

# Welcome to ANAMOSA MIDDLE SCHOOL

2020-21 Student Handbook



## Mission

It is the mission of Anamosa Middle School to ensure high levels of learning for each student. We will instill the foundation needed for success in post-secondary learning and life experiences.

## Vision

Lead, Engage, Grow

## Collective Commitments

- We will provide a safe environment.
- We will create a classroom environment that models a love for learning.
- We will model kindness, understanding, positive leadership, integrity, and respect.
- We will use and share effective teaching strategies with teams and in our classrooms.
- We will reflect on our teaching, making the necessary adjustments, so all students can learn.
- We will commit to educating the whole child by promoting academic and social-emotional growth.
- We will set high expectations, holding students accountable for learning and expecting all students to do their personal best by being in control of their own education.

## Goals

Welcome to Anamosa Middle School. Our goal is to provide the highest quality educational program possible. We believe that your positive attitude and good work ethic will contribute to the success you attain while attending AMS. Make the most of your opportunities at AMS.

This handbook is prepared for you, the Anamosa Middle School student, and your parents/guardians. It contains information about our school's organization and general regulations, especially those which occur most frequently. It will acquaint you with middle school practices. However, it is not possible to include all aspects of the school day. Various situations arise from time to time that will be addressed on an individual basis and/or by referencing Anamosa Community School District Board of Education policies.

Graphics/Charts p. 2

General Information p. 5

Commonly referenced Board Policies p. 11

# AMS STAFF 2020/2021 (as of 5/7/20)

## 5TH GRADE

Ms. Allmandinger
Ms. Axtell
Mrs. Ginn
Mr. Lasack

## 6TH GRADE

Mr. Shaffer
Mrs. Millsap
Mrs. Rickels
Mrs. Wehring

BLUE TEAM	7TH & 8TH GRADE	WHITE TEAM
Mrs. Westergaard Science	Mr. Abrams Language Arts	
Ms. Meister Language Arts	Mrs. Roosa Science	
Mr. Michels Social Studies	Mr. Shindelar Social Studies	
Ms. Zumbach Math	Ms. Shere Math	

## EXPLORATORIES

Mrs. Chrisman Vocal Music
Mrs. DeGroot Computer Science
Mr. Ditch PE
Mr. Hovey Band
Ms. Nosbisch PE
Mrs. O'Brien Cons Ed/Health
Mr. Timp 6-8 Ind Tech
Mr. Wagner Art

## OFFICE STAFF

Mr. Gronemeyer Assistant Principal
Mrs. Hora Principal's Secretary
Mrs. Jess Nurse
Mrs. Stumma Health Secretary
Mrs. Vaughn Principal
Ms. Vsetecka School Counselor

## PARAEDUCATORS

Mrs. Wacker Paraeducator
Mrs. Lehrman Paraeducator
Mrs. Franksen Paraeducator
Mrs. Elliot Paraeducator
Mrs. Stolte Paraeducator
Mrs. Collier Paraeducator
Mrs. Tallman Paraeducator

## OTHER CERTIFIED

Mrs. Kennedy Reading Specialist
Ms. Lawrence Instructional Coach
Mr. Maher SpEd (Behavior)
Mrs. Mineart Reading Specialist
Mrs. Neuenschwander SpEd 5/6 (Level I)
Mrs. Rice ELP
Mrs. Viner SpEd 7/8 (Level I)

## LIBRARY

Library Para
Mrs. Kane Media Specialist

## MAINTENANCE

Mrs. Rasmusson Housekeeping (am)
Ms. Weber Housekeeping (pm)

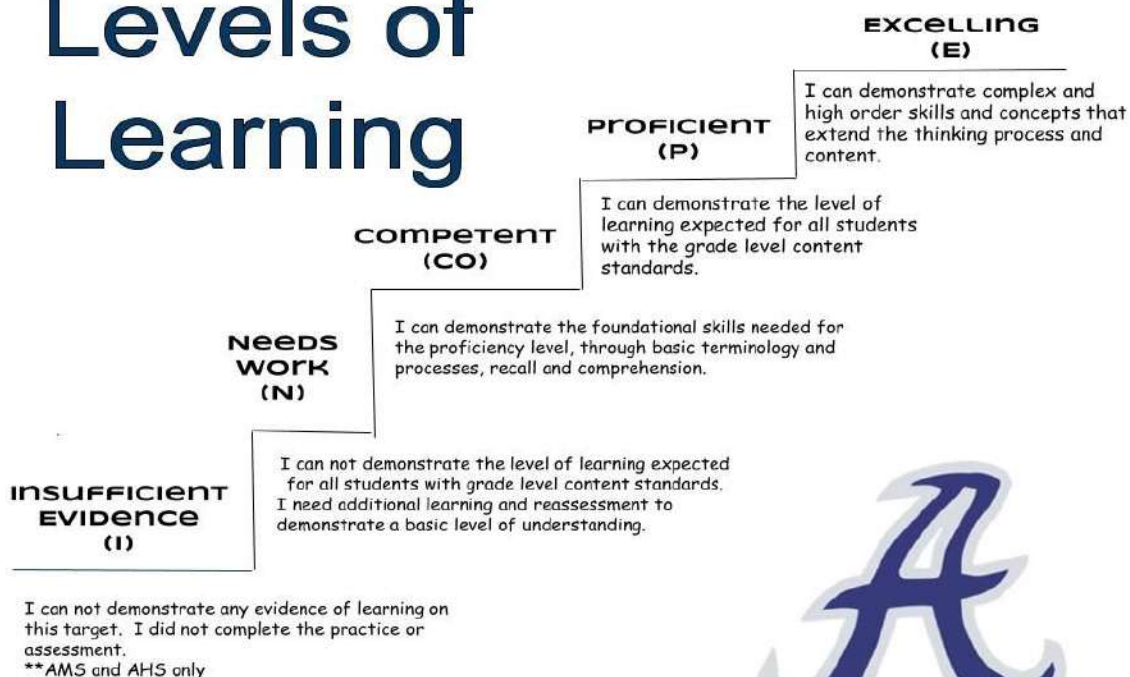
## NUTRITION

Mrs. Garrett Cook's Helper
Mrs. Hoyt Manager
Mrs. Ortiz Cook
Mrs. Primrose Cook
Mrs. Seeley Director

## OTHER Shared STAFF

Mrs. McLaughlin School Liason Officer
Ms. Grippio K-12 Counselor
Adam Prister School Social Worker





# Levels of Learning



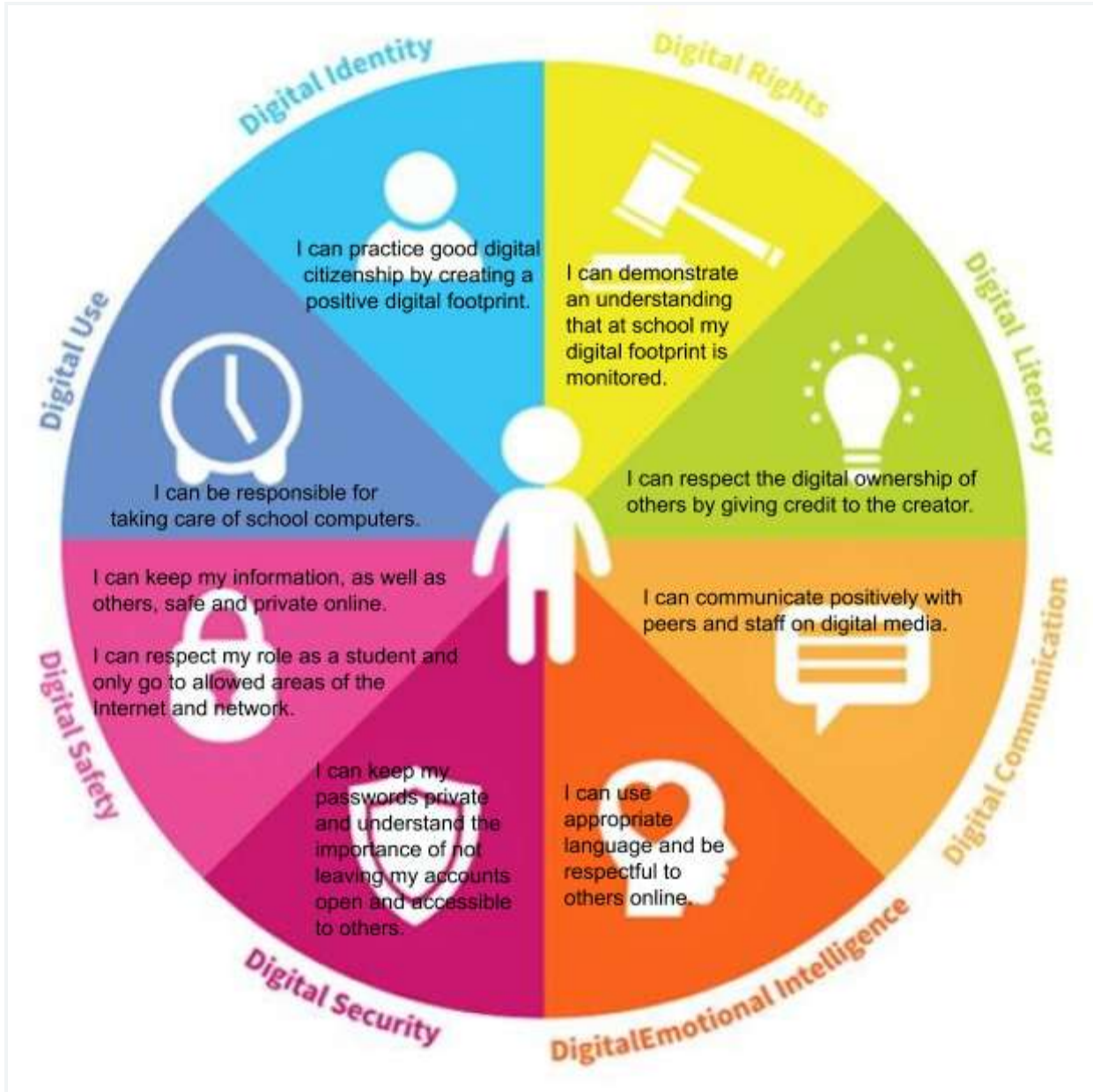
Revised March 2018

Technology Violations	
Not Severe	Severe
Email, Instant Messaging, Internet surfing, Computer games (off-task behavior)  Cutting and pasting without citing sources (Plagiarism)  Missing case  Deleting browser history	Cyber-bullying  Damaging, defacing, or endangering laptop or accessories  Using profanity, obscenity, racist terms  Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network  Using another person's account without permission  Using electronic resources in a manner that serves to disrupt the work of others or self  Unauthorized downloading or installing software  Attempts to defeat or bypass the District's security filters  Events from not severe that are repeated

PBIS MATRIX FOR COMMON AREAS

The REAL Raider Way					
	Commons	School Grounds	Hallway/Lockers	Bathroom	Digital Citizenship
<b>R</b> <b>Respectful</b> 	<i>A</i> Find and sit at a table <i>A</i> Wait at table until dismissed <i>A</i> Keep all food in the commons	<i>A</i> Keep hands, feet, and other objects to myself <i>A</i> Use crosswalks and other safety markings <i>A</i> Walk bikes and scooters <i>A</i> Use the designated bike rack	<i>A</i> Use appropriate language <i>A</i> Close my locker quietly <i>A</i> Use only my own locker	<i>A</i> Remain quiet <i>A</i> Use my manners <i>A</i> Respect others' privacy <i>A</i> Return to class immediately	<i>A</i> Keep hands off others' devices <i>A</i> Protect from spills and damage and keep device clean <i>A</i> Report technical issues immediately
<b>E</b> <b>Engaged</b> 	<i>A</i> Eat more and talk less <i>A</i> Stay seated <i>A</i> Get it, eat it, clean it	<i>A</i> Be aware of surroundings <i>A</i> Watch out for strangers	<i>A</i> Move quickly and quietly <i>A</i> Use a quiet voice <i>A</i> Get necessary materials	<i>A</i> Use soap, water, and toilet paper as intended <i>A</i> Wash my hands <i>A</i> Keep my hands and feet to myself	<i>A</i> Attend to teacher when cued <i>A</i> Use technology as assigned <i>A</i> Close lid when not in use or directed
<b>A</b> <b>Accountable</b> 	<i>A</i> Follow directions of any adult <i>A</i> Raise your hand for help	<i>A</i> Dispose of trash properly <i>A</i> Make use of sidewalks <i>A</i> Walk to and from the building	<i>A</i> Keep locker clean <i>A</i> Walk on the right side of the hallway <i>A</i> Keep my combination to myself <i>A</i> Keep my phone in my locker	<i>A</i> Keep the environment clean <i>A</i> Report problems to an adult	<i>A</i> Use two hands when carrying the devices <i>A</i> Keep Chromebook in the zipped case <i>A</i> Keep my personal information private
<b>L</b> <b>Leader</b> 	<i>A</i> Use school appropriate language <i>A</i> Leave no trace <i>A</i> Maintain self-control	<i>A</i> Use appropriate language in tone, words, and volume <i>A</i> Encourage others to follow expectations	<i>A</i> Keep the hallway clean <i>A</i> Make sure my locker door closes	<i>A</i> Flush the toilet <i>A</i> Clean up after myself	<i>A</i> Speak nicely and give constructive feedback <i>A</i> Understand negative use and/or cyberbullying will not be tolerated <i>A</i> Report any negative technology use

## RESPONSIBLE USE PRACTICES



Adapted from "Digital Intelligence (DQ)." DQ Institute, [www.dqinstitute.org/](http://www.dqinstitute.org/).

### RAIDER FIGHT SONG

Oh when the big blue Raiders fall in line; we're gonna score a touchdown every time  
We're gonna yell, yell, yell for our old high ; and for our alma mater sing our praises high  
And we will go, go, go for another score; and we will cheer them, cheer them all the more  
For we're the Raiders of the blue 'n white, blue 'n white; fight, fight, fight!

Yeah blue, Yeah white  
Yeah team, Let's fight  
Yeah blue, Yeah white  
Yeah team, Let's fight

## JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it.

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## ADMINISTRATION OF MEDICATION

All medication to be given at school requires authorization by the parent/guardian. Prescription medication must be provided in the original containers with the child's name for whom the medication is intended. Pharmacy label must include pharmacy name, child's name, prescriber name, dose, route and frequency of medication to be given.

Over the counter (OTC) medications such as Tylenol 325 mg-650 mg or Ibuprofen 200mg-400mg will be provided and may be given once a week as needed with parent/guardian permission. Dosage is given by weight at the elementary level. When a child requires a higher or more frequent dosing, the parent/guardian must provide written permission and the child's own supply in the original bottle. All medications are kept in a locked location. However, with written parent/guardian and prescriber permission a child may carry their own emergency medication such as an epipen, glucose pen/tabs or inhaler etc. All medications must be administered by a qualified school personnel. A written record will be kept of any medication(s) given at school. This record will include the child's name, medication name, dose, route and time as well as the qualified school personnel's signature and initials. If a scheduled medication was not given the staff member will log why (early out; absent, etc.)

## ADMINISTRATIVE DISCRETION

The administration reserves the right to use discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.

## ADVERSE WEATHER & DELAYS

Whenever it is necessary to call off school because of severe weather or impassable roads, you can be notified through our automated system. If using Media, the stations utilized for these announcements are: WMT AM 600; KCCK AM 106.9 or FM 88.3; KHAK AM 1360 or FM 98.1; KRNA FM 94.1; or KCRG TV Channel 9, KWWL TV Channel 7, and KGAN TV Channel 2. We strongly recommend that families sign up for our district automated announcement system by logging on to Infinite Campus and checking *Emergency* and *General* for message preferences. You will receive a text or e-mail alerting you to changes in the school schedule. Working parents should develop an emergency plan for early dismissals, discuss it with their child(ren).

## ANAMOSA COMMUNITY BULLYING PREVENTION EXPECTATIONS (Olweus Bullying Prevention Program)

- 1) We will not bully others.
- 2) We will try to help others who are bullied.
- 3) We will try to include others who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult in the community, an adult at home, and an adult at school.

### ARRIVAL TIME

You need to arrive at school early enough to allow time to go to your locker, take care of office duties, and be in the classroom before the bell rings at 8:10. Students arriving very early and before supervision begins create an unsafe environment. Please remember to dress appropriately for weather conditions as students may be standing outside until 8:00.

### ATTENDANCE/ILLNESS

If you have a fever or are vomiting, you should not come to school. When school is missed because of illness, a call to the school should be made by your parent/guardian to notify the staff that you will not be in school along with the reason. If a call is not received, the health secretary will attempt to reach your parent by phone. You will be unexcused until a call or note, excusing you, is received. Please refer to Board Policy 501.02 at the end of this handbook.

If you become ill or injured at school, your parents / guardians will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. An emergency medical form providing necessary information to be used in case of an injury or illness needs to be completed annually and updated as necessary in Infinite Campus.

You will be allowed to leave school grounds during school hours only with authorization from your parents / guardians or other persons listed on your emergency information. If you leave the school during the day, your parents / guardians should come into the office to have you released into their care. In this manner, the school is able to help control unwanted visitors to the school campus.

### BICYCLES & SKATEBOARDS

Because of the potential of accidents, bicycles and skateboards are to be used with extreme caution on school grounds. As you near the building, get off and walk these items. All bicycles must be kept in the bicycle racks. Please watch for buses and cars when riding on/off the school grounds. Before and after school are particularly busy traffic times.

### CELL PHONES

In an effort to support student safety before and after school, students are allowed to possess cell phones at AMS. If parents/guardians choose to send a phone with their child, students must adhere to the following rules:

1. Cell phones must be turned off and put in the student's locker during the school day (8:10-3:10).
2. Placing the phone on vibrate and texting is not considered off and is prohibited.
3. Using a cell phone to record or video tape is prohibited.

Staff members will take cell phones from students not abiding by this expectation and leave them in the office until the end of the school day. A third and subsequent problems with a cell phone will require a parent/guardian to come to school to pick up the phone. We realize that some students have a watch or other device which allows them to send/receive messages. If this is the case, it will be the student's responsibility to ensure no disruptions at school.

### DISASTER PROCEDURES

Fire, bus, tornado and other crisis response drills will be conducted in order to practice the proper safe procedures during emergency situations. Procedures for fire and tornado evacuation will be posted in each room.



## Fire Alarms

The fire alarm is a continuous tone and a flashing strobe light. When the alarm sounds, students will immediately stand and form a single line leaving through the designated exit. Walk quickly and quietly out of the building. Do not stop for coats, books, or any other materials. The first students to the door will hold it open until all students have left the building.

## Tornado Alarms

A tornado signal will be an intermittent tone via the intercom system. Students are to move quickly to the designated safe room. They will then sit on the floor and cover their heads.

## DRESS AND APPEARANCE

The pride and image of a school is reflected in the way students dress. The image of Anamosa Middle School is that of well dressed young people. Appropriate dress combines common sense and good taste in dress and grooming. Shoes must be worn at all times. You must be neat, clean, and properly attired. Unacceptable items include:

1. Clothing that is revealing in its design (halter tops, spaghetti straps, tops that reveal the belly or midriff, muscle shirts, extremely short skirts or shorts, etc.) If you find yourself constantly having to adjust your clothing, it is probably unacceptable for school wear.
2. Clothing with vulgar, sexually suggestive language and / or gestures, or stated as double meaning
3. Clothing which has alcohol, tobacco, or drug advertising
4. Caps, hats, or bandanas
5. Sunglasses
6. Gang related items
7. Chains, cords, ropes, studded jewelry, etc. that may be used as a weapon

If dressed inappropriately, students will be asked to turn shirts inside out, put on a jacket or change, etc.

## EVENT COURTESY

There are many school sponsored events that you can attend. In addition to sporting events, there are concerts, plays, field trips, and many others. For events you are expected to:

1. Be respectful and quiet during the national anthem
2. Watch the event
3. Support the performers
4. Be respectful and courteous to others
5. Demonstrate good sportsmanship
6. Be a positive reflection on families, school, and community
7. Remain seated until organized intermission
8. Applaud in recognition of what is occurring and not as a way to draw attention to yourself

Examples of inappropriate behavior at events are spitting, fighting, arguing, running around, taunting, and jeering. Offenders will be warned and if inappropriate conduct continues, you may be asked to leave the event.

## GUM, FOOD and DRINKS

Gum, candy, pop, coffee, energy drinks and food do disrupt the educational environment during class and are very high maintenance items in and out of the class. Only special classroom arrangements will be honored in having or consuming any of these items. For these special arrangements, students may bring store bought or bakery purchased snacks that include the nutritional label and ingredient list. Snacks served during the school day should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Please reference Wellness Policy 504.07. We encourage students to stay hydrated during the school day by drinking water. Students are welcome to carry with them clear, resealable water bottles containing only plain water.



## ITEMS NOT TO BE BROUGHT TO SCHOOL OR SCHOOL ACTIVITIES

A dangerous weapon is classified as any object, instrument, knife, gun, explosive device, chain, studded jewelry, laser pointers, etc. that could cause physical harm to a student or school employee. If you are found to be in possession of such items, you could face expulsion and civil penalties.

You should not bring items to school that would typically be disruptive to the educational environment. If there is a reason to have any device at school that can be disruptive to the educational environment, permission from administration should be requested in advance. The school is not responsible for these items.

## LEVELS OF LEARNING

At AMS, we implement standards based learning and Levels of Learning to describe where students are at in their learning process. In order to better prepare them for their future, students are encouraged to improve their demonstrated level of learning through additional practice and reassessments. There is no extra credit offered; homework is considered practice and therefore, not graded but the practice is essential to learning!

## LOCKERS

A locker will be assigned to you. Lockers remain the property of the school and are not to be used to hold illegal items. Typically, lockers will be randomly searched for drugs at least once a year. The school is not responsible for lost or stolen property. Be sure you use the lock on your locker to keep your valuables safe. Book bags are to be stored in lockers during the day, not carried with you. In order to keep a tidy looking hallway, individual decorations for your locker should be attached to the inside of the locker instead of the outside of the locker.

## MAKE UP WORK

Extended absences from school will be handled on an individual basis regarding work that needs to be done. It is your responsibility to complete the work and to follow class procedures on identifying what you missed.

## MEALS/ACCOUNTS

All students are to report to the lunchroom during their lunch period whether they eat a purchased school lunch, carry their own lunch, or choose not to eat. We do not recommend skipping lunches; you need the nutrition. Lunches delivered from carry out restaurants are not allowed. Single item purchases are available for student accounts with a positive balance or cash in hand. Due to food allergies, food should not be shared. Behavior in the lunchroom is expected to be civil and respectful. *Please reference board policy #701.7 regarding meal charges.*

Breakfast is served beginning at 7:45. We serve a "breakfast to go" so all students can have breakfast and still get to class on time.

## REAL RAIDER

Since achievement is the only factor when determining a student's level of learning, we recognize students who demonstrate expected behavior with REAL Raider recognition. REAL stands for Respectful, Engaged, Accountable, and Leader.

## RESPECT FOR PUBLIC PROPERTY / VANDALISM

You are invited to join the staff in keeping the middle school clean and undamaged. Although we allow gum chewing at AMS, we all incur the responsibility to prevent it from becoming a maintenance issue. Vandalism to school property is treated seriously and will result in discipline, fines, and / or charges filed with the police.

You are asked to take proper care of school property. Proper care of textbooks, library books, and computers and cases will prolong their use. You will be charged for books which are lost or damaged. If computer misuse is abusive or repetitive, you will be charged for costs associated with repair/replacement.

Any student willfully marking or damaging Anamosa Middle School property will be assessed the total cost for all replacement or repairs. You and your parent / guardian will be held responsible for payment of debt.

#### SCHOOL PHONE

There are phones in each classroom. The office phone may be used for personal calls that are non-emergency in nature (forgotten gym clothes, homework etc.) as long as it results in NO loss of class time. We suggest students make this kind of call over lunch unless required by a teacher at another time. If you are tardy to class because of a personal phone call, the tardy is unexcused. Do not have friends or family members call you at school.

#### STUDENT CONDUCT DISCIPLINE

Creating a positive learning environment at Anamosa Middle School is the joint responsibility of students, parents/guardians and staff. When everyone works cooperatively to prevent problems, it will help to avoid the necessity of disciplinary action. One of the most important things you learn in school are the rights you have as a member of the school. But, just as you have rights, so does everyone else at the school. This means you cannot act in a way that denies other people their rights. This is called responsibility. All students are responsible for their actions.

If you are unable to exercise appropriate responsibility, consequences need to be imposed by the school. You are expected to conduct yourself appropriately both while in school and while representing Anamosa Middle School.

Students who, in the opinion of the staff, exhibit inappropriate behavior shall be subjected to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the ability to create a safe environment. Disciplinary measures may include, but are not limited to: time out, removal from the classroom, detention, conferences, suspension, counseling, probation, and expulsion.

The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of any or all of the following: student, parent, teacher, administration, grade level team, and the child study team.

#### TARDINESS

If you arrive to class after the 8:10 bell rings, you will be marked tardy on the morning attendance. This may be excused through the normal parent communication. You are expected to get to all classes on time throughout the day. Faculty and/or administration will assign consequences for those students who demonstrate a pattern of arriving late to school or class.

#### THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

1. the background of the student, including any history of violence or prior threatening behavior
2. student's access to weapons of any kind
3. circumstances surrounding the threat
4. age of the student
5. the mental and emotional maturity of the student

6. cooperation of the student and his or her parent(s) or guardian(s) in the investigation
  7. the existence of the student's juvenile or criminal history
  8. the degree of legitimate alarm or concern in the school community created by the threat
  9. any other relevant information from any credible source
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### **BOARD POLICIES**

#### **Two points to note in addition to board policies:**

1. The Anamosa Community School District does have computer network use policies in place. Before you are allowed to use school computers, you need to have signed the computer and computer network use form.
2. You also need to be aware that the use of video cameras on, and around, school property is approved by the Board of Education. Specifically, Anamosa Middle School is equipped with a surveillance system. The Anamosa Community School District Board of Directors has authorized the use of cameras in the district school buildings and on school property. The cameras will be used to monitor student behavior in order to maintain a safe and healthy environment for students and staff. Students and parents are hereby notified that the content of the recordings may be used in disciplinary proceedings. The contents of the recording is a confidential student record and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration.

*Listed below are some of the more frequently used board policies for students/parents information.*

#### **EQUAL EDUCATIONAL OPPORTUNITY      Board Policy 102**

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent, 200 S. Garnavillo Street, Anamosa, IA 52205, 319-462-4321. The Board requires all persons, agencies, vendors, contractors, and other organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

#### **CONTINUOUS NOTICE OF NONDISCRIMINATION      Board Policy 102.E2**

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent, 200 S. Garnavillo Street, Anamosa, IA 52205, 319-462-4321.

#### **GRIEVANCE PROCEDURE      Board Policy 102.0R.1**

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Compliance Coordinator listed at the end of this policy.

Students, parents or guardians of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment. The district has policies and procedures in place to identify and

investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

**Filing a Complaint** A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *180 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

**Investigation** Within Fifteen [15] working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) 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 to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within Sixty [60] working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within five [5] working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal** The complaint is closed after the equity coordinator has issued the report, unless within ten [10] working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within thirty [30] working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within five [5] working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent or if under appeal of the board shall be final.

The decision of the superintendent or the board in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

**Appeal to Board** If the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Board of Directors within five (5) working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal. *Contact the Superintendent's Office for identification of the Compliance Officer.*

#### SECTION 504 STUDENT AND PARENTAL RIGHTS Board Policy 102.E.3

The Anamosa Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent or legal guardian, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, or the Americans with Disabilities Act (ADA), 504 should be directed to:

Superintendent

Anamosa Community Schools

319-462-4321

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, and the ADA, 504.

#### ANTI-BULLYING/HARASSMENT POLICY Board Policy 104.0

Policy: Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as

processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension 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. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student 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 substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building administrator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- Annual notification in Anamosa, Iowa newspaper

and a copy shall be made to any person at the central administrative office at 200 S. Garnavillo Street, Anamosa, Iowa 52205.

#### STUDENT ABSENCES - EXCUSED Board Policy 501.2

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. For make-up work, students have the number of days missed plus one day to get the work turned in.



(For example, five days absent equals 6 days to complete make-up work). It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who wish to participate in school-sponsored activities must attend school the day of the activity unless permission has been given by the principal for the student to be absent. Students are required to be in attendance by 11:30 a.m. in order to be eligible to participate in a co-curricular activity on a given day. If a student goes home ill from school, they are not eligible to practice or participate in shows or competitions. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### TRUANCY – UNEXCUSED ABSENCES Board Policy 501.3

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board. Unexcused absences will include, but not be limited to absences for the following reasons: 1. Truancy 2. Working (unless excused prior to absence) 3. Missing the bus or missing a ride 4. Oversleeping 5. Vehicle problems 6. Senior pictures being taken 7. Hair appointments 8. Tanning sessions 9. Needed at home (unless excused prior to absence) 10. Other avoidable absences A truant child is one of compulsory attendance age (6 – 16) who: 1. fails to attend school anywhere; 2. Accumulates 8 days of unexcused instruction per term 3. Accumulates 15 days of unexcused instruction per academic year Similarly, if a student turns sixteen prior to September 15, he or she is no longer of compulsory attendance age and may drop out or seek alternative forms of education without risk to his or her parent(s). If a student turns sixteen after September 15, he or she is compelled to attend for the remainder of that school year. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. The principal shall investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent. If after superintendent action, the student is still truant, the principal shall refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The principal or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the medication agreement and will report violations of the medication agreement to the county attorney. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

#### TRUANCY - UNEXCUSED ABSENCES REGULATION Board Policy 501.3R1

Students are required to be in attendance, pursuant to board policy, unless their absences have been excused by the principal for illness (absences for three or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence. If a student accumulates 10 unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. School work missed because of absences must be made up within number of days absent plus two class periods, not to exceed 10 days. The time allowed for make-up work may be

extended at the discretion of the classroom teacher. Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. A student who loses credit due to excessive absences is assigned to in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met. The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 7 unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival and early dismissal.

#### GOOD CONDUCT POLICY Board Policy 502.2

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule. The Board of Directors of the Anamosa Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school and district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy, or that highly disrupt the educational or extra-curricular environment. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal and/or athletic director shall maintain records of violations of Good Conduct Policy. The Board has the authority to apply a greater suspension if an infraction is of a severe nature. It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

#### SMOKING – DRINKING - DRUGS Board Policy 502.03

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, other controlled substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of previously cited substances or products shall result in being reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities. Parents will also be informed. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. The board believes the substance abuse prevention program will include:

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, nicotine, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, nicotine, drugs or alcohol; A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities; A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions; A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and, Notification to parents and students that compliance with the standards of conduct is mandatory. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### SEARCH AND SEIZURE Board Policy 502.5

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

#### SEARCH AND SEIZURE REGULATION Board Policy 502.5R

Searches, in general: Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; or, the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search

without delay. Types of Searches Personal Searches: A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order; Personally intrusive searches will require more compelling circumstances to be considered reasonable. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. While school authorities cannot conduct a strip search, a more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures. Locker and Desk Inspections Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. Automobile Searches Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

#### CONFIDENTIALITY OF STUDENT RECORDS Board Policy 506.2

Purpose: To provide for the confidentiality of student records.

Policy: The District shall be in compliance with the Family Educational Rights and Privacy Act of 1974 and all rules issued on or after June 17, 1976, to implement the Act.

Pursuant to Iowa law, the Board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

The Superintendent shall develop rules and procedures to be approved by the Board.

#### STUDENT DIRECTORY INFORMATION Board Policy 506.2E1

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs. Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's rights to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as directory information." The district has designated the following as directory information: student's name, grade level, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other

likeness, other similar information. Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home-schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

#### **USE OF DIRECTORY INFORMATION      Board Policy 506.2E2**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anamosa School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Anamosa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Anamosa School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Anamosa School District to disclose directory information from your child's education records without your prior consent, you must notify the District as part of electronic e-registration on the parent permissions page or in writing to the school office your child attends by September 15. Anamosa Community School District has designated the following information as directory information: student's name, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness.

#### **AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION      Board Policy 506.2E3**

The Anamosa Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the District Office at 200 S. Garnavillo St., Anamosa, IA 52205. This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. The school district has designated the following information as directory information: student's name, grade level, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 15 of this school year. If you desire to make such a refusal, please (pick up a form at your child's school).

#### **MULTICULTURAL AND GENDER FAIR EDUCATION      Board Policy 602.1**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, and persons with disabilities, to society. It will also reflect the wide

variety of roles open to both men and women and provide equal opportunity to both sexes. Inquiries regarding compliance with Multicultural and Gender Fair Education shall be directed to the Superintendent.

#### MEAL CHARGES Board Policy 701.7

In accordance with state and federal law, the Anamosa Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals** Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When an account reaches the \$10.00 limit, the student will not be allowed to charge a reimbursable meal. The student will be provided an alternate meal (sandwich, choice of fruit or vegetable, and milk) that will be charged to their account (\$1.50/meal) until the negative balance is paid or a repayment plan has been arranged and is being followed. When a balance is \$0.00 or below a student will not be allowed to charge additional ala carte items. Money may be added to a student's account by paying at the school office or electronically through the Infinite Campus Parent Portal. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. Employees have use of a meal account, but will not be allowed to charge meals or a la carte items. An employee must have sufficient funds or cash to make a purchase.

**Negative Account Balances** The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$10.00. Families will be notified by the district's automated calling system and/or letters sent home. Negative balances of more than \$50.00, not having an agreed upon repayment plan, not paid prior to the end of the quarter will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

**Communication of the Policy** The policy and supporting information regarding meal charges shall be provided in writing to: All households at or before the start of each school year; Students and families who transfer into the district, at time of transfer; and All staff responsible for enforcing any aspect of the policy. Records of how and when the policy and supporting information was communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

#### STUDENT CONDUCT ON SCHOOL TRANSPORTATION Board Policy 702.9

Policy: Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures. The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the designated administrator. The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations. The District, in conjunction with the Director of Transportation and Transportation Conduct Administrator will have the authority to suspend transportation privileges of the student or impose other appropriate discipline due to repeat infractions and/or the severity of an infraction. The Superintendent is informed prior to suspension of riding privileges. The parents/guardians, after notification, may request a meeting. The meeting shall include appropriate personnel, including but limited to the Director of Transportation and or the Transportation Conduct Administrator, the Superintendent and may include the building principal. The meeting shall be for the purpose of reviewing the nature

of the violation and the subsequent assigned discipline. It shall also be the purpose of the meeting to determine solutions to the problem behavior. It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

#### TOBACCO/NICOTINE\* FREE ENVIRONMENT Board Policy 905.4

Purpose: To provide guidelines for tobacco/Nicotine\* free, District campus, facilities, and vehicles.

Policy: In an effort to provide a healthy learning and working environment for employees, students and visitors; all District buildings, school grounds, property and vehicles shall be kept tobacco and nicotine\* free. No student, staff member or school visitor is permitted to use or display any Tobacco/Nicotine\* product at any time:

- In any building, facility, or vehicle owned, maintained, leased, rented or chartered
- by the district.
- On any school grounds or property owned, maintained, leased, rented or chartered
- by the district, including athletic fields, sidewalks and parking lots.
- At any school-sponsored or school-related event on-campus or off-campus.

Examples of prohibited tobacco and nicotine products include, but are not necessarily limited to, cigarettes, nicotine chew, snus, dissolvables, any simulated smoking devices such as electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Enforcement of Tobacco/Nicotine\* Free School Environment The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco and non-tobacco users. All employees on school premises share in the responsibility for adhering to and assisting in compliance with this regulation. Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine\* product in a safe manner and/or leave the school grounds and property immediately. Students who willfully violate the policy will be treated in accordance with Good Conduct Regulation and Procedure RP502.1A and/or Possession and use of Controlled Substances, Code No. 502.3. Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures. Code No.: 905.4. Visitors or community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco free school environment policy as required in Guidelines for Community Use of District Facilities, RP1004.1A. It will be their responsibility to supervise their own activities to accomplish a Tobacco/Nicotine\* free environment. Violation of this policy by the members of a group may effect adversely that group's future utilization of school grounds and property.

\*"Nicotine products" means any product containing nicotine or other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine. "Nicotine product" does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.