is enrolled in academic courses not otherwise available to the student
- The student is enrolled in an educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
- The student is enrolled in an activity that is sponsored by the school which requires at least as much physical activity per week as one-eighth unit of physical education.

For more information, see Board Policy 603.06.

When students are in physical education class and in the gym, tennis shoes are recommended. Other soft-soled shoes may be satisfactory if they do not leave marks on the floor. Shoes are a necessity for physical education classes.

Positive Behavior Interventions & Support (PBIS)

Ankeny Schools strives to promote a positive and safe learning environment. To maintain this expectation, the district has adopted PBIS in all elementary buildings. PBIS is a set of procedures that positively acknowledges students for demonstrating respectful, responsible, and safe behaviors. Students are taught these expectations throughout the school year. Examples include: listening to others, following directions, accepting differences, using line and body basics, following school procedures, completing work, being prepared, taking care of self and property. Parents are encouraged to reinforce and encourage these expectations. PBIS and Leader in Me share important goals and approaches, both are implemented to drive long-term improvements in school culture and student behavior.

Progress Reports and Conferences

Communication between school and home is a vital part of student learning. The goal at the elementary level is to have 100% participation at parent-teacher conferences. Additionally, parents will receive three progress reports, one at the end of each grading period.

Safety Patrol

Fifth grade students may serve as patrol persons under the Safety Patrol Program of AAA; participation is voluntary. Participating students patrol school crossings adjacent to their schools and conduct select other duties. Safety patrol students must be on school property at all times unless they are supervised at adjacent crosswalks.

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

School Counselor

A professional school counselor is available in each elementary building to serve all students in kindergarten through 5th grade. The counselor works with students individually, in small groups, and in the classroom on a regular basis. Counselors collaborate with students, teachers, support staff, and administrators to support the district's curricular goals by offering responsive services that address student growth and development needs and attainment of student competencies in academic, career, and social areas.

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

The counselor may be of service to parents by conferencing with them about their child's social adjustments and emotional well-being and by connecting them to outside community resources and agencies.

In addition to school counseling service, the district purchases services that students and families may access for additional support in areas such as social and emotional health. More information can be obtained by speaking with the counselor at your child's school.

Special Events / Seasonal Parties

Seasonal parties may be held at times determined by building principals/designees. Typically, these parties will be held in October, December, and February.

Students who do not wish to participate may opt out. No student gift exchanges are permitted at these special events, and no mandatory collection of money from students related to these parties is allowed. For activities where students are dressing up, the attire should be simple, related to the theme of the activity, not be time consuming to put on, and not be disruptive to the educational climate. Food may be served at seasonal parties. Parents may purchase food through Ankeny Schools' Nutrition Services. Bottled water may be purchased externally. For more information related to visitors and volunteers related to these parties, please see those sections of this handbook.

Toys

Laser lights, games, toys, and trading cards should not be brought to school unless teacher-approved.

Vision and Hearing Screenings

Two screenings are organized and completed annually by school nurses. Vision screenings are completed for all students in preschool through 2nd grade and for students in 5th grade. Kindergarten boys are screened for color perception. The Heartland Area Education Agency staff completes hearing screenings annually for students in preschool, kindergarten, first grade, second grade, and fifth grade. Parents are notified only if the results of the screenings are concerning. Parents should notify the school nurse if they do not want their children to participate in the screenings.

Visitors

Ankeny Schools welcomes the interest of parents and other members of the community and invites them to visit the buildings and sites while at the same time ensuring an appropriate level of safety and security. "Visitors" are persons other than employees, students, student teachers, and/or volunteers (as defined by board policy - see below for additional information) who are present on district property for a school-affiliated reason. The district will not discriminate against visitors on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

All visitors must follow all designated safety and security protocols upon their arrival on district property. This includes the requirement that all visitors report to the office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge.

Persons, including parents, who wish to visit a classroom and/or a school-sponsored activity/event that is not otherwise open to the public at large as

district-designated public event must notify and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so disruption can be minimized. Generally, where allowed by law, parents are welcome to visit their child's classroom except during the first and last weeks of school.

While staff members are permitted to engage in cordial, professional interactions with visitors, employees are not able to take significant time away from their duties to discuss matters with visitors unless necessary due to extraordinary circumstances. This means that teachers are typically not able to conference with parents when class is in session. Parents should keep visits to thirty minutes in order to not interfere with instructional time. Lunchtime visits are limited to eating lunch. Visitors are not permitted to attend recess.

All visitors are required to conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while visiting district property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

The district has the discretion to temporarily alter and/or suspend the admittance of visitors to district facilities without notice, provided that such action is not undertaken for an unlawful purpose.

Volunteering (Including for Classroom Parties, Field Trips, & Special Events)

Parents interested in volunteering should consult the policy on volunteers in the Health, Well-Being, and Safety section of this handbook, Board Policy 1004.33, or the "Community" section of the district website. Parents are encouraged to reach out to their child's building principal with any questions.

6-7 MIDDLE SCHOOL ADDENDUM

6-7 Middle School Administrators

Parkview:

Principal	Associate Principal	Assistant Principal
Ben Huebsch	Emily Manuel	Tonia Burrell

Prairie Ridge:

Principal	Associate Principal	Assistant Principal
Jason Aker	Kathleen Steffen	Nick Quinlan

Academic and Behavior Progress Reports

Ankeny Schools' secondary buildings use a paperless system to report on student progress. Parents have access to their student's progress reports and reports cards through the Infinite Campus Parent Portal.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child's school building to obtain a copy. Parents are encouraged to contact their student's teachers at any time during the year for an update on their academic and behavior progress.

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 principal's permission. Failure to resolve an Incomplete may result in loss of credit.

Before/After School Expectations

Student safety and security is of utmost priority for Ankeny Schools. Students are not allowed in school buildings or on school grounds without supervision. Supervision is provided according to the daily schedule. Parents should be timely in dropping off and picking up their children. Parents who drop children off before and/or who pick children up after the hours in which supervision is available will be asked to make appropriate arrangements so as to avoid children being unsupervised on district property.

Students are expected to meet the following expectations when on school grounds and/or when traveling to/from school before and after school the school day:

1. Pay attention to traffic; give cars the right-of-way.
2. Obey traffic signals and cross at designated crosswalks.
3. Be respectful of self and others.
4. Remain on school property once dropped off; students leaving school property after arrival will face disciplinary action.
5. In inclement weather, wait inside the exit doors for the approved ride.
6. Do not accept rides from strangers and be aware of surroundings.
7. Report anyone who you do not know who tries to make contact with you.
8. Before entering school property, parents should put all electronic devices away and focus all attention on safe driving and the safety of all students.

Curriculum Offerings

6th Grade	7th Grade
Literacy	Literacy
Mathematics	Pre-Algebra
Science	Science
World Regions and Cultures	Contemporary Global Studies
Physical Education	Physical Education
Heath	Health
Encore (9 Weeks)	Encore (9 Weeks)
Family and Consumer Science	Exploring Technology
Art	Art
French	French
Spanish	Spanish
Electives	Electives
Band	Band
Choir	Choir

Daily Schedule

Grade Level	School Day	Building Hours
Middle School (6-7)	8:30 am – 3:45 pm	7:30 am – 3:55 pm

Displays of Affection Between Students

It is a violation of conduct for students to engage in overt displays of affection at school or at school activities, whether home or away. Impermissible displays of affection are acts of physical contact that serve as a distraction to the learning environment. Some examples include but are not limited to: prolonged embraces, kissing, fondling, and/or other intimate physical contact.

Elevator

Students with special needs and/or students who have medical reasons for not using the stairs may use the elevator. Students are expected to adhere to the following:

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

Lunch

Students are expected to demonstrate responsible and respectful behavior by cleaning up after themselves and are not to cause a distraction with their food. It is important to model good eating habits and manners in the lunch area.

Parents may take their child(ren) out for lunch during the child(ren's) specific lunch period if they sign their student out in the school office first.

Parents are asked to be considerate of the time scheduled for lunch and the disruption the delivery of outside food may cause.

Mid-Day Departures

Students will not be allowed to leave during the day until school administration has confirmed with the student's parent that the departure is authorized. Students who leave the building during the day without approval will be considered unexcused. Students leaving during the day must sign out in the school office prior to departure.

Physical Education (P.E.)

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center. A student shall be excused from physical education courses if their parent requests in writing that the student be excused from the physical education requirement and the student meets one or more of the following:

- The student presents a written statement from a doctor stating such activities could be injurious to the health of the student;
- The student has been exempted because of a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education);
- The student is enrolled in academic courses not otherwise available to the student;
- The student is enrolled in an educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.

- The student is enrolled in an activity that is sponsored by the school which requires at least as much physical activity per week as one-eighth unit of physical education.

When a physician's documentation refers to a temporary limitation or injury requiring modified physical activity, a student who would be enrolled in a physical education course working toward mastery of the course standards with physical activity modified as indicated by the provider.

Additional information is available in Board Policy 603.06.

All students are required to wear a school-appropriate physical education attire during physical education classes. Students must wear tennis shoes when in the gym/weight room.

All students will be issued combination padlocks for use on their physical education lockers. Students are expected to use these padlocks to lock their physical education lockers at all times they are not actively putting items in or taking items out of the lockers. Students who have been issued a padlock are expected to return it at the end of the school year, properly tagged with serial number, combination, and locker number. The student will be charged for a padlock that is not returned in usable condition. Students do not have an expectation of privacy with regard to their physical education lockers. (See Lockers section of the handbook for more information.)

Socials

School-sponsored socials may 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. A student who is absent from school on the day of a social may not attend the social. This includes unexcused absences.
3. A student will not be allowed to return to the social after leaving.
4. All school rules apply at socials.
5. No profanity may be sung or chanted under any circumstances at socials.
6. During socials, students may not be in locker areas and/or in any part of the building outside of the area where the social is held.
7. Only students who attend the building hosting the social are allowed to attend.
8. High school, 8-9 grade, cross-feeder, and out-of-district students are not allowed to attend middle school socials/dances.

Dance rules will be strictly enforced. Any student presenting a problem, including students caught

touching or dancing in an inappropriate or vulgar manner, will be asked to leave. No refunds will be granted.

Student Phone

A phone is available in the office for student use before and after school and/or during their lunch periods. If a student brings a cell phone to school, appropriate building/class guidelines must be followed, including as described elsewhere in this handbook. During the school day, cell phones and other personal electronic devices should remain off and put away during school hours; use of cell phones in locker rooms and/or bathrooms is strictly prohibited.

Phone Calls

Parents may call the school office if a situation arises that makes it critical for them to reach their child(ren). Parents are encouraged to be thoughtful about making these calls, as they may be disruptive to the learning environment.

If parents call the school, office staff will take a message and forward it to the student when the student is available. Students will only be removed from class or a school activity to receive a telephone call in an emergency.

Visitors/Guests

Ankeny Schools welcomes the interest of parents and other members of the community and invites them to visit the buildings and sites while at the same time ensuring an appropriate level of safety and security.

"Visitors" are persons other than employees, students, student teachers, and/or volunteers (as defined by board policy - see below for additional information) who are present on district property for a school-affiliated reason. The district will not discriminate against visitors on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

All visitors must follow all designated safety and security protocols upon their arrival on district property. This includes the requirement that all visitors report to the main office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge.

While staff members are permitted to engage in cordial, professional interactions with visitors, employees are not able to take significant time away from their duties to discuss matters with visitors unless necessary due to extraordinary circumstances. This means that teachers are typically not able to conference with parents when class is in session.

Parents should keep visits to thirty minutes in order to not interfere with instructional time. Visitors are not allowed to attend middle school classes. Under most conditions, the middle school lunch period is limited to students and district employees. Student guests (relatives, former students, etc.) will not be permitted.

All visitors are required to conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while visiting district property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

The district has the discretion to temporarily alter and/or suspend the admittance of visitors to district facilities without notice, provided that such action is not undertaken for an unlawful purpose.

8-9 MIDDLE SCHOOL ADDENDUM

8-9 Middle School Administrators

Southview:

Principal	Assistant Principal	Associate Principal
Kevin Biggs	Eric Klinginsmith	Nicole Kuhns

Northview:

Principal	Assistant Principal	Associate Principal
Jay Slight	Logan Maxwell	Cameron Wendt

Academic and Behavior Progress Reports

Ankeny Schools' secondary schools use a paperless system to report on student progress. Parents have access to their student's progress reports and reports cards through the Infinite Campus Parent Portal.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child's school to obtain a copy.

Parents are encouraged to contact their student's teachers at any time during the year for an update on their academic and behavior progress.

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 principal's permission. Failure to resolve 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 relevant 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:

1. Preference for a different teacher
2. Preference for a different period or semester
3. Preference to be with friends in class

According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (a course where the student earns both high school and college credit) may not 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 a 'W' or an 'F' on the college transcript, depending on college drop dates.

Daily Schedule

Grade Level	School Day	Building Hours
Middle School (8-9)	8:20 am – 3:35 pm	8:00 am – 3:45 pm

Northview and Southview operate 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 is canceled for any reason, the A/B cycle will continue as planned. The day that is skipped will be made up at the end of the year.

Displays of Affection Between Students

It is a violation of conduct for students to engage in overt displays of affection at school or school activities, whether home or away. Impermissible displays of affection are acts of physical contact that serve as a distraction to the learning environment. Some examples include but are not limited to: prolonged embraces, kissing, fondling, and/or other intimate physical contact.

Driving and Parking

Parking on school grounds is a privilege for students and is subject to availability.

Students who wish to drive to and park at their attendance center shall comply with the rules and regulations outlined in this handbook, defined in board policy, and set by the relevant building principal.

Students who meet all of the following criteria may submit an application for a school driving permit, which may allow the student to drive to and from school, school activities, and practices:

1. Live at least one mile from the attendance center and
2. Enrolled in Grades 9th, 10th, 11th, or 12th grade; and
3. Provide documentation showing the student successfully completed a certified driver's education program;
4. Provide documentation showing that the student has possessed a learner's permit for at least six months.

In extraordinary circumstances, the superintendent/designee may approve school driving permits for students who live less than one mile from the attendance center and/or who are in 8th grade but who meet the other eligibility requirements. Parents may appeal the superintendent/designee's denial of school driving permits to the Ankeny Board of Education; the board's decision on the appeal will be final.

Students are required to register their vehicle in their school building's main office at the beginning of each school year or when they obtain a motor vehicle. Students who wish to park on campus are required to have a parking permit and may only park in the designated student parking areas.

Students issued school driving permits are subject to Iowa Department of Transportation regulations, including but not limited to the prohibition on using electronic communication devices or entertainment devices while driving.

Students may not loiter around and/or be in their vehicle during the school day without permission from the principal/designee. Students may only park at their designated attendance center unless the principal/designee from another attendance center has given them permission to park at that attendance center, including but not limited to when students are taking classes at and/or are attending sanctioned practices or activities at an attendance center other than their "home" attendance center. Students shall leave their attendance center and/or the other attendance center at which they have been given permission to park when there is no longer a legitimate reason for them to be on the premises. Students who drive shall enter and leave the parking lot by the routes designated by the principal/designee.

Parking on the grass, on sidewalks, in drives, fire lanes, and other spaces not designated for parking and/or parking in a handicapped space without a handicapped permit issued to the student is prohibited. Students must receive permission from school administration to go to their vehicle during the school day.

Administration reserves the right to revoke parking privileges and/or to take further disciplinary action, including suspension and/or expulsion, for any student who fails to comply with building and/or district procedures.

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

Food and Beverage

Students are expected to demonstrate responsible

and respectful behavior by cleaning up after themselves and any food/beverage items and are not to cause a distraction with their food. Parents are welcome to take their children out for lunch during their designated lunch periods. Parents taking students out for lunch must sign those students out in the school office before leaving.

Parents are asked to be considerate of the time scheduled for lunch, and the disruption the delivery of outside food may cause.

High School Credit & Transcripts

Courses resulting in high school credit are posted on a high school transcript. The majority of courses that earn high school credit begin in 9th grade. These courses result in credit for successful completion, and course grades are used to calculate the students grade-point average (GPA). Students must earn a total of 48 credits to graduate from high school.

Hall Passes

Anytime a student is in the hallway of the school building, other than during passing periods between classes, they should have a hall pass stating their destination and from what class they are 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.

Physical Education (P.E.)

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center. A student shall be excused from physical education courses if their parent requests in writing that the student be excused from the physical education requirement and the student meets one or more of the following:

- The student presents a written statement from a doctor stating such activities could be injurious to the health of the student;
- The student has been exempted because of a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education);
- The student is enrolled in academic courses not otherwise available to the student;
- The student is enrolled in an educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
- The student is enrolled in an activity that is sponsored by the school which requires at least as much physical activity per week as one-eighth unit of physical education.

Additional information is available in Board Policy 603.06.

When a physician's documentation refers to a temporary limitation or injury requiring modified physical activity, a student would be enrolled in a physical education course working toward mastery of the course standards with physical activity modified as indicated by the provider.

All students are required to wear a school-appropriate physical education attire during physical education classes. Students must wear tennis shoes when in the gym/ weight room.

Combination padlocks will be issued to all students for use on their physical education lockers. Students are expected to use these padlocks to lock their physical education lockers at all times they are not actively putting items in or taking items out of the lockers. Students who have been issued a padlock are expected to return it at the end of the school year, properly tagged with serial number, combination, and locker number. The student will be charged for a padlock that is not returned in usable condition. Students do not have a reasonable expectation of privacy for their physical education lockers (See Lockers section of the handbook for more information).

Instruction at a Post-Secondary Educational Institution

Students in 9th through 12th grade may receive academic or career and technical education credits that count toward the district's graduation requirements for in-person and/or online courses successfully completed in post-secondary educational institutions. Parents are provided information related to these opportunities as part of the development of each student's individual career and academic plan, and in the Course Description Guide on the district website. Board Policies 603.07, 604.06, and 604.13 have additional information.

The district will not establish a minimum or maximum number of credits an eligible student may earn annually and/or cumulatively via concurrent enrollment and/or the Post-Secondary Enrollment Options Program (PSEO); however, to the extent permitted by law, the district may limit the institutions at and/or circumstances under which such enrollment is available.

Concurrent Enrollment

Ankeny Schools offers many opportunities for high school students to earn college credit through a partnership with Des Moines Area Community College (DMACC). These concurrent opportunities allow the

student to earn both high school and college credit and include some courses offered in our high schools, online classes offered by DMACC, and DMACC on-campus career academies. The list of courses which, if successfully completed, generate post-secondary credit are subject to change and can be found in the Course Description Guide on the district website.

The Iowa Department of Education has determined that a student must score in the proficient or above range on the statewide assessment or demonstrate proficiency in reading, mathematics, and science in order to participate in DMACC-related programs. Students seeking to enroll in a Career and Technical Education (CTE) course at DMACC are exempt from the proficiency requirement. However, students may be required to complete an assessment administered by the eligible community college to determine their readiness to enroll in CTE coursework. The district works collaboratively with DMACC to determine eligibility measures when necessary.

Students who successfully complete a concurrent enrollment course, as determined by the post-secondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (where they are earning both high school and college credit) will not be allowed to drop the college credit and remain in the high school course.

Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. To the extent permitted by law, students or their parents may be required to pay a fee for concurrent enrollment course materials consistent with the school district's established policy for textbooks and other instructional materials, including relevant payment waivers. Students or their parents may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, the district shall provide for any contracted course used to meet district accreditation requirements and/or jointly-administered by the district and the post-secondary institution.

Students interested in participating in a concurrent enrollment course or program should see their school counselor.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option (PSEO).

To qualify for PSEO enrollment, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, and/or career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO.

Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student. The district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250.00. Parents are responsible for furnishing transportation, as necessary, to and from the postsecondary institution for students enrolled in PSEO coursework.

Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The superintendent/designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Evidence of successful completion of each course and high school credits and college credits received shall be included in the student's high school transcript.

Students who fail a PSEO course and fail to receive credit are required to reimburse the district for all costs directly related to the course up to the \$250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the district.

If a student is unable to demonstrate proficiency or the district or accredited non-public school determines that the course unit completed by the student does not meet the district's standards, the superintendent shall provide in writing to the student's parent the reason for the denial of credit.

Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parents are responsible for all costs associated with courses taken during the

summer. These courses may not supplant the offerings of the district. Upon successful completion of these summer courses, the students will receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course is determined by the post-secondary educational institution. The board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

Students who are interested in this program must have the approval of their school counselor prior to enrolling.

School Counseling

A professional school counselor is available in each building to serve all students. The counselor works with students individually, in small groups, and in the classroom on a regular basis. Counselors collaborate with students, teachers, support staff, and administrators to support the district's curricular goals by offering responsive services that address student growth and development needs and attainment of student competencies in academic, career, and social areas.

The Ankeny Schools counseling curriculum focuses on promoting academic achievement, career exploration, and personal/social success for all students. In 8th -12th grade, emphasis is 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 the counselor may not be able to answer all questions, they can help each student think through the problem. Parents are urged to contact counselors for assistance and/or discussion of problems and special services.

In addition to school counseling services, the district purchases services that students and families may access for additional support in areas such as social and emotional health. More information can be obtained through the school counselor.

Socials

School-sponsored socials may 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. A student who is absent from school on the day of

a social, may not attend the social. This includes unexcused absences.

3. A student will not be allowed to return to the social after leaving.
4. All school rules apply at socials.
5. No profanity may be sung or chanted under any circumstances at socials.
6. During socials, students may not be in locker areas and/or in any part of the building outside of the area where the social is held.
7. Middle school students (grades 6-9) are not allowed to attend high school (grades 10-12) socials/dances.
8. High school, 6-7 grade, cross-feeder, and out-of-district students are not allowed to attend middle school socials/dances.

Dance rules will be strictly enforced. Any student presenting a problem, including students caught touching or dancing in an inappropriate or vulgar manner, will be asked to leave.
No refunds will be granted.

Student Academic Recognition

Graduating students are required to earn a total of 48 credits in grades 9-12 and successfully complete the following courses:

Subject Area	Credits Required
Mathematics	6 credits
Language Arts	8 credits
Science	6 credits
Social Studies (including United States Government, American History, Economics-including Financial Literacy) Students who participate in the Legislative Page Program at the state at the state capitol for a regular session of the general assembly will earn ½ unit of social studies credit toward graduation)	8 credits
Health	1 credits
Physical Education (Must enroll in PE each semester and earn at least one-half credit per semester unless exempted by law and/or policy. For more information about exemptions to Physical Education, please see board policy.)	4 credits (one per semester)
Electives	15 credits
TOTAL	48 credits

To earn an Honors Distinction on the high school diploma, students must complete all Ankeny graduation requirements, earn a weighted GPA of at least 3.67 after seven semesters, and accumulate at

least 12 on the point system below:

Weighted Grade Point Average (WGPA) greater than or equal to 4.0	4 points
Completion of 4 sequential years of math from the following: Algebra I, Geometry, Algebra II, Honors Algebra II, Functions w/ Analysis, Discrete Math, Probability & Stats, Math of Financial Literacy, Trigonometry/, Pre-Calculus, Applied Math, AP Statistics, AP Calculus AB, AP Calculus BC	2 points
Completion of 4 years modern language from the following; French I, French II, French III, French IV, French V, Spanish I, Spanish II, Spanish III, Spanish IV, Spanish V, Chinese I, Chinese II, Chinese III, Chinese IV, Spanish for Heritage Speakers (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, Enriched Earth and Space Science, Enriched Biology, Enriched Chemistry, Enriched Physics, Anatomy & Physiology, 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 per class completed

(Maximum points available = 13)

Honor Roll

Awarded to students who earn a GPA of at least 3.0.

President's Education Awards

Awarded to students who earn a GPA or at least 3.5

for their 2nd semester of 8th Grade and 1st semester of 9th Grade and who score in the Advanced Proficiency range in reading and/or math during their ninth grade year.

Academic Letter

Academic letters are awarded in the fall to students who earned a cumulative unweighted GPA of at least 3.67 during the prior school year. For each additional year that the student maintains a cumulative unweighted GPA of 3.67 or higher, the student will receive a metal bar to be worn on the letter.

Seal of Biliteracy

This award recognizes students who demonstrate an advanced level of academic proficiency in two or more languages, one of which is English. The Seal of Biliteracy will be affixed to the student's diploma and indicated on the student's transcript. More information may be obtained on the high school websites.

Diploma Distinctions

As students progress toward graduation, they may earn the standard diploma and may also earn an honors distinction, as described above. Work toward these goals begins as early as 9th grade. For further information, students should see their school counselor.

Visitors/Guests

Ankeny Schools welcomes the interest of parents and other members of the community and invites them to visit the buildings and sites while at the same time ensuring an appropriate level of safety and security. "Visitors" are persons other than employees, students, student teachers, and/or volunteers (as defined by board policy - see below for additional information) who are present on district property for a school-affiliated reason. The district will not discriminate against visitors on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

All visitors must follow all designated safety and security protocols upon their arrival on district property. This includes the requirement that all visitors report to the main office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge. Generally, visitors are not allowed to attend middle school classes. Under most conditions, the middle school lunch period is limited to students and employees. Student guests (relatives, former students, etc.) will not be permissible.

While staff members are permitted to engage

in cordial, professional interactions with visitors, employees are not able to take significant time away from their duties to discuss matters with visitors unless necessary due to extraordinary circumstances. This means that teachers are typically not able to conference with parents when class is in session.

All visitors are required to conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while visiting district property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

The district has the discretion to temporarily alter and/or suspend the admittance of visitors to district facilities without notice, provided that such action is not undertaken for an unlawful purpose.

HIGH SCHOOL ADDENDUM

High School Administrators

Ankeny High School:

Principal	Assistant Principal	Associate Principal
Daniel Johnson	Seith Monahan	Wade Grinhaug

Ankeny Centennial High School:

Principal	Assistant Principal	Associate Principal
Jill Urich	Jeffry Grassmeyer	JD Hunter

Academic and Behavior Progress Reports

Ankeny Schools' secondary schools use a paperless system to report on student progress. Parents have access to their student's progress reports and reports cards through the Infinite Campus Parent Portal.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child's school building to obtain a copy. Parents are encouraged to contact their student's teachers at any time during the year for an update on their academic and behavior progress.

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 principal's permission. Failure to resolve an incomplete may result in loss of credit.

Adding / Dropping Courses

Careful and thoughtful course requests eliminate many scheduling challenges. Students are required to enroll in a minimum of six credits and a physical education course each semester. Any exceptions to this requirement will be made by an administrator and aligned with law and board policy.

After the start of each semester, students are not allowed to add courses without administrator approval. Students may drop a course during the first five full school days of the semester. The only changes in class schedules after that time are those initiated by a counselor or by a classroom teacher and approved by an administrator. If a class schedule change is not initiated by a counselor or classroom

teacher, the method of recording a dropped course on the student's transcript and report card will be an administrative decision and may include a W (Withdrawal), IN (Incomplete), or F (Fail).

Schedules will NOT be changed for the following reasons:

1. Preference for a different teacher
2. Preference for a different period or semester
3. Preference to be with friends in class
4. Rearranging class order for open campus or a specific lunch

According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (a course in which the student is earning both high school 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.

Graduation Requirements

Students are eligible for graduation upon successfully completing the required academic credits, elective credits, and having met the state and local requirements, as they apply to all subject matter. These requirements are outlined in Board Policy 505.05.

Graduating students are required to earn a total of 48 credits in 9th through 12th grade and successfully complete the following courses:

Subject Area	Credits Required
Mathematics	6 credits
Language Arts	8 credits
Science	6 credits
Social Studies (including United States Government, American History, Economics-including Financial Literacy) Students who participate in the Legislative Page Program at the state at the state capitol for a regular session of the general assembly will earn ½ unit of social studies credit toward graduation)	8 credits
Health	1 credits
Physical Education (Must enroll in PE each semester and earn at least one-half credit per semester unless exempted by law and/or policy. For more information about exemptions to Physical Education, please see board policy.)	4 credits (one per semester)
Electives	15 credits

TOTAL	48 credits
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(Maximum points available = 13)

To earn an Honors Distinction on the high school diploma, students must:

1. Complete all Ankeny graduation requirements,
2. Earn a weighted GPA of at least 3.67 after seven semesters,
3. Accumulate at least 12 on the point system below:

Weighted Grade Point Average (WGPA) greater than or equal to 4.0	4 points
Completion of 4 sequential years of math from the following: Algebra I, Geometry, Algebra II, Honors Algebra II, Functions w/ Analysis, Discrete Math, Probability & Stats, Math of Financial Literacy, Trigonometry/, Pre-Calculus, Applied Math, AP Statistics, AP Calculus AB, AP Calculus BC	2 points
Completion of 4 years modern language from the following; French I, French II, French III, French IV, French V, Spanish I, Spanish II, Spanish III, Spanish IV, Spanish V, Chinese I, Chinese II, Chinese III, Chinese IV, Spanish for Heritage Speakers (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, Enriched Earth and Space Science, Enriched Biology, Enriched Chemistry, Enriched Physics, Anatomy & Physiology, 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 per class completed

Academic Letter

Academic letters are awarded in the fall to students who earned a cumulative unweighted grade point average (GPA) of at least 3.67 during the prior school year. For each additional year that the student maintains a cumulative unweighted GPA of 3.67 or higher, the student will receive a metal bar to be worn on the letter.

Seal of Biliteracy

This award recognizes students who demonstrate an advanced level of academic proficiency in two or more languages, one of which is English. The Seal of Biliteracy will be affixed to the student's diploma and indicated on the student's transcript. More information may be obtained on the high school websites.

National Honor Society

Any sophomore, junior, or senior who has an unweighted grade point average of 3.5 or above is eligible to apply for membership in National Honor Society, an honors organization chartered by the National Association of Secondary School Principals in 1921. Students submit an application and are evaluated on their involvement in extracurricular activities, evidence of leadership, participation in community service, and review of an essay.

French National Honor Society

La Société Honoraire de Français recognizes students' outstanding leadership, effort & dedication to the study of French, both the language and the culture. To be inducted, students must have a French GPA of an A- or higher and at least a GPA of B- in their other courses. Additionally, students must be a junior or senior enrolled in French IV or V.

Spanish National Honor Society

La Sociedad Honoraria Hispánica allows students to be recognized for their outstanding leadership and academic performance in Spanish. In order to be inducted, students need to have a Spanish GPA of 3.5 or higher and a cumulative GPA of 3.0 or higher. Students also need to be recommended by two non-Spanish teachers and be currently enrolled in Spanish III or higher.

Principal's Scholar Award

This award is given to seniors who have maintained a weighted GPA of at least 4.0 through the first seven semesters of their high school career. Seniors receiving this award will be honored at the graduation ceremony and be recognized during the Senior Spotlight Night.

Principal's Academic Excellence Award

This award is given to seniors who have maintained a weighted 3.67 -3.99 GPA through the first seven semesters of their high school career. Seniors receiving this award will be honored at the graduation ceremony and be recognized during the Senior Spotlight Night.

Principal's Rigor Award

This award is given to seniors who have completed five or more AP courses while attending high school. Seniors receiving this award will be honored at the Senior Spotlight Night.

Silver Cord

The Silver Cord Award is a distinguished volunteer service award available to high school students who earn a minimum of 120 hours of community service/ volunteering while enrolled in high school. More information may be obtained on the high school websites.

The Soaring Hawk/Spirit of a Jaguar Award

This honor is bestowed by high school faculty and staff members to students. This award is given each semester to students for a variety of reasons: improved grades, improved attitude, overcoming great obstacles, displaying the six pillars of good character, leadership in class, helping a department or the school, good attendance, hard work, and/or excellence in extracurricular activities/clubs. Students will be honored in a ceremony each semester.

Top Five Percent

Students who rank in the top five percent of their class at the end of seven semesters will receive additional recognition at the graduation ceremony and be acknowledged with an academic cord.

Early Graduation

Students are strongly encouraged to attend school for the traditional eight semesters. Students who meet the graduation requirements prior to the end of their senior year may apply to their principal and counselor for early graduation.

Students who wish to apply for early graduation should speak with their school counselor about the procedures and expectations, including the below:

1. A senior interested in exploring early graduation initiates contact with the school counselor prior to November 1st of the student's senior year.
2. The school counselor reviews the student's transcript to determine if all graduation requirements have been met.
3. The student, parent, counselor, and principal/designee have a conference prior to the end

of first semester to review and act on the early graduation request.

Juniors seeking to graduate at the end of the junior year follow the same procedures outlined above, initiating contact with the school counselor prior to November 1st of their junior year. A junior approved to graduate a year early will be classified as a senior during the second semester of their junior year. Juniors graduating a year early will be eligible for the Principal's Rigor Award, the Seal of Biliteracy, and the Principal's Leadership Award. They will not be eligible for the Principal's Scholar Award, the Principal's Academic Award, a Silver Cord, Honors Distinction on their diploma, or to be a graduation speaker.

Students who graduate early are ineligible to participate in extracurricular activities and clubs other than prom and commencement ceremonies after their early graduation.

Participation in Commencement Exercises

Students may participate in year-end commencement ceremonies if they are in good standing and have met graduation requirements as per Board Policy 505.05 or requirements as outlined in Board Policy 505.07. Additionally, a student must pass all courses required for graduation during their final semester.

Students planning to graduate at the end of first semester must complete all requirements for graduation or return for the second semester in order to participate in commencement.

Students are not required to participate in the graduation ceremony.

Daily Schedule

Grade Level	School Day	Building Hours
High School (10-12)	8:25 am- 3:40 pm	8:00 am – 3:50 pm

Displays of Affection Between Students

It is a violation of conduct for students to engage in overt displays of affection at school or school activities, whether home or away. Impermissible displays of affection are acts of physical contact that serve as a distraction to the learning environment. Some examples include but are not limited to prolonged embraces, kissing, fondling, and/or other intimate physical contact.

Driving and Parking

Parking on school grounds is a privilege for students and is subject to availability.

Students who wish to drive to and park at their attendance center shall comply with the rules and regulations outlined in this handbook, defined in board policy, and set by the relevant building principal.

Students who meet all of the following criteria may submit an application for a school driving permit, which may allow the student to drive to and from school, school activities, and practices:

1. Live at least one mile from the attendance center
2. Enrolled in Grades 9th, 10th, 11th, or 12th grade
3. Provide documentation showing the student successfully completed a certified driver's education program
4. Provide documentation showing that the student has possessed a learner's permit for at least six months.

In extraordinary circumstances, the superintendent/designee may approve school driving permits for students who live less than one mile from the attendance center but who meet the other eligibility requirements. Parents may appeal the superintendent/designee's denial of school driving permits to the Ankeny Board of Education; the board's decision on the appeal will be final.

Students are required to register their vehicle in their school building's main office at the beginning of each school year or when they obtain a motor vehicle. Students who wish to park on campus are required to have a parking permit and may only park in the designated student parking areas.

Students issued school driving permits are subject to Iowa Department of Transportation regulations, including but not limited to the prohibition on using electronic communication devices or entertainment devices while driving.

Students may not loiter around and/or be in their vehicles during the school day without permission from the principal/designee. Students may only park at their designated attendance center unless the principal/designee from another attendance center has given them permission to park at that attendance center, including but not limited to when students are taking classes at and/or are attending sanctioned practices or activities at an attendance center other than their "home" attendance center. Students shall leave their attendance center and/or the other attendance center at which they have been given permission to park when there is no longer a legitimate reason for them to be on the premises. Students who drive shall enter and leave the parking lot by the routes designated by the principal/designee.

Parking on the grass, on sidewalks, in drives, fire

lanes, and/or other spaces not designated for parking and/or parking in a handicapped space without a handicapped permit issued to the student is prohibited. Students must receive permission from school administration to go to their vehicle during the school day.

Administration reserves the right to revoke parking privileges and/or to take further disciplinary action, including suspension and/or expulsion, for any student who fails to comply with building and/or district procedures. Violations may result in towing the vehicle at the owner's expense.

Food and Beverage

Students are expected to demonstrate responsible and respectful behavior by cleaning up after themselves and are not to cause a distraction with their food. Parents are welcome to take their child out for lunch during their designated lunch period. Please be considerate of the time scheduled for lunch. Parents should sign their child out in the building's main office prior to taking them out to lunch.

Leaving Campus

Students may not leave campus at any time during the school day unless they receive authorization from building administration and/or have open campus privileges. Students who need to leave school during the school day must have parental permission and receive approval from the building administration. Students will not be released to anyone other than their parents during the school day unless the office has been notified by the parents.

Orbis

Orbis provides students from area high schools with college and career readiness experiences in a work-based learning format. Experiences are grounded in the Universal Constructs (critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, productivity and accountability), and student learning and performance focus on 21st Century Employability Skills determined by the Iowa Core and in partnership with business leaders. Students in 10th through 12th grade are eligible to enroll in the foundational course of Orbis: Orbis Project-Based Experience. This semester-long course is worth two elective credits and may be repeated for multiple semesters. This course is scheduled as a block class (two consecutive periods) where the student travels to the Orbis building and to workforce locations. Travel time is built into this Orbis class to prevent students from missing class time in their home high school buildings.

Students interested in participating in Orbis must submit an enrollment form and attend an orientation

session prior to the semester in which they hope to participate. For more information about Orbis, please visit <https://orbis.ankenyschools.org/>.

Physical Education (P.E.)

Students in grades one through twelve are required to participate in physical education courses unless they are excused in alignment with law and policy. A student will be excused from physical education courses if their parent requests in writing that the student be excused and the student meets one or more of the following:

- The student presents a written statement from a doctor stating such activities could be injurious to the health of the student;
- The student has been exempted because of a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education);
- The student is enrolled in academic courses not otherwise available to the student;
- The student is actively participating in the legislative page program at the state capitol for a regular session of the general assembly;
- The student is enrolled in a junior reserve officers' training corps. Students enrolled in junior reserve officers' training corps programs shall receive one-eighth unit of physical education credit for each semester, or the equivalent, of junior reserve officers' training corps the student completes;
- The student is enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
- The student is enrolled in an activity that is sponsored by the school which requires at least as much physical activity per week as one-eighth unit of physical education.

Additional information is available in Board Policy 603.06.

When a physician's documentation refers to a temporary limitation or injury requiring modified physical activity, a student would be enrolled in a physical education course working toward mastery of the course standards with physical activity modified as indicated by the provider.

All students are required to wear school-appropriate physical education attire during physical education classes. Students must wear tennis shoes when in the gym/weight room.

Combination padlocks will be issued to all students for use on their physical education lockers. Students are expected to use these padlocks to lock their physical education lockers at all times they are not actively

putting items in or taking items out of the lockers. Students who have been issued a padlock are expected to return it at the end of the school year, properly tagged with serial number, combination, and locker number. A student will be charged for a padlock that is not returned in usable condition. Students do not have a reasonable expectation of privacy with regard to their physical education lockers (see Lockers section of this handbook for more information).

Instruction at a Post-Secondary Educational Institution

Students in 9th through 12th grade may receive academic or career and technical education credits that count toward the district's graduation requirements for in-person and/or online courses successfully completed in post-secondary educational institutions. Parents are provided information related to these opportunities as part of the development of each student's individual career and academic plan, as required by law. For more information, please see the Course Description Guide on the District website, as well as board policies 604.06 and 604.13.

The District will not establish a minimum or maximum number of credits an eligible student may earn annually and/or cumulatively via concurrent enrollment and/or the Post-Secondary Enrollment Options Program (PSEO); however, to the extent permitted by law, the district may limit the institutions at and/or circumstances under which such enrollment is available.

Concurrent Enrollment

Ankeny Schools offers many opportunities for high school students to earn college credit through our partnership with Des Moines Area Community College (DMACC). These concurrent opportunities allow the student to earn both high school and college credit and include some courses offered in our high schools, online classes offered by DMACC, and DMACC on-campus career academies. The list of courses offered which, if successfully completed, generate post-secondary credit, is subject to change and can be found in the Course Description Guide on the District website.

The Iowa Department of Education has determined that a student must score in the proficient or above range on the statewide assessment or demonstrate proficiency in reading, mathematics, and science in order to participate in DMACC-related programs. Students seeking to enroll in a Career and Technical Education (CTE) course at DMACC are exempt from the proficiency requirement. However, students may be required to complete an assessment administered by the eligible community college to determine their

readiness to enroll in CTE coursework.

Students who successfully complete a concurrent enrollment course, as determined by the post-secondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. According to Senior Year Plus Legislation, any student enrolled in a concurrent credit course (a course in which the student is earning both high school and college credit) will not be allowed to drop the college credit and remain in the high school course.

Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. To the extent permitted by law, students or their parents may be required to pay a fee for concurrent enrollment course materials consistent with the school district's established policy for textbooks and other instructional materials, including relevant payment waivers. Students or their parents may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, the district shall provide for any contracted course used to meet District accreditation requirements and/or jointly administered by the District and the post-secondary institution.

Students interested in participating in a concurrent enrollment course or program should see their school counselor.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option (PSEO).

To qualify for PSEO enrollment, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of mathematics, science, social sciences, humanities, and/or career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO.

Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student. The district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Parents are responsible for furnishing transportation, as necessary, to and from the postsecondary institution for students enrolled in PSEO coursework.

Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The superintendent/designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Evidence of successful completion of each course and high school credits and college credits received shall be included in the student's high school transcript.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

If a student is unable to demonstrate proficiency or the district determines that the course unit completed by the student does not meet the district's standards, the superintendent shall provide in writing to the student's parent or guardian the reason for the denial of credit.

Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent is responsible for all costs associated with courses taken during the summer. These courses may not supplant the offerings of the district. Upon successful completion of these summer courses, the students will receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course is determined by the post-secondary educational institution. The board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

Students who are interested in this program must have the approval of their school counselor prior to enrolling.

Study Hall

The purpose of study hall is to provide a supportive environment in which students may spend time

working on course requirements and improving academic achievement. All sophomores are required to have a study hall in place of unfilled periods. Juniors and seniors will be assigned to study hall as needed.

School Counseling

Professional school counselors are available in each building to serve all students. The counselor works with students individually, in small groups, and in the classroom on a regular basis. Counselors collaborate with students, teachers, support staff, and administrators to support the district's curricular goals by offering responsive services that address student growth and development needs and attainment of student competencies in academic, career, and social areas.

The Ankeny Schools counseling program emphasizes the development and application of mindsets and behaviors necessary for college and career readiness. College and career readiness is the state of being fully prepared for a lifetime of personal success beyond high school, regardless of pathway after high school graduation. College and career ready students demonstrate critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, and productivity and accountability, as defined by the Universal Constructs of the Iowa Core. Additionally, students are self-directed and demonstrate grit, which is the desire to persevere despite the obstacles that may stand in their way. Confidentiality is maintained by the employees involved in the counseling program.

All high school students are assigned a counselor based on the first letter of their last name. Students work with the counseling department for the purpose of registration, scheduling, and student records.

Students are encouraged to work with their assigned counselor. Counselors are available by appointment during normal school hours and may be available after school hours at designated times during the school year. Generally, a counselor is on duty every school day to meet with students to process immediate personal and academic issues.

All high school students can get assistance with the following in the counseling center:

- Exploring post-secondary options, including navigating college applications and financial aid, collecting letters of recommendation, and learning more about careers and the training required to hold them
- Completing course selection and scheduling
- Finding and submitting job applications
- Interpreting standardized tests (ISASP, ACT, SAT, etc.)
- Managing personal issues

In addition to school counseling service, the district purchases services that students and families may access for additional support in areas such as social and emotional health. More information can be obtained from the school counselor.

Visitors/Guests

Ankeny Schools welcomes the interest of parents and other members of the community and invites them to visit the buildings and sites while at the same time ensuring an appropriate level of safety and security. "Visitors" are persons other than employees, students, student teachers, and/or volunteers (as defined by board policy - see below for additional information) who are present on district property for a school-affiliated reason. The district will not discriminate against visitors on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

All visitors must follow all designated safety and security protocols upon their arrival on district property. This includes the requirement that all visitors report to the office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge.

Persons, including parents, who wish to visit a school-sponsored activity/event that is not otherwise open to the public at large as district-designated public event must notify and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so disruption can be minimized. Generally, visitors are not allowed to attend high school classes. Under most conditions, the high school lunch period is limited to students and employees. Student guests will not be permitted.

While staff members are permitted to engage in cordial, professional interactions with visitors, employees are not able to take significant time away from their duties to discuss matters with visitors unless necessary due to extraordinary circumstances. This means that teachers are typically not able to conference with parents when class is in session.

All visitors are required to conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while visiting district property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

The district has the discretion to temporarily alter and/or suspend the admittance of visitors to district

facilities without notice, provided that such action is not undertaken for an unlawful purpose.

ATHLETIC AND ACTIVITIES ADDENDUM

Activity Directors

School	Director
Ankeny High School	Adam McDonnell
Ankeny Centennial High School	Nate Lingren
Northview Middle School	Holly Anderson
Southview Middle School	Mike Bakker

Athletics and Activities Philosophy

Ankeny Schools believes interscholastic activities supplement the secondary curricular program and are a vital part of a student's total educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to maximize their education. Student participation in any part of the district's 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 themselves. Commitment, loyalty, camaraderie, discipline, citizenship, and sportsmanship will be fostered through activities participation. This participation will enable the student to develop physically, mentally, socially and emotionally.

Athletics and Activities Goals

A comprehensive and balanced activity program is an essential complement to the basic program of instruction. The activity program will provide opportunities for students 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 to realize the value of participation without overemphasizing the importance of winning or excelling and to develop and improve positive citizenship traits among the program's participants.

The non-varsity level 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 demonstrate the greatest success with the relevant skills may 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 may be able to do so.

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

Athletics and Activities Offered

High School Sports By Season

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

Note that the district's ability to offer any or all activities is contingent upon a variety of factors, including public health, funding, and staff capacity.

Athletics

B = Boys, G = Girls

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

Activities

8th Grade	9th Grade	10th-12th Grade
Show Choir	Show Choir	Show Choir
Jazz Band	Jazz Band	Jazz Band
	Marching Band	Marching Band
	Debate	Debate
	Speech	Speech
	Theatre	Theatre
	Cheerleading	Cheerleading

	Dance	Dance
	Trapshooting	Trapshooting

Activity Tickets

CIML Student Activity Ticket (grades 9-12) - \$60.00
Students in 9th - 12th grade may purchase a CIML student activity ticket that they can use for admission to any home or away athletic event in which an interscholastic Ankeny team is playing another CIML school. Students are not required to purchase the ticket; if they don't, they will pay the regular adult admission.

8 Punch Activity Ticket - \$35.00

Students may purchase activity tickets in the high school activities offices and/or at the game of any home varsity athletic event. These tickets allow students to attend ticketed Ankeny Schools athletic events. A "punch" is used for each person - at any age and at any ticketed event - who uses the activity ticket to enter the event. The Ankeny Booster Club has adult and family gate passes available. Please check with the relevant high school activities offices for information.

A student in 8th - 12th grade who qualifies for free/ reduced priced meals is eligible to receive a free eight-punch activity ticket. Please print off the free/ reduced price meal confirmation letter you received, and bring it to your school's athletic office to receive your activity ticket. Questions about your confirmation letter can be directed to LeeAnna Vigor, Nutrition Systems Assistant, Leeanna.vigor@ankenyschools.org.

Ankeny Student Activity Ticket - \$45.00

A student in kindergarten - 8th grade is eligible for an Ankeny Student Activity Ticket, which can be used for admission to Ankeny Schools events only.

Individual Event Prices

At the time this handbook was prepared, the following were the prices of admission to Ankeny athletic events. These prices are subject to change without notice.

High school events admission	\$7.00 varsity football / \$6.00 all other 9-12 athletic events
8th grade events admission	\$4.00

Athletic Awards (Grades 9-12)

Each year, a number of athletic awards may be given; these may include:

Participation Award

In order to receive a high school participation award, an athlete must be available for competitions 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, 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 program's guidelines. Lettering "points" may not be earned during periods of ineligibility. When an athlete receives his/her first varsity letter, the activities department will present him/her with a 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 competition season for the dropped sport ends unless the head coach of the dropped sport agrees to release the athlete and the head coach of the new sport accepts the athlete. If an agreement between the coaches cannot be reached, the athlete wishing to change sports may appeal and the principal, associate principal, and activities director will review the decision and determine whether to grant an exception.

Club Approval Process

The district has a process for 8th - 12th grade students to request the creation of new, school-appropriate clubs. All school clubs require a staff member sponsor and approval from the relevant activities director and building principal. A student in 8th - 12th grade who would like the district to start a club not currently in place at the student's school should speak with the building's principal to understand more about the process for requesting the creation of a new club.

Conditioning and the Prevention of Injuries

Proper sports conditioning improves an athlete's power, boosts speed, increases endurance, strengthens muscles and joints, increases flexibility, maximizes agility, and assists in preventing injuries.

Opportunities for year-round conditioning are provided for all 8th - 12th grade athletes. The best approach is for an athlete to participate in a competitive program with built-in conditioning each

of the four seasons. It is strongly recommended that athletes not involved in a sport during the off-season participate in the conditioning program.

All athletes want to perform their best, and an injury can prevent one from doing so. Though there is no guarantee injuries will not occur, frequency and seriousness can be reduced through simple measures such as year-round conditioning, training techniques, good sportsmanship, and awareness of the injury patterns in the chosen sport. Athletes should always consult with their coach, athletic trainer, and/or family doctor immediately if an injury occurs.

Conference Affiliation

Ankeny is a member of the Central Iowa Metropolitan League (CIML), a collection of high schools in Central Iowa. The CIML's purpose is to enable each member school to operate more effectively and efficiently in its complete athletic program. This is accomplished by permitting each member school to develop more complete schedules to minimize travel and to compete with other high schools of similar enrollments and philosophies.

Ankeny is committed to adhering to the CIML's rules and regulations. The district's relationship with the league is handled by the activity directors, with final authority resting with the principals of the member schools.

Dances

School-sponsored dances are sponsored by high school clubs and organizations and are a privilege for students.

The following rules will apply at all dances:

1. Students attending a high school dance must show a current student ID to gain entrance to the dance.
2. 10th - 12th grade students may not attend middle school dances. 6th, 7th, 8th, and 9th grade students may not attend high school dances.
3. Students bringing guests who do not attend the school sponsoring the dance must get permission for their guests to attend the dance.
4. Students must get signed permission forms from their school for these guests. These forms may be picked up in their school's main office during dance ticket sales.
5. Students attending school social functions, including dances, are expected to adhere to rules for appropriate student conduct. These rules and additional rules pertaining to dances will be strictly enforced. Any student and/or guest violating these rules will be asked to leave. The student's parents will be notified and will be asked to pick up the student and/or guest. School administrators will review the situation and assign appropriate

consequences.

6. No person shall come to the dance under the influence of, or in possession of, drugs, alcohol, or intoxicating substances. Anyone violating this expectation is subject to arrest and appropriate school consequences. For more information, see Board Policy 502.20.
7. Touching or dancing in an inappropriate or vulgar manner is not allowed.
8. Students who leave a dance are not allowed to re-enter. Students involved in activities, such as athletics, on the same night of the dance will be asked to report within a reasonable time after the game, competition, or activity.
9. Admittance to the dance will be for a limited window of time. Specific times will be communicated prior to each dance.

Eligibility

Under Iowa law, students must receive passing grades in all courses during the previous grading period to participate in athletics and activities.

Participation in school-sponsored student organizations is a privilege; students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity. 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, and/or regulations.

Additionally, Ankeny Schools students must meet all eligibility requirements of the sanctioning associations. Students who do not meet these requirements are not allowed the privilege of participating in athletics and activities. Please reference the eligibility parameters from the activity's relevant governing body for more information:

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

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 relevant activities director or principal. In the event that a student is suspended or considered truant, the student will not be eligible for participation until they have fulfilled the disciplinary requirements established by the administration.

Events

Student activity events must be approved by the

superintendent/designee unless they involve unusual travel expenses, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Infractions Involving Athletic-Related Programs and Non-Athletic Programs

Students involved in athletic, athletic-related, and non-athletic programs, who are found to have violated district policies and/or rules and regulations, including the Good Conduct Policy, may be subject to a period of ineligibility. Students involved in more than one activity will serve out their ineligibility simultaneously with the number of weeks and events determined by the principal and activities director.

The superintendent/designee may assign additional lawful consequences including but not limited to removal from activities when such action is necessary to maintain order and/or protect the safety of students, staff, and/or other members of the school community.

A. Good Conduct Policy

Students who participate in competitive clubs and/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, and/or which are illegal, immoral, and/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.

Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy.

1. A student who is participating in interscholastic athletics and related programs, including school clubs, will be in violation of this policy if the student has engaged in behavior including, but not limited to, the following:
2. Sell, manufacture, and/or distribute illegal drugs, controlled substances, imitation controlled substances, and/or drug paraphernalia. For more information, see Board Policy 502.20.
3. Possess, use, and/or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
4. Possess, use, and/or be under the influence of illegal drugs, controlled substances, imitation controlled substances, and/or drug paraphernalia.

For more information, see Board Policy 502.20.

5. Misuse of prescription and/or over the counter drugs.
6. The use, consumption, possession and/or distribution of alcoholic liquor, wine, beer and/or of any controlled substance as defined in Chapter 124 of the Iowa Code and/or of "look-alike" substances.
7. Assault and/or physically abuse any person at school and/or during school activities and/or coming to and/or going from school or a school activity.
8. Use, possess, and/or transmit tobacco and/or imitation substances. For more information, see Board Policy 502.20.
9. Participate in any conduct which, by Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.
10. Use inappropriate or offensive conduct such as fighting, hazing, bullying, and/or harassment of others including inappropriate use of technology for "sexting" and/or identity theft.
11. Inappropriate conduct during the school year and/or during the summer months so as to make the student unworthy to represent the ideals, principles, and standards of the district is a violation of the Good Conduct Rule. The principal/activity director has discretion to determine which of the board policies would either by severity of offense or progressive discipline triggers the Good Conduct Policy;
12. 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 is a violation of the Good Conduct Rule.
13. Violation of the rules of the governing organizations is a violation of the Good Conduct Rule.

Any student's ineligibility under a prior school district's Good Conduct Rule will be documented in writing. The building principal/activities director shall determine if the violation would violate the district's Good 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.

Penalties for Good Conduct Rule Violation: Grades 9-12 Athletics and Extracurricular Programs

Without limiting the superintendent/designee's discretion to assign additional lawful consequences, including but not limited to removal from activities, when such action is necessary to maintain order and/or protect the safety of students, staff, and/or other members of the school community, a student who

violates the Good Conduct Rule shall be declared ineligible to represent the district for the following periods:

First Violation: One-sixth (1/6) of the schedule season if the student self-reports or one-third (1/3) of the season if administrative discovery. "Self-Report" is defined as 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.

Second Violation: Two-thirds (2/3) of the scheduled season; there is no lesser penalty for a self-report (as defined above). If the second offense is a second offense for alcohol and/or substance abuse, the student must complete an approved school treatment program. The student is responsible for providing evidence of satisfactory progress toward completion before returning to competition. The student and parent will be given a list of treatment providers.

Third Violation: One (1) calendar year

Activity	Dates/ Games	First Of- fense: 1/6th of season	First Of- fense: 1/3rd of Sea- son	Second Of- fense: 2/3rd of Sea- son
Foot- ball	9 Games	2 Games	3 Games	6 Games
Boys Golf	12 Meets	2 Meets	3 Meets	8 Games
Boys Cross Coun- try	10 Meets	2 Meets	3 Meets	7 Meets
Girls Cross Coun- try	10 Meets	2 Meets	3 Meets	7 Meets
Volley- ball	14 Games	3 Games	5 Games	10 Games
Girls Swim- ming/ Diving	12 Meets	2 Meets	4 Meets	8 Meets
Boys Swim- ming	12 Meets	2 Meets	4 Meets	8 Meets

Girls Bowl- ing	12 Games	2 Games	4 Games	8 Games
Boys Bowl- ing	12 Games	2 Games	4 Games	8 Games
Boys Wres- tling	15 Meets	3 Meets	5 Meets	10 Meets
Girls Wres- tling	15 Meets	3 Meets	5 Meets	10 Meets
Boys Basket- ball	21 Games	4 Games	7 Games	14 Games
Girls Basket- ball	21 Games	4 Games	7 Games	14 Games
Boys Tennis	12 Games	2 Games	4 Games	8 Games
Girls Tennis	12 Games	2 Games	4 Games	8 Games
Boys Track	16 Meets	3 Meets	6 Meets	11 Meets
Girls Track	16 Meets	3Meets	6 Meets	11 Meets
Boys Soccer	15 Games	3 Games	5 Games	10 Games
Girls Soccer	17 Games	3 Games	6 Games	11 Games
Girls Golf	12 Games	2 Games	4 Games	8 Games
Base- ball	40 Games	7 Games	14 Games	27 Games
Softball	40 Games	7 Games	14 Games	27 Games
Cheer- leading	Season Specif- ic	TBD	TBD	TBD
Dance Team	Season Specif- ic	TBD	TBD	TBD
Vocal Music	Season Specif- ic	TBD	TBD	TBD

Instru- mental Music	Season Specif- ic	TBD	TBD	TBD
Theater	Season Specif- ic	TBD	TBD	TBD
Debate	Season Specif- ic	TBD	TBD	TBD
Speech	Season Specif- ic	TBD	TBD	TBD
Com- petitive Clubs	Season Specif- ic	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.

Penalties for Good Conduct Rule Violation: Grade 8 Athletics and Extracurricular Programs

The principal will be responsible for enforcing consequences under this policy. The student who violates this policy shall be declared ineligible to represent the district for the following periods:

First Violation: Two (2) weeks of competition and/or participation in other school activities and clubs.

Second Violation: No extracurricular activities for the remainder of the school year.

A student, after completing the 8th grade school year and/or 8th grade competition, will have their record concerning violations of Board 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.

The superintendent/designee may assign additional lawful consequences, including but not limited to removal from activities, when such action is necessary to maintain order and/or protect the safety of students, staff, and/or other members of the school community.

Good Conduct Rule Violations and Substance Use/Abuse Treatment

If a student voluntarily self-admits to an approved treatment program and is not alleged to have violated board policy, the principal/designee has the authority to waive further or any penalties. However, future Good Conduct violations are not waived if the

behavior reoccurs during the student's time in the treatment program.

Good Conduct Rule Notification and Appeal Process
Whenever a student is found to be in violation of this policy, the following procedure will be set in motion:

1. The student and the student's parent(s) shall be notified by certified letter sent to the address(es) for the respective parties in the district's student information system, Infinite Campus; the district shall not "reset" the clock for the notice period if the certified letter is sent to the address(es) listed in Infinite Campus and the letter is returned unopened and/or unaccepted. The district shall also attempt to reach the student's parent by electronic message sent via Infinite Campus provided the parent(s) has provided an email address for communication by the district. The district shall not "reset" the clock for the notice period if the electronic message is sent to the email address(es) listed in Infinite Campus and the email "bounces" or is unable to be delivered. In both communications, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. In addition, the parent will be invited for a conference regarding the situation of their student. The student and/or the student's parent has the right to appeal the Good Conduct decision. This appeal must be in writing and submitted to the superintendent within three (3) business days of receipt of the certified letter or the sending of the electronic message via Infinite Campus, whichever is first. 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.
2. Upon receipt of the appeal, the superintendent shall review the circumstances and evidence regarding the case. The superintendent shall have three (3) business days to render a decision, and the student, the student's parent, and the relevant building principal shall be notified of that decision in writing. The student will remain ineligible during the appeal process.
3. If the student and/or the student's parent wishes to appeal the superintendent's decision, they must file a written appeal with the Board of Education within three (3) business days of receipt of the superintendent's decision. The board will hear the appeal at the earliest possible opportunity but no later than ten (10) business days following receipt of the written appeal.
4. The appeal before the board will be conducted in closed session, unless the student and/or parent requests that the meeting be conducted in open session. At the meeting, the student/parent and

the administration will have the opportunity to present information related to the appeal. Any formal action by the board concerning this case must be taken at an open meeting.

5. The board will issue a written decision on the appeal which will include findings of fact and conclusions.

Additional Information Related to Suspension

- Coaches/directors and sponsors have the right to establish guidelines that are consistent with district policies, procedures, and goals. These guidelines may include responses to student behavior up to and including removal from the organization for individuals in violation of student conduct expectations. Such guidelines shall be in writing and approved by the Activities Director.
- The clock on a student's suspension will only run when the student is registered to participate in an activity/athletic program ("activity"). In other words, a student who has been suspended from an activity, must continue to participate in the activity/athletic program in which they have been suspended for the duration of the suspension (understandably, the nature of their participation during the period their suspension may very well be different than their participation during a period when they are not suspended). Failure to do so will result in the suspension being carried over to the next activity for which they register.
- 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 prorated in a consistent manner between activities.
- Students found in violation of the Good Conduct Rule may not register for a new activity one week after the official practice start date to avoid a penalty at a later time from another activity.
- Individuals participating in a school event after violating the Good Conduct Rule but prior to making a self-report (as defined in this policy) 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 who are academically ineligible will serve their Good Conduct Rule suspension upon regaining their academic eligibility.

Eligibility for Activities

The following are required for a student to be considered for eligible for participation in activities:

1. The student is 19 years of age or younger.
2. The student has not attended high school (grades 9-12) for more than eight semesters.
3. The student is enrolled as a full-time student, as defined in Board Policy 501.05.
4. Except as otherwise provided in state law and/or board policy related to intradistrict transfer and/or open enrollment, the student has not changed schools during the semester (except due to change of residence).

Additional Eligibility Requirements for Athletics:

1. The student must have a signed physical examination form with a doctor's permission for the student to participate in athletic competition on file with the district. (Physical exams are valid for one calendar year, though a maximum of thirty-day grace period may be offered.)
2. The student must have a signed concussion form on file with the district. (Concussion forms are valid for one year.)
3. The student must have never accepted for high school competition an award other than unattached letter of the school, or
4. The student must have never received any money, expense or otherwise, for participation in any other athletic event.

Please reference the four governing bodies for additional guidelines related to eligibility:

- 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)

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 may not be failing a course. Students who 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 that has not yet started.

To remain eligible for summer extracurricular activities, students may not fail any second semester course. By district rules, a student must complete a 15-day period of athletic ineligibility if involved in a summer sport.

Emergency Closings, Cancellations, Early Releases, and Late Starts

The following apply to high school activities (including 9th grade activities listed under "middle school")

If school is canceled, delayed, or dismissed early because of weather or other emergency circumstances, activities may be canceled or have their timing adjusted. The superintendent or designee, in consultation with the relevant activities director(s), will decide on activity practice/performance cancellations and/or set delayed start time(s) for impacted event(s). Information about potential schedule changes may be obtained from the district website at www.ankenyschools.org or the CIML website at www.cimlcentral.org.

Generally, the district will follow the protocol below when the school day is impacted by weather or other emergency circumstances:

School Canceled

Varsity practices may be held with permission of the superintendent/designee. 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 and relevant activities director(s).

School Dismissed Early

Varsity practices will be held with permission of the superintendent and relevant activities director(s).

Delayed Start

Morning practices and weight lifting will not be held. After-school practices/events will be held as scheduled unless the superintendent and relevant activities director(s) determine it would be unsafe to hold the event(s) as scheduled.

Equipment for Athletics and Activities

Ankeny Schools will provide enrolled 8th - 12th grade students who participate in extracurricular interscholastic activities any protective gear that is required for the activity by law, by contest rules, and/or by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union. Students are responsible for providing any other permissible protective gear that they may need and/or wish to have but that is not required for participation. Students are encouraged to speak with their activity director if they have questions or concerns about the expenses of participation.

To give students a sense of responsibility and an appreciation for their equipment, students will be accountable for the care and condition of their equipment. Any equipment or uniforms lost, stolen, and/or damaged outside of competition must be paid for by the student in whose name the lost or damaged item was checked out.

Students are required to adhere to the following

guidelines to reduce the chances of lost or stolen equipment and/or injury:

1. Students may not exchange any equipment checked out to them with other teammate(s).
2. Students may not loan any equipment checked out to them to other teammate(s).
3. Students must keep their lockers closed and LOCKED at all times.
4. Students must immediately report any loss of equipment to the head coach.
5. Students must tell the head coach immediately if any protective equipment does not fit properly and/or has any defective parts. Students will not wear or use the equipment in question until any necessary adjustments have been made.

Head coaches will determine uniform styles, colors, etc. for games and practices. Practice gear will be issued in some sports if the relevant coach determines it is appropriate. In sports where there is not school-issued practice gear, students will wear appropriate shirts/tops and shorts/pants as directed by the relevant coach.

Funds and Fundraising

Subject to restrictions of Board Policies 503.07, 504.11, and 1004.60, students may raise funds for school-sponsored events with permission of the building principal and upon completion of the appropriate paperwork with the district's Business Office. Fundraising by students for events other than school-sponsored events is not allowed at school or during school hours. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property.

A fundraising questionnaire form 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 and resale reconciliation can be found on the district website. 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 activities director, principal, and/or head varsity coach and all fundraising forms filled out prior to the fundraising event.

Participation in fundraising is voluntary, must be consistent with the district's mission and values, and must not jeopardize the safety of students. Additionally, fundraising goals must be transparent and the district wellness policy must be considered when planning a fundraiser.

Guidelines for Participation and Expectations for Students

District extracurricular activities are an integral part of the total educational opportunity for all students. The extracurricular program's primary objective is to encourage student participation in a structured, wholesome, and 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 activities, and the 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 superintendent/designee for approval prior to the start of each extracurricular activity. These same rules will be provided to students participating in the extracurricular activity at or prior to the first regular meeting of the activity. 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 student athlete's amateur status.
- 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.
- A student in violation of this policy will be declared ineligible to participate on the district-sponsored team where violation occurred. The period of ineligibility is for a period of three weeks during which at least one school sponsored competition in that sport, at that level, is held.

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

1. Federal and state law; and
2. Regulations established by the Iowa Department of Education; and
3. The constitution of the state governing organization, including but not limited to rules related to compensation attributed to use of a student's name or likeness; and
4. District policies governing extracurricular activities; and
5. Superintendent/designee-approved written participation and behavior guidelines established by those in charge of the extracurricular activity.

The responsibility for enforcement of and adherence to policies governing extracurricular activities is held by the relevant activities director(s) and/or

the building principal(s)/designee(s), as well as the adult(s) directly responsible for the instruction and supervision of the activity. Final authority for activity programs rests with the board.

Participation in Non-School Sponsored Activities and Athletics; Awards from Outside Groups and Individuals

Iowa law places some restrictions on when students may represent Ankeny Schools in extracurricular interscholastic activities not sponsored by the district. Additionally, the law places restrictions on when and what type of award a student may receive from an outside organization. Students who are interested in representing their school or the district in one of these activities and/or who are approached about receiving an award or recognition from an outside group should first speak with their activities director to ensure this is permitted.

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.

Illegal Substances and Athletics or Activities

The use of alcohol, tobacco, nicotine products, illegal substances, and/or non-prescription drugs is known to be detrimental to individuals and the teams they represent. Students who sell, manufacture, distribute, possess, use, transmit, and/or are under the influence of illegal drugs, controlled substances, imitation controlled substances, drug paraphernalia, tobacco, imitation tobacco substances; students who misuse prescription and/or over the counter drugs; and students who use, consume, possess, and/or distribute alcoholic liquor, wine, beer, and/or any controlled substance as defined in Chapter 124 of the Iowa Code or "look-alike" substances are in violation of the Good Conduct Policy and will be subject to disciplinary action including, but not limited to, removal from the team. See Board Policy 502.20 and the Good Conduct Policy for more information.

Music Program

The following guidelines will be used when a student becomes ineligible for participation due to academic and/or good conduct violations:

- Students enrolled in concert choir and/or instrumental music courses may participate in school day performances but should not be

featured performers in concerts

- Students may not participate in competitions or out-of-school performances, such as show choir or marching band competitions.
- Students enrolled in show choir and jazz band will follow the eligibility standards as outlined in this student handbook.

Notice in Advance for Absences

High school and middle school students who will be missing school for school-related activities are expected to ask their teacher(s) for and to follow the appropriate make-up procedure(s).

If it is necessary for a student to be absent from practice, the student is expected to notify their head coach prior to the scheduled practice(s) from which they will be absent. To the greatest extent possible, students should schedule other activities and/or personal needs for times not in conflict with school sport practice times.

Parent, Participant, Coach and Sponsor Relationships

Coaches/sponsors and parents want athletes and activities participants to have a positive experience as they participate in a sport or extracurricular activity. Communication is key to making these positive experiences a reality. Participants, parents, and coaches/sponsors are all responsible for effective communication.

Expected Approach to Communication - As students become involved in programs at the high school, they will experience some of the most rewarding moments of their lives. There may also be times when things do not go the way the parent or child wishes. At these times, discussion with the coach/sponsor is encouraged.

When parents have question or a concern regarding a coach/sponsor, they should use the following process:

- **Step One:** The participant talks to the coach/sponsor about the concern.
- **Step Two:** If the participant is not able to resolve the issue with the coach/sponsor and/or if the parent has questions, the parent(s) talk to the coach/sponsor, remembering that the coach/sponsor is best positioned to provide an answer because the coach/sponsor manages the program.
- **Step Three:** If the parent is not able to resolve the issue with the coach/sponsor, parent(s) talk to the relevant activities director.
- **Step Four:** If the parent is not able to resolve the issue with the activities director, parent(s) talk to the relevant building principal.

Appropriate Concerns to Discuss with Coaches/Sponsors

It can be very difficult to accept that a student may not be participating in a sport or activity as much as hoped. Coaches/sponsors are professionals who make decisions based on what they believe to be best for all students. Certain things can and should be discussed with your child's coach/sponsor. These may include, but are not limited to:

- Concerns regarding the child's mental and physical health.
- Ways to help the child improve in the activity.
- Concerns about the child's behavior.

Concerns Not Appropriate to Discuss with Coaches/Sponsors

Some concerns are not appropriate for parents to discuss with coaches. These include:

- Team strategy
- Play calling
- Other student participants

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. To share a concern with a coach/sponsor, the parent should call to set up an appointment with the coach/sponsor. The parent should not attempt to confront a coach/sponsor before or after a contest or practice. These can be emotional times for the parent and the coach/sponsor that often do not promote resolution.

Participation When Absent

Middle school and high school students who are not in school for the entire day because of illness or unexcused absences may not practice or participate in after-school or evening activities on the day of their absence but may attend after-school or evening events on the day of their absence provided their attendance will not put their own health and/or the health others at risk. This policy applies to all extracurricular activities and athletics. The final discretion in these instances is with the building principal.

Physical Exams and Concussion Forms

The Iowa Department of Education, IHSA, and the IGHSAU require each student participating in athletics to present a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The physical and concussion forms are valid for the purpose of this rule for one calendar year. The physical and concussion forms 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 may be picked up from a high school activities office.

Ankeny Schools follows state law (Iowa Code 280.13C) for removal from participation, return-to-play, and return-to-learn actions following suspected and/or diagnosed concussions:

Removal from Participation: If a coach, contest official, licensed health care provider, and/or emergency medical care provider observes signs, symptoms, and/or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student in whom the signs are observed shall be immediately removed from participation. That student shall not participate again until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and until the student has received written clearance to return to or commence participation from a licensed health care provider. Once the individual student's Return-to-Learn protocol (the protocol implemented to support students in returning to learning after a concussion) is established, then the Return-to-Play protocol for that student can be established.

Return-to-Learn Protocol: Ankeny Schools will collaborate with the parent(s) and licensed health care provider of a student who suffered a concussion to develop an individual plan to accommodate the injured student's return to the classroom. This shall be done for any 7th - 12th grade student who participates in an extracurricular interscholastic activity and is diagnosed with a concussion or brain injury.

Return-to-Play Protocol: Ankeny Schools has adopted the return-to-play protocol established by the Iowa Department of Public Health to provide for a student's return to participation in any extracurricular interscholastic activity after showing signs, symptoms, or behaviors consistent with a concussion or brain injury. More information on this protocol can be found in the Iowa Department of Public Health's Concussion Management Guidelines, and on the IHSA Health & Safety Resources and IGHSAA's Concussion Management websites.

Post-Secondary Athletic and Activity Collegiate Opportunities

Student-athletes who are interested in pursuing collegiate athletics should review the summary of rules and regulations governing transferring, recruiting, eligibility, and financial aid. These may be picked up in the counseling office or viewed at the NCAA Clearinghouse at <https://web3.ncaa.org/ecwr3/>.

Practice Dates: Holidays and Breaks

There will be no athletic or activities practice on Thanksgiving Day, December 24, or December 25. Coaches, in coordination with the relevant activities director(s), may choose to hold practice during breaks and/or on school holidays other than the above. Coaches and activities directors will communicate this to students throughout the year.

Practice Start Dates

See the Unified Calendar and/or contact the relevant activities director(s) for all start dates.

Publications

Ankeny Schools produces a number of official publications. Students under the supervision of a faculty advisor and principal may be engaged in the creation of these publications, including but not limited to school newspaper(s) and yearbook(s). Publications must be consistent with the Family Educational Rights and Privacy Act (FERPA) requirements.

Students have the right to exercise freedom of speech, including freedom of expression, in official school publications with some limitations. Students' intellectual freedom shall be protected, and discrimination against students based on speech shall not be permissible.

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, and/or 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, and/or cause the material and substantial disruption of the orderly and efficient operation of the school or school activity.

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 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.

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.

Additional information can be found in Board Policy 503.30.

Seating in the Gym or Football Stadium

All Ankeny Schools students are expected to sit in the designated student section or with their parents at all home athletic events.

Students who display unsportsmanlike behavior, engage in other inappropriate behavior, use noisemakers, or who make unauthorized entry onto the gym floor or playing field at school sponsored activities will face discipline and/or be asked to leave.

No temporary signs/banners, including breakthroughs, will be allowed in stadiums, gymnasiums, and/or at poolside events. However, swimming team banners with school name and homecoming banners and/or signs in home football stadiums are allowed. A professionally made flag/banner with school name/mascot may be used at outside events if displayed on the team's respective side of the field/stadium, behind the player bench, and carried by approved school personnel. Noise makers are also forbidden at league indoor contests.

Selection of Activities

Students are free to make selections as to activities in which they wish to participate. Certain school activities will have priority when there are scheduling conflicts between two high school sponsored activities. This priority is determined by the activity director and the coaches/sponsors. Students will not be penalized by the activity not attended.

Sportsmanship

Participation and attendance at events is a privilege for students and spectators. Ankeny Community School District is dedicated to the principles of sportsmanship. It is the responsibility of everyone participating in and attending Ankeny Schools activities to model positive, respectful sportsmanship at all times. This includes the respect for diversity. Discrimination of any kind is not acceptable.

Transportation for Athletic and Activity Trips

All students will be transported to and from games, meets, etc. via school transportation unless a parent makes a written request to transport the student and speaks directly with the head coach about the situation. In rare instances, it may not be possible for the district to provide transportation. In these cases, activities directors will communicate this to students and their parents.

Students who are currently serving an academic ineligibility or good conduct violation may not travel

with the team if the dismissal takes place before the end of the school day. Coaches and activity directors may use discretion if supervisory concerns exist.

Students who ride the bus and/or other school district vehicles to and from school, extracurricular activities, and/or any other destination for purposes related to the activity must comply with school district policies, rules, and regulations. The driver has the authority to discipline a student and will notify the principal of a student's inappropriate bus conduct. Please refer to the transportation rules elsewhere in this handbook and on the district website.

Use of Facilities by Student Organizations

School district facilities may be available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School sponsors for recognized school clubs/activities wishing to use the school district facilities should contact the activities office to reserve a room using the appropriate procedure. School district policies, rules, and regulations are in effect during these meetings. For non-school sponsored activities, contact the Community Engagement Department at 515-289-3962 to reserve a room.

CONTINUUM OF RESPONSES TO STUDENT BEHAVIOR

The purpose of the Continuum of Responses to

Student Behavior ("The Continuum") is to provide a summary of the continuum of responses to student behavior to be used by building leaders in a consistent fashion across the district. This continuum was developed by a team of stakeholders (teachers, counselors, parents, building administrators, and district administrators). The team reviewed district policy, district data, and researched successful practices from other school districts to develop the continuum.

The behaviors in The Continuum align with the categories that the district reports annually to the Iowa Department of Education and what is required in Iowa Code. The name of the behavior is defined by the state, and the relevant district policy is listed. The resolutions are based on grade level, whether the behavior is repeated, and severity. The document also includes definitions of the resolutions to ensure equity in their application across the district.

The Continuum is meant to guide administrators as they work with students on behaviors that result in an office referral. Students may be referred to the office for repeated minor behaviors where classroom management strategies have not been effective and/or if the behavior is serious enough to warrant an immediate response by an administrator.

The first step in responding to student misbehavior is to complete a thorough investigation including providing those involved due process. Responses to behaviors are to ensure a degree of consistency within the system; however, due to the unique nature of each circumstance, principals exercise professional judgment within the boundaries of the continuum.

In addition to The Continuum, the district's strategic plan includes goals and strategies for strengthening tiered student behavior supports, boosting teacher training for classroom management, and improving data collection for better decision-making about effective, fair, and individualized responses to student conduct violations.

The Continuum will be reviewed and updated annually to ensure there is alignment with policy, best practices, and needs identified in district data.



2023 -2024 SCHOOL CALENDAR

AUGUST 2023

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31



First Day of School

Professional Learning Day
(No school for students)

No School for Students

End of Semester

Aug 23	First Day of School	Nov 22-24	Thanksgiving Holiday - No School	Feb 5	Teacher Professional Learning - No School
Sept 4	Labor Day - No School	Dec 11	Teacher Professional Learning - No School	Mar 1	Teacher Professional Learning - No School
Sept 5	First Day of Preschool	Dec 25-Jan 2	Holiday Break - No School	Mar 8-15	Spring Break - No School
Sept 25	Teacher Professional Learning - No School	Jan 3	School Resumes	Apr 8	Teacher Professional Learning - No School
Oct 20	Fall Break - No School	Jan 11	Semester End	May 6	Teacher Professional Learning - No School
Oct 23	Teacher Professional Learning - No School	Jan 12	Teacher Professional Learning - No School	May 24	Last Day of School - 2 Hour Early Dismissal
Nov 10	Teacher Professional Learning - No School	Jan 15	Dr. Martin Luther King Jr. Day - No School		



ANKENY

COMMUNITY SCHOOL DISTRICT

District Office
406 SW School Street
PO Box 189
Ankeny, IA 50021-0189
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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 Kenneth Morris, Jr., Director of Equity, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, kenneth.morris@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.