



TERRACE LEARNING CENTER



2023-2024

PRESCHOOL HANDBOOK



Introduction..... 3

Mission, Philosophy and Goals..... 3

Enrollment

Eligibility 3

Location and Hours..... 3

Fee and Scholarship Information 4

Health Records..... 4

Class Size 4

Inclusion..... 4

A Child's Day

Who Works in the Preschool..... 4

Daily Learning Opportunities 4

Curriculum..... 4

Child Assessment..... 5

Program Assessment..... 6

Supervision Policy 6

Positive Behavior Intervention Support (PBIS)..... 6

Child Guidance and Discipline 7

Snacks/Foods and Nutrition 7

Water Play..... 8

Outdoor Learning..... 8

Clothing..... 8

Toilet Learning 9

Arrival and Departure of Children..... 9

Party Invitations 10

Birthday Celebrations 10

Field Trips 10

Attendance 10

Water Bottles..... 10

Objects From Home..... 10

Family Involvement

General Information 11

Home Visits..... 12

Family Teacher Conferences..... 12

Transitions 12

Custody and Parental Rights..... 12

Parent Visitors..... 12

Volunteers 13

Preschool Advisory Committee 13

Grievance Policy..... 13

Health and Safety

Health and Immunization..... 13

Vision and Hearing Screenings..... 13

Health and Safety Records..... 13

General Health and Safety Guidelines 14

Illness Policy and Exclusion of Sick Children 14

Reporting Communicable Diseases 15

Medication Policies and Procedures..... 15

Child Protection Policies..... 16

Cleaning and Sanitization..... 16

Hand Washing Practices 16

First Aid Kit 17

Illness or Injury at School..... 16

Nurse 17

Access to Buildings..... 18

Fire Safety..... 18

Emergency Drills 18

Inclement Weather..... 19

Weapons, Other Dangerous Objects, & Look-Alike Items..... 19

Classroom Animals and Pets..... 19

Parent's Role During Emergencies 19

Protection from Hazards and Environmental Health 20

Religious Expression..... 21

Smoke Free Facility 21

Substance Abuse 21

District Information

Asbestos Notification 21

Bullying, Harassment, Hazing, and Inappropriate Student Interaction..... 21

Inappropriate Student Interaction 23

Equal Educational Opportunity..... 26

General Education Interventions 26

Homeless Students 27

Inspection of Instructional and Library Materials..... 27

Legal Status of Student..... 27

Protection of Pupil Rights Amendment 27

Public Conduct 28

School Board Meetings 29

School Improvement Advisory Council..... 29

Section 504 - Notice of Rights 29

Sexual Abuse and Harassment..... 30

Student Complaints 30

Student Disclosure of Identity 30

Student Media Interviews..... 30

Student Records..... 31

Student Restrooms 32

Military Recruitment 32

TIPS Reporting Systems..... 32

Title IX 33

Trademarks 33

Transportation: Buses and School Vehicles..... 33

Water Testing 36

Introduction

Welcome to the Ankeny Community School District Preschool Program!

The Ankeny Community School District's Preschool Program ("Preschool Program") is a fully integrated, multi-age program. There are many reasons to provide opportunities for children of various ages and stages of development to play, learn, and interact with each other.

Through positive interactions with children of various skill levels, children become sensitive to the needs of others and learn to appreciate individual differences at an early age. In integrated settings, all children have the opportunity to form friendships with a wide variety of peers.

Preschool curriculum is specifically designed and delivered to allow children of a wide ability range to access learning at their current level in order to grow forward.

Mission, Philosophy and Goals

Mission

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's Preschool Program, a partnership of school staff, parents and community, is to prepare students to be lifelong learners who can become successful, productive, future citizens. This will be accomplished by recognizing the value of each individual and promoting academic and personal growth in a challenging and caring environment.

PreK-5th Grade School Philosophy of Education

We believe:

- Student learning is the most important element of our society.
- Students learn best in a safe and caring environment.
- Innovative learning activities and various teaching strategies enhance learning.
- Respect for diversity develops tolerance within the school and our society.
- Effective learning produces life-long skills.
- Leaders never lose sight of best practice.
- Teaching the importance of citizenship benefits the school and the community.
- Memorable and enjoyable activities foster learning.
- School, home and community cooperation facilitates

and reinforces learning.

Goals for children:

- Children will show competence in social/emotional, physical, cognitive and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.
- Goals for families:
- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their child learn school readiness skills.
- Families will advocate for their children.

Enrollment

Eligibility

Children who are four years of age prior to September 15 of the current school year are eligible to attend the Preschool Program for free through the Statewide Voluntary Preschool Grant. Children who qualify for an Individual Education Plan (IEP) for special education services with goals other than and/or in addition to speech goals in their IEPs are eligible at the date of their third birthday.

Students who are five years of age prior to September 15 of the current school year are not eligible for preschool programming but are eligible for the kindergarten program. Families should contact the Ankeny Community School District ("District") registrar for more information.

Space in the Preschool Program is limited and enrollment in the Preschool Program is subject to availability.

Location and Hours

Multi-Age Three- and Four-Year-Old Program Session Times

Programming is offered four days a week. Classes are held on Monday, Tuesday, Thursday, and Friday for 2.5 hours per session (for a total of 10 hours of instruction per week). Students do not attend class on Wednesday. This provides a structured time for parent meetings and teacher professional learning. Session times are typically as follows:

AM Session:

8:15 a.m. - 10:45 a.m.
8:30 a.m. - 11:00 a.m.

PM Session

11:45 a.m. - 2:15 p.m.
12:00 p.m. - 2:30 p.m.

Preschool classrooms are located at
Terrace Learning Center
310 NW School Street
Ankeny, Iowa 50023.

Fee and Scholarship Information

Four-year-old students attend free under Statewide Voluntary Preschool Program funds.

Health Records

Health records that show the enrolling child is current for required screenings and immunizations must be provided to the school nurse on or before the student's first day of preschool. Please see the Health and Safety section of this handbook for more information.

Class Size

We strive for a class size of 18-20 children in each class. The Preschool Program maintains a teaching staff-to-child ratio of no more than 1:10 at all times to encourage adult-child interactions and promote activity among children. Each classroom generally begins the year with one certified teacher and two paraprofessional per classroom.

Inclusion

The Preschool Program provides for all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements.

A Child's Day

Who Works in the Preschool

Preschool Principal - The preschool principal supports staff to ensure Iowa Quality Preschool Program Standards (IQPPS) are met. The principal holds advanced degrees in Early Childhood Education and Educational Leadership.

Preschool Secretary - The preschool secretary supports families of preschoolers during the application and registration process along with other administrative assistant duties.



Teacher - Each preschool classroom is facilitated by a full-time teacher licensed by the Iowa Board of Educational Examiners who holds an Early Childhood Education and Special Education Unified Endorsement

Paraprofessionals - Paraprofessionals (also known as "teacher associates") in the classroom carries out activities under the supervision of the teacher. The teacher associate must have specialized training in early childhood education, pursuant to the IQPPS guidelines.

School Nurse - The preschool will have the assistance of the school nurse. At minimum, the nurse is a certified RN, and is recertified every three years. The nurse maintains student health records by updating them quarterly, and attends to the health needs of the students while they are at school. The nurse is available for parent consultation when necessary.

Support Staff - Heartland Area Education Agency (AEA) support staff provide resources and assistance to the teacher and classroom upon request. Such staff may include but are not limited to: early childhood consultants, speech and language pathologists, social workers, occupational therapists, and physical therapists.

Daily Learning Opportunities

A consistent daily schedule is planned to offer a balance of learning opportunities. Learning is both formal and informal.

Purposeful play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of experiences every day:

Lg/Sm Group Activities	Self-Directed Play	Snack
Learning Activities: <i>May Include: Art, Science, Writing Table Games, Book Center, Blocks & Wheel Toys, Pretend Play, Sensory Table</i>	Story Time	Individual Learning
	Outdoor Learning	Technology

Curriculum

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the District's policy that curriculum and instructional materials be age-appropriate, as defined by law, and reflect the cultural and racial diversity present in the United States, as well as the variety of careers, roles, and lifestyles open to women and men in our society. The curriculum is intended to foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a

member of a multicultural nonsexist society.

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 Student Services (406 SW School Street, Ankeny, IA, 50023; 515-965-9600)

Creative Curriculum

The Preschool Program uses Creative Curriculum, a research- and evidence-based comprehensive curriculum designed for three- and four-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills and social skills. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing and writing, listening and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. Learn more about Creative Curriculum at: teachingstrategies.com/solutions/teach/preschool.

Leader in Me Curriculum

The Leader in Me framework is implemented in all district preschool/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.

Child Assessment

The District believes assessment of young children should be purposeful, developmentally-appropriate, and take place in the natural setting with administration by familiar adults. Sometimes, this assessment includes exploration of a family's culture and a child's experiences outside the school setting, as these are recognized as an important piece of the child's growth and development.

Student assessment results are used to plan learning experiences and to guide instruction. All assessment results are kept confidential and securely stored. The following strategies to assess student learning are used in the Preschool Program:

1. Teaching Strategies GOLD Assessment. Records student progress in all developmental areas at the beginning, middle and end of the year. Learn more about the Teaching Strategies GOLD Assessment at: teachingstrategies.com/solutions/assess/gold.
2. Observational Data: Provides an ongoing anecdotal record of each child's progress during daily activities.
3. Child Portfolios: Teaching staff organize these tools that include assessments, observational data, and child work samples collected on an ongoing basis.
4. Family Information: Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development.
5. Educational Strategies for Guiding Instruction (ESGI): This assesses students on their basic developmental skills. It is recorded in fall, winter, and spring.

The information from the above is used in the following ways:

- To provide information about children's needs, interests and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones; and
- To indicate possible areas that require additional assessment.

The Preschool Program formally shares assessment information with families during parent teacher conferences in the fall and spring. Preschool teachers

communicate with families monthly regarding children's activities. Informal conferences are always welcome and can be requested at any time.

If, through observation and GOLD assessment data, the teacher feels there is a possible discrepancy in a student's learning as compared to benchmark expectations they will communicate this to the family during a conference, sharing documentation of the concern. Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The teacher may recommend that the student be placed on an intervention to help close the gap in learning following the multi-tier system of support (MTSS).
- The teacher may request assistance from the Area Education Agency (AEA) team as an early intervention process. This team engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and teachers in the building.
- A formal request made to Heartland AEA for support and additional ideas or more formalized testing.

When indicated, the preschool teacher will assist in arranging for developmental screening and referral for diagnostic assessment.

If a child is determined to need special accommodations, those accommodations are included in that child's materials, environment, and lesson plans. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

Program Assessment

The Preschool Program implements the Iowa Quality Preschool Program Standards. Administrators, families, staff and other routinely-participating adults are involved in an annual program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. A report of the annual evaluation findings is shared with families, staff, and appropriate advisory and governance boards. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy

Before children arrive at school, the preschool teacher completes the following daily safety checklists:

- All safety plugs and electric outlets are covered and heat/AC, water temperature, and toilets, etc. are in working order.
- All cleaning supplies/poisons are out of children's reach and stored properly.
- Classrooms, the playground, and relevant play/instructional materials are clean and free from broken parts
- There are sufficient supplies, including a first aid kit, latex gloves, soap, paper towels

Upon arrival, the teacher observes each child for signs of illness or injury that might impact the child's ability to participate in the daily activities.

During the day, staff monitors the environment for possible hazards such as spills and sand. Concerns that require the custodian to address are immediately reported to the custodial staff.

No child is left unsupervised while attending the Preschool Program. Staff supervise primarily by sight. Supervision for short intervals by sound may occur as long as teachers check every two-three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.)

Positive Behavior Intervention Support (PBIS)

The District strives to promote a positive and safe learning environment for our students. In order to meet this expectation, we have adopted Positive Behavioral Interventions and Supports (PBIS) in all of our preschool/elementary buildings. PBIS is a set of procedures that positively acknowledges students for demonstrating appropriate expected behaviors. The expectations are the same in every preschool classroom. Students are taught these expectations; throughout the school year, these expectations are reinforced and students are rewarded for using them.

PBIS expectations include:

- **Ready:** Demonstrated by actions such as: listening to others, following directions, and accepting differences
- **Safe:** Demonstrated by actions such as: using line and body basics; asking for help; reporting concerns; following school procedures
- **Kind:** Demonstrated by actions such as: completing work; being prepared; taking care of oneself and property; making smart choices

We encourage parents, teachers, and students to take

pride in their learning and choices. Please reinforce and encourage appropriate behaviors at home using these expectations.

Child Guidance and Discipline

Teaching staff equitably use positive guidance, redirection, and planning ahead to prevent problems. They encourage appropriate behavior through the use of consistent and clear rules, and by involving children in problem solving which helps to foster the child's ability to become self-disciplined. Where the child understands words, staff explain discipline to the child before and at the time of any disciplinary action. They help children learn to persist when frustrated, play cooperatively with other children, and use language to communicate needs.



Challenging Behavior

Preschool Program staff is highly trained, responsive, respectful, and purposeful. Teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children.
- Modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials.
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- Encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed.
- Reteaching of social skills curriculums utilized in the preschool classrooms.

Teaching staff guide children to develop self-control and orderly conduct in relationship to peers and adults. They teach children social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the Preschool Program staff, parents, and AEA support staff work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Students are not allowed to demonstrate physically aggressive behavior toward staff or children. Trained staff will intervene immediately when a child becomes physically aggressive in order to protect all children and encourage more acceptable behavior.

Permissible Methods of Discipline

When children engage in acts of aggression and fighting such as biting, scratching, and/or hitting, Preschool Program staff will set appropriate expectations for children and guide them in solving problems. This positive guidance - not punishment - is the usual technique for managing children with challenging behaviors. In addition, staff may:

- Separate the children involved;
- Immediately comfort the individual who was injured;
- Care for any injury suffered by the victim involved in the incident;
- Notify parents or legal guardians of children involved in the incident;
- Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Prohibited Practices

- The Preschool Program does not employ any of the following disciplinary procedures:
- Harsh or abusive tone of voice with children
- Making threats or derogatory remarks toward children
- Physical punishment, including spanking, hitting, shaking, and/or grabbing
- Any punishment that would humiliate, frighten, and/or subject a child to neglect.
- Withholding and/or threatening to withhold food as a form of discipline.

Snacks/Foods and Nutrition

Attitudes about food develop early in life. The food children eat impacts their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and the cultures of others, and to help them begin to appreciate that their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

Children are offered a snack at a regularly scheduled time. Snacks will consist of either a fresh fruit, vegetable, grain, or protein. A snack menu is available to families in the monthly newsletters. All menus are kept on file for

review by a program consultant. The preschool serves a variety of nutritional snacks, and, unless there are specific concerns about a child's sensitivities to a particular food item, encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Staff discards any foods with expired dates. Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration are kept cold until served.

The Preschool Program will take reasonable steps to protect children with food allergies from contact with the problem food(s). With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Due to the severity of food allergies we have in our preschool classrooms, we cannot allow any food to be brought into the classroom. We appreciate your cooperation in providing a safe and healthy environment for all children.



High risk foods (those with greater risk for choking incidents) are not served; for children younger than four years, these include: hot dogs that are whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, and chunks of raw carrots or meat larger than can be swallowed whole.

Clean, sanitary drinking water is made available to children throughout the day.

For each child with special health care needs, food allergies, and/or special nutrition needs, the child's health care provider should provide the Preschool Program with an individualized care plan prepared in consultation with family members and specialists involved in the child's care. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

Water Play

When a water play table is present in the classroom for the children to stand and play with their hands in the water, the following procedures will be followed:

- Children with sores on their hands are not allowed to participate with others in the water play.
- Children are not allowed to drink the water in the water table.
- When the activity is complete, the water table is drained, sanitized, and refilled with fresh water before a new group of children come to participate.
- Outdoor water play is limited to tubs and buckets or containers, as well as the water table.
- Staff supervise all children by sight and sound during such water activities

Outdoor Learning

When the Child Care Weather Watch guidelines indicate that weather, air quality, and environmental safety conditions permit, children in the Preschool Program have daily opportunities for outdoor play. This allows children the opportunity to develop their large muscle skills, get exercise and be active. Sometimes we spend longer getting bundled up than we spend outside!

When it is not possible to go outside, children are given the opportunity to use indoor equipment (e.g., tumbling mats) for play activities similar to those they would do outside; staff supervise children at the same level as would be applied if they were using outdoor equipment.

So children may play comfortably outside, families should make sure to dress them according to the weather. When it is cold, outside children need a warm coat, mittens or gloves, and a hat (please label all items with your child's name). For warmer days, dressing your child lightly is just as important. For those in-between days, dressing your child in layers is a practical idea.

There are shaded areas on the playground where children may play and be active. We encourage you to bring a hat and/or other appropriate outdoor clothing for your child to wear as a protection from the sun. It is expected that parents/guardians apply sunscreen and/or insect repellent before the preschool session. If medically necessary, parents may provide written permission for Preschool Program personnel to apply parent-provided sunscreen and/or insect repellent.

Clothing

The District's goal is to create an educational environment that 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 rubber-soled, closed-toe shoes. The district may establish additional student attire requirements when necessary to ensure safety and/or allow for reasonable variation for participation in activities such as swimming.

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur.

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.

All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

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

Toilet Learning

Restroom facilities are available for the students as needed. Occasional accidents happen and are not a problem.

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering is only done in the designated diaper area (i.e., the bathroom adjacent to the classroom with a fold-down changing table). Food handling is not permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
 - Clothes that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and

especially not for any object involved with food or feeding.

- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.
 - Diapering and gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
3. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

Arrival and Departure of Children

Students are expected to arrive and depart at the designated beginning and ending times for their classroom. Children should be secured in appropriate safety car seats when arriving and departing from the preschool.

Arrival: Arrival times are supervised by Preschool Program staff. When arriving after the designated times, parents will check in at the office.

Departure: At the end of each session, Preschool Program staff will begin assisting students with dismissal. This includes packing bags and putting on seasonal outerwear. We ask for your assistance in picking up your child on time. This supports the teachers in their efforts to prepare for the next session and their lunch break schedule.

For students arriving by private vehicle: When bringing your child to school, please park in the parking lot and turn off the engine. Please hold your child's hand as you walk to the building to decrease the possibility of an accident. Parents or legal guardians must either accompany children to the Preschool Program's designated arrival location at the beginning of the day or leave their child in the care of one of the teaching staff. No child will be permitted to leave the building without an adult.

For students arriving by bus: Preschool Program staff go to school buses as they arrive to greet and assist students off the bus. At dismissal, staff accompany and assist students onto their buses. All students will use appropriate bus vests, seat belts, and/or restraint systems.

When children have arrived, staff walk children to the classroom where teachers record attendance for the day. Each time children transition from one location to another during the day (e.g., from classroom to outdoor areas,) the teacher will count the children when leaving one area and when arriving at another.

Other than parents and legal guardians, only persons with prior written authorization provided in the Parent Consent Form may pick up children from the Preschool Program. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before staff will release a child to them.

In the interest of student safety, parents/guardians/authorized individuals are requested to report directly to the Preschool Program office when picking up their child. Likewise, when a student returns to the building following an absence during the school day, the adult should stop in the office and sign the child in. When picking up a child from the Preschool Program, please go to the designated pick-up location.

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.

Birthday Celebrations

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

Field Trips

Field trips to off-site locations can be important learning opportunities. Parents are informed of field trips in advance and asked to complete permission slips; students will not be allowed to attend field trips without parental permission.

While on field trips, students are guests of the location being visited and should be on their best behavior. District policies, rules, and regulations continue to apply to students while they are on field trips.

Adult family members are asked to volunteer to attend field trips to provide increased supervision. Any parent who wishes to attend must complete the district's volunteer process, which includes a background



check, prior to being approved to attend the trips. To allow for processing, parents should complete the volunteer application process at least two weeks prior to the field trip. The district may deny participation in the field trip due to the results of a background check. More information about the volunteer process is available on the district website.

District-provided buses are used for field trips. During field trips, all children wear identifying information that includes the Preschool Program name and phone number. Staff take a first aid kit, emergency contact information, and emergency transport authorization information for children on all trips. Children are frequently counted while on a field trip. Children may only use public restrooms on field trips if they are accompanied by a staff member. Children are never left alone in vehicles or without adult supervision on field trips.

Attendance

Students who are enrolled in the Preschool Program are expected to be punctual in arrival and departure and to be in school for their full sessions. Students should avoid absences that aren't necessary for health reasons or appointments that must take place during preschool hours. Irregular attendance interferes with your child's learning and progress and often causes teachers to spend class time repeating information and making adjustments for students who have been absent.

Under Iowa law, "[a] child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program." The Preschool Program reserves the right to review attendance of students.

If your child will be absent, please call the Preschool Program office with the reason for the absence no later than 8:30 a.m. (if your child is in the morning session) and no later than 12:00 p.m. (if your child is in the afternoon session).

Water Bottles

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

Objects from Home

Because the Preschool Program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment"

item from home, we ask that it is small enough to fit inside his/her backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

Ethics and Confidentiality

Staff members follow an important code of ethics that guides their involvement with children and families. A key component of this code is responding to the needs of students while protecting the confidentiality of information concerning children and families. One way our staff does this is by refraining from talking about children in their presence unless the child being discussed is part of the conversation; our staff also refrains from labeling children negatively or positively. District employees do not share information about any particular child with another child's parent. Additionally, the Preschool Program continually strives to model qualities like patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children and other adults.

Parents are asked to direct any questions about the Preschool Program to the relevant teacher and not the classroom paraprofessional(s), as the classroom teacher is ultimately responsible for each student's programming.

Family Involvement

General Information

The District's Preschool Program encourages families to be very involved in their child's education, including by observing their children during the day (in keeping with District procedures) and meeting with staff as needed.

Teachers and administrators use a variety of formal and informal ways to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and communication, and aspects of their socioeconomic, linguistic, racial, religious, and cultural backgrounds that they wish to share. A variety of surveys and home visits provide opportunities for families to share this information.

Additionally, staff communicate with families about children's activities and developmental milestones at least once a month. Family-teacher conferences are held in the fall and spring semesters; they may also take place at additional times if parents and/or the teacher request them.

The Preschool Program values spending time and developing relationships with the families of the students they serve. As teachers learn more about their students from the students' families, they can establish more customized goals for each child's growth and development. Families are encouraged to share any

concerns, preferences, and/or questions with Preschool Program teachers and/or administrators at any time.

The Preschool Program invites families to become involved in ways including:

- Supporting the child's daily transition to school by sharing information about the child's interests and abilities with Preschool Program teachers and/or administrators.
- Keeping the child's teacher informed of changes and events that might affect the child so the teacher may better respond to the child's needs.
- Attending family meetings.
- Promptly returning all forms, questionnaires, and other Preschool Program documentation.
- Attending family-teacher conferences in the fall and spring semesters.
- Checking the child's backpack each day for items sent home by the Program.
- Participating in field trip activities.
- Sharing talents in the child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, information about a profession, and/or travel artifacts.
- Sharing familial cultural traditions, celebrations, and/or customs.
- Reading all material sent home with the child.
- Arranging a time to visit the child's class for play and engagement.
- Helping with special events, such as by preparing materials at home, making telephone calls, preparing or posting flyers, recruiting volunteers, collecting donations or prizes, running errands, and/or setting up and tearing down event equipment.
- Serving on the Preschool Advisory Committee.

To ensure equity for all people, it is the District's policy not to discriminate on the basis of race, color, gender, national origin, creed, sexual orientation, gender identity, age, religion, marital status, socioeconomic status, as well as individual abilities and/or 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.

To the extent possible, the District provides opportunities for meaningful participation to the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in the family's preferred language.

The District believes families should be supported in making decisions about services their children may need. To that end, Preschool Program staff may provide information to families about available community resources, as requested.

Home Visits

Preschool Program staff make home visits to their students prior to the first preschool day. These visits are in accordance with the Iowa Quality Preschool Program Standards and Statewide Voluntary Preschool Grant funding guidelines.

Home visits are an opportunity for teachers to get to know students and their families and to begin creating a partnership between home and school to best meet the child's needs. These visits are a great time for families to share what makes them unique, how they prefer to communicate with the teacher, and information about the child's interests, approaches to learning, and developmental needs. Parents are encouraged to share preferences, concerns, and questions during the home visit and/or at other times throughout the year with the classroom teacher and/or the administrator.

Family-Teacher Conferences

Formal family-teacher conferences are held in the fall and spring. During these conferences, teachers share results of classroom assessments and samples of the child's work. Together, parents and teachers make a plan to support the child's growth and development.

Transitions

Home-school connections are crucial to the child's transition to kindergarten or any other program, such as special education. Making a change from one program to another can sometimes be difficult for a young child, whether the transition is within the same building or in another location. The child's family provides consistency and continuity for a young child to be successful. Preschool Program staff will partner with the family to make the transition as smooth as possible.

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 Preschool Program principal with a copy of a court order, decree, or other documentation supporting the action requested.

Parent Visitors

Where allowed by law, parents are welcome to visit their child's classroom except during the first and last weeks of school. A call/note to the teacher at least twenty-four hours in advance of the visit is appreciated. Teachers are not able to conference with parents when class is in session.

All visitors must report to the office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor's badge. Parents should keep visits to thirty minutes in order to not interfere with instructional time. Visitors are not permitted to attend recess.

Volunteers

Parents, friends, grandparents and other adults are encouraged to take an active part in the educational process of the children. The District welcomes and appreciates our volunteers!

Any parent or community member wishing to volunteer in the building, participate or chaperone a field trip or class parties dance will be asked to complete the volunteer forms, which are available on the district website. Volunteers are subject to a criminal background check and the district reserves the right to restrict volunteers as a result of that check. It is not feasible to process a background check on the same day as the event. If there is any interest in volunteering during the year, please fill out the volunteer forms at the beginning of the year to assure prompt processing.

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 page of the District website](#) for more information.

Preschool Advisory Committee

The Preschool Program's advisory committee is composed of parents, District staff, and other community members interested in the Preschool Program. This group meets periodically to provide feedback on services that meet children and family needs. They also serve as a sounding board for new ideas and services. Please let Preschool Program teachers know if you are interested in being part of the Preschool Advisory Committee.

Grievance Policy

Open and honest communication between families and the Preschool Program is essential so families are confident their children are cared for and having a quality experience. Parents are encouraged to reach out their child's teacher with concerns about their children and to Preschool Principal, Sheila Schmidt, with concerns about the Program or policy in general. Principal Schmitt can be reached at 515-965-9620.

Parents are welcome to contact the District's Director of Student Services at 515-965-9600 if concerns cannot be resolved at the program level.

Health and Safety

Health and Immunization

Before entering the Preschool Program, parents must submit health records showing the child is current for routine screening tests and immunizations required on the schedule recommended and published by the American Academy of Pediatrics. Iowa Immunization Law requires parents to vaccinate children against diphtheria, tetanus, pertussis, polio, measles, rubella, Hepatitis B, and varicella (chickenpox) as a condition of enrollment in any school in Iowa, including home school and dual-enrolled students. Parents must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parent's responsibility to see that this certificate of immunizations is completed and signed.

When a child is overdue for any routine health services, parents will need to provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program. Students who have not provided a certificate with at least one set of all required immunizations to the school nurse will not be allowed to start on the first day of school. If a complete record of all immunizations required is not provided by the first day of school, the student will need an Iowa Department Public Health Provisional Certificate of Enrollment. This certificate will expire in 60 days, so you must

have your child completely immunized during this time. Once the 60 days has expired, your child will be excluded from school until the immunizations are completed.

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

A religious exemption is available; more information is available in Board Policy 504.10.

Vision and Hearing Screenings

The Preschool Program organizes two screenings annually: the Heartland Area Education Agency completes hearing screenings and a vision screening is completed in collaboration with the Lion's Club. Preschool program staff will notify parents only if there is a concern regarding the screening results. Please notify the school nurse if you do not want your child to participate in these screenings.



Health and Safety Records

The District maintains health and safety information collected from families in health files in the nurse's office. The file contents are confidential but are available to administrators or teaching staff who have consent from a parent to access records, to the child's parent, and to regulatory authorities, upon request.

Child health and safety records include:

- Current information about any health insurance coverage required for treatment in an emergency;
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child, that is kept up to date by a specified method during the year;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);

- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support); and
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. The staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines

The District adheres to the following guidelines to ensure the health and safety of students and staff in the Preschool Program:

- All staff must be alert to the health of each child, known allergies, and/or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Illness Policy and Exclusion of Sick Children

For the health and safety of all children, the Preschool Program requires that children with any of the following symptoms during the night not be admitted to school in the morning:

- fever greater than 100 degrees Fahrenheit (F)
- vomiting
- diarrhea
- pink eyes with drainage

- cough with congestion and excessive nasal discharge

An ill child may return to preschool when the child meets the following:

- Has been fever-free for 24 hours (without the aid of medications)
- For chicken pox: one week from onset has passed (or lesions are crusted)
- For strep: 24 hours have passed from initial medication
- For vomiting/diarrhea: 24 hours have passed from the last episode (without the aid of medications)
- For conjunctivitis: 24 hours have passed from the initial medication (or without drainage)

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when: (1) a child is not able to participate comfortably; (2) the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; and/or (3) keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents and/or authorized emergency contacts will be notified to pick up the child. Parents should ensure that the Preschool Program has current, accurate phone numbers for authorized contacts and the child's pediatrician. While waiting to be picked up, the Preschool Program will provide the child with a place to rest until the designated person arrives. If the child is suspected of having a contagious disease, the child will be located where other children and staff will not be exposed until pick up.

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.

The 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.

Reporting Communicable Diseases

Preschool Program staff provide information to families about unusual levels and/or types of communicable diseases to which their children may have been exposed. They also provide information about signs and symptoms of the relevant disease(s), mode(s) of transmission, period(s) of communicability, and control measures the Program is implementing and that families should implement at home. The Program has cooperative arrangements with local health authorities and collaborates with those authorities at least annually to ensure its practices and health information on communicable diseases is current.

Medication Policies and Procedures

The District will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the

child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication.

Instructions for the dose, time, method to be used, and duration of administration will be provided to the teaching staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant container that is locked and prevents spillage.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Child Protection Policies

The health and well being of every child in the Preschool Program is of utmost importance. Potential volunteers and applicants for temporary or permanent employment in a Preschool Program positions that involves direct interaction and/or the opportunity for interaction with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. Additionally, in alignment with state law, District policy and internal procedures establish requirements for staff to be trained and report all suspected incidents of child abuse and neglect.

The District does not tolerate employees physically or sexually abusing and/or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal or another employee. Staff who witness abuse by another staff member are obligated by policy to make a written report of the abuse including the incident, other witnesses, date, time and signature. The report should be directed to the principal. 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 requires the school district to designate an independent investigator to look into the allegations. The District has designated Jessica

Dirks, Chief Officer of Legal Affairs & Strategic Initiatives (515-965-9600, jessica.dirks@ankenyschools.org) as this investigator, a position known as the Level I investigator.

Cleaning and Sanitization

The Preschool Program facility is kept in a clean and sanitary condition. When a spill occurs, the area of the facility where the spill is located is cordoned off while the area is cleaned.

Toys and classroom surfaces that have been placed in a child's mouth and/or that are otherwise contaminated by body secretion or excretion will be removed immediately, cleaned with soap and water, and disinfected. Toys and surfaces will be disinfected at least daily. Routine cleaning follows the Cleaning and Sanitation Frequency Table of the QPPS manual.

Staff are trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and other information about the use of chemical agents required by the US Occupational Safety and Health Administration. Facility cleaning that requires potentially-hazardous chemicals is scheduled for when children are not present to minimize exposure. Staff follow the manufacturer's label when using any cleaning product and use nontoxic substances whenever possible.

Hand Washing Practices

Frequent hand washing is key to preventing the spread of infectious diseases.

Teachers show children how to wash their hands effectively, and posters of children using proper hand washing procedures are placed by sinks. The Preschool Program follows these practices regarding hand washing:



- Staff members and children are taught hand-washing procedures and are periodically monitored.
- Hand washing at specific moments is required by all staff, volunteers, and children.
- Staff assist children with hand washing as needed.

Children and adults wash their hands:

- upon arrival for the day;

- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood, and/or vomit);
- before snacks and when preparing or serving food
- after playing in water that is shared by two or more people; and
- after handling pets and other animals or materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.

Adults also wash their hands

- before and after feeding a child;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Wearing gloves is required when handling blood or body fluids that might contain blood. In other situations, wearing gloves is an optional supplement - but not a substitute - for hand-washing.

First Aid Kit

First aid kit(s) are located in the Preschool Program building. They are not accessible to children, but are readily available for adult use. They are fully equipped according to guidance from Healthy Child Care Iowa. The contents are inspected monthly so missing and/or exhausted supplies can be replaced. The first aid kit(s) are taken to the outdoor play areas and on field trips and outings away from the site.

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.

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."

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.

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.

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:

- Student name
- Medication name
- Directions for use of medication, including dosage
- Time(s) of and duration for administration of the medication
- Name, phone number and address of the pharmacy (if applicable)
- Date of the prescription (if applicable)
- Name of the prescribing physician (if applicable)
- Potential side effects
- Emergency phone number for parents or caregivers
- 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.

Access to Buildings

The Preschool Program is committed to promoting wellness and safeguarding the health and safety of children and adults. In order to provide a safe and secure environment

for every child and adult in the Program, staff following the guidelines required by the Iowa Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Safety and security of students is a top priority. Security experts recommend limiting access to students during school hours as an important strategy in protecting students. For that reason, District facilities lock all exterior doors during school hours and use a video phone doorbell system to buzz visitors into the building through a single secure point of access.

To balance safety with instruction and partnership with families, parents are asked to notify the Preschool Program ahead of time when they will visit the school. This expedites the identification process and helps staff efficiently buzz in and process parents.

A phone call to the building office and/or a note sent with the student are good ways to provide notice of a planned visit with the Program. Upon entry, visitors (including parents) should (1) check in through the front office, (2) provide a government-issued photo ID for scanning; and (3) receive a printed ID badge to wear during their visit. The visitor check-in process is generally very quick and efficient and is critical to District efforts to ensure there is not inappropriate access to students.

Fire Safety

Fire extinguishers with tags indicating service date(s) are available in Preschool Program classrooms. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

Emergency Drills

Periodically the Preschool Program will hold emergency drills as required by law. At the beginning of each term, 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.

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.

Inclement Weather

The Preschool Program is closed when Ankeny Community School District is closed. In the event of a late start, there will be no morning preschool. If there is an early dismissal, there will be no afternoon preschool. Please refer to the district website, the district's notification system, and television stations for information.

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.

Classroom Animals and Pets

Student health and safety, as well as building cleanliness, are put at risk when animals accompany their owners into

the school. Therefore, with the exception of service animals and curriculum-related presentations, pets - on or off-leash - are not allowed in the school and/or on school grounds.

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.

Protection from Hazards and Environmental Health

Program staff prioritize protecting children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

The Preschool Program's building has been tested for lead, radon, radiation, asbestos, fiberglass and other hazards that could impact children's health. Custodial staff maintain the building's heating, cooling and ventilation systems in compliance with national standards for facility use by children.

The District maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

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.

Smoke-Free Facility

District facilities are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the preschool classroom building to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or within sight of any children.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on school grounds. At no time will children be released to a person under the influence of alcohol or drugs.

District Information

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located

and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the district office by contacting the Director of 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:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint as engaging in the appropriate behavior (“Respondent”) to provide a written statement;
- A request for witness(e)s identified during the course of the investigation to provide a written statement(s);
- 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:

- The parent provides the district with notice of this intent in the manner prescribed by law;
- The attendance center in which the parent wishes to enroll the student has sufficient classroom space;
- 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
- 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.

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:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- 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
- 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
- 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, 406 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.

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:

- 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;
- 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;
- 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
- 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, should change during the school year, the parent or guardian must notify the school district. Please contact the district registrar to ensure that the school district has a current student record.

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

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.

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.

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.

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:

- 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.
- 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
- 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.

- 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.
- 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:

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

was enrolled in an educational agency or institution)

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

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:

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

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.

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.

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.

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.

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:

- The driver is in charge of the bus and the vehicle. Bus riders are expected to follow directions from the driver.
- Students riding on buses with lap/shoulder seat belts must wear those safety devices while on the bus.
- 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.

- Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
- Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
- Aisles must be kept cleared at all times, and when students enter or exit the bus.
- All bus riders shall be received and discharged through the right front door. The emergency door is for emergencies only.
- The driver may assign a bus rider a seat.
- Bus riders must remain in their seats at all times.
- Bus riders are expected to follow the driver's directions.
- A three foot classroom voice shall be observed.
- Bus riders are not to eat or drink on route buses.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
- Bus riders shall keep feet off the seats.
- Bus riders shall refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
- Bus riders will use appropriate language and behavior at all times.
- 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.
- 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.
- Once the bus rider boards the bus the only place s/he can exit the bus is at the designated drop off point.
- Bus riders may use electronic devices while on the bus so long as they do not disturb the safety, order, and rights of others.
- Bus riders will refrain from bullying and harassment.
- Bus riders will display safe and orderly behavior at all times.
- Bus riders will follow all School Board policies.
- 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.

- Students must ride their designated bus route to and from school. Parents may not request that their children ride alternate bus routes.
- 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:

- **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.
- **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.
- **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.
- **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.



ANKENY
COMMUNITY SCHOOL DISTRICT

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