

# Anamosa Community Schools

## **2018-2019**

### **Strawberry Hill Elementary Parent Handbook**



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 in 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 Larry Hunt, 200 S. Garnavillo St., Anamosa, IA 52205, (319) 462-4321, [lhunt@anamosa.k12.ia.us](mailto:lhunt@anamosa.k12.ia.us).

## **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 engaging 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 provisions 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.

## Vision

Inspire - Believe - Achieve

## Mission

Preparing **EACH** student for a successful and meaningful life.

## Collective Commitments

We are committed to holding **ALL** students to high academic and behavioral expectations.

We are committed to honoring the **WHOLE** child by providing a safe, nurturing, supportive, and respectful environment and attending to each child's social and emotional needs.

We are committed to working with our students' families by addressing their needs, and making them feel welcome in our school.

We are committed to working collaboratively in developing evidence-based instructional strategies and utilizing assessment data to guide and monitor individual learning.

We are committed to acting in a professional manner with integrity and honesty and developing relationships characterized by caring and respect.

We are committed to delivering a guaranteed and viable curriculum which is challenging, rigorous, and developmentally appropriate that addresses individual student needs through differentiation.

## **STUDENT ATTENDANCE**

The school day begins at **8:20**. Students who walk or are dropped off should not arrive until **8:00**. Supervision before school does not start until that time. Regular dismissal time is **3:15** for students who are walkers or being picked up. Buses will arrive at Strawberry Hill at **3:25**. For scheduled professional development days, the early release time is **1:15** for walkers or those being picked up.

Schools are responsible for teaching your child. Regular school attendance is important to a child's academic performance. When students come to school regularly and on time, they develop a sense that school is important. When school is missed, activities such as class discussions, experiments, and demonstrations cannot be fully re-taught. We understand that there are times when it is necessary for a student to be absent. In these cases, please call the Strawberry Hill office at 462-3549 before 9:00 a.m. each day. If we have not heard from you, we will call to verify an absence.

### **Absences are recorded in the following way:**

- If a student becomes ill and leaves school before 9:00 a.m. or after 1:00 p.m., they will be recorded as absent for that half-day.
- If a student arrives late but before 9:00 a.m., they will be counted tardy.
- If a student arrives late after 9:00 a.m., they will be recorded as absent for a half day.
- If a student is picked up after 2:30 p.m., they will be counted as tardy.
- Late buses do not count as a tardy.

**Students Leaving School Early:** If it becomes necessary to pick your child up from school during the day, please call the office or send a note to the classroom teacher. For the safety of each student, teachers are not to release a student from the classroom unless they have a written note or the parent has called the office. No student will be released early to anyone other than parents, legal guardians, or emergency contacts (proper identification may be necessary) without the express written consent or phone consent from parents. **Please come to the office if you are picking your child up from school early.** We will call your child to the office. If after-school arrangements change, **please notify the office at least one hour before dismissal time.**

### **Truancy:**

The school will respond to student attendance problems in accordance with board policy 501.3. Appropriate school personnel will make an effort to resolve attendance problems by:

1. Establishing direct contact with parents or guardians.
2. Utilizing available support staff and maintain written documentation of suspected truanies.
3. Involving the school nurse when illness is used as a reason for excessive absences.
4. Informing the family in writing of the attendance issue after the **sixth** unexcused absence and/or 6 tardies (unless the administrator has knowledge of long-term health issues).
5. Consulting with other agencies that may be involved with the family and make home visits where possible.

After a student has accrued eight (8) days of unexcused absences or tardies in the same quarter or fifteen (15) unexcused absences or tardies in an academic year, the building administrator will schedule a team meeting with the principal, parent, and student. If a student has ten (10) or more days of consecutive absences or pattern of absences, a doctor's excuse may be requested. A plan for remediation will be created and the compulsory attendance laws will be reviewed with the parent(s). If absences continue and the child has missed in excess of eight (8) unexcused days/tardies in a quarter or fifteen (15) unexcused days/tardies during the school year, the school administrator will inform the parent/guardian in writing that due to lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the Jones County Attorney for further legal action.

## **STUDENT ILLNESS**

### **Emergency Notification:**

Your phone number and an emergency number will be requested at registration. It is important for the school to have accurate, up-to-date information so you can be located in case of injury or illness. Please contact the office with phone numbers and/or address changes that occur throughout the year. A full-time school nurse is available to administer medications and first-aid. Parents will be contacted in case of illness or serious injury. If your child is badly hurt and needs a physician's care immediately, we need to reach someone who can give the permission for treatment. If you cannot be reached, someone needs to be able to care for your child until you can be reached. It is important to have a local number.

### **Medications:**

If your child is to take any type of medication at school, please comply with the following:

1. Prescription medications must be in the correct pharmacy container.
2. Written permission from the parent and doctor is needed, including the time and dose to be administered.
3. Qualified school personnel will administer the medication.
4. Further questions should be directed to the school nurse.

### **Protocol for Illness:**

You can help safeguard the health of your student as well as other children in the same class by following the suggestions below:

- Keep your child home when he/she has a temperature above 100 degrees, has vomiting, diarrhea, or shows signs of other serious illness.
- Your child should stay home until they have been free from fever, vomiting, and diarrhea for 24 hours. They should be free from fever WITHOUT the use of any fever-reducers, such as Tylenol, Advil, Motrin, or generic forms of acetaminophen or ibuprofen. They should be able to keep food or drink down without vomiting for 24 hours before they return to school.
- Your student needs adequate sleep. Ten to twelve hours of sleep each night is recommended.
- Please call the elementary school if your child is sick or has a contagious illness so other students may be watched more closely. Otherwise a note should be sent to the teacher explaining the reason for each absence. Contact the school if your child is suspected or known to have a communicable disease. The school nurse will talk with you as to when your student can return to school. Examples of diseases that should be reported are chicken pox, head lice, pink eye, and impetigo.

## **SUN SAFETY**

The Anamosa Community School District Health Services, along with the Iowa Department of Education, the Food and Drug Administration, the U.S. Centers for Disease Control and Prevention, and other organizations recognize that the sun's ultraviolet (UV) radiation can cause skin cancer. Exposure to UV radiation during childhood and adolescence plays a role in the future development of both melanoma and basal cell cancers. To help prevent the development of skin cancer, students shall receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors.

### **Hats and Protective Clothing:**

Students shall be allowed to wear articles of sun-protective clothing, including hats, when outdoors. Schools may specify the type(s) of clothing and hats that are, or are not, permissible on campus.

### **Sunscreen and Lip Balm:**

Students shall be allowed to use sunscreen or/or sun-protective lip balm, if brought from home. Parents will be encouraged to apply sunscreen and/or sun-protective lip balm at home before students come to school as well.

### **Sunglasses:**

When students are outdoors they shall be allowed to wear sunglasses that protect the eyes from UV rays.

## **HEALTH SCREENINGS**

The school nurse will coordinate all health screenings such as BMI, dental, vision, and hearing screens. Parents will be notified of all screening results. Parents, please notify the school nurse in writing if you do not want your child to receive health screenings.

## **NUTRITIONAL SERVICES INFORMATION**

All Anamosa Community School District students will have the option to eat breakfast and lunch at school. Each month the menu is posted on the school website and a copy is sent home with each student. All school lunches are designed to meet the nutritional guidelines established by the USDA. You will find that we serve all whole grain rich foods, offer only fat free or low fat milk, serve a variety of fresh fruits and vegetables, and we limit calories based on the age of children being served to ensure proper portion size. While we encourage parents to eat lunch with their children, we ask that no outside food from local eateries be brought into the cafeteria. The school has strict nutritional guidelines to follow and the outside food may not meet those guidelines.

### **Free or Reduced Meals**

**A new application for free or reduced meals must be submitted each school year.** All meal choices are available for ALL students, regardless of their status. Information regarding eligibility for free or reduced meals is confidential. Students are not identified as eligible for free or reduced meals through ID cards or choice of meals. Cashiers at the point-of-service are not able to determine if a student is eligible for free or reduced meals.

**FREE AND REDUCED MEAL APPLICATIONS ARE AVAILABLE THROUGHOUT THE YEAR IN ALL SCHOOLS. BE SURE TO CONTACT US IF YOU NEED ASSISTANCE.**

If you have questions regarding applying for free or reduced meals, please contact Tammy Seeley, Nutrition Services Director, at (319) 462-3553.

### **Payment Options**

- Cash or checks may be sent to school daily. Please make checks payable to Anamosa Community School District.
- Online deposits may be entered by going to the Anamosa Community School District website at [www.anamosa.k12.ia.us](http://www.anamosa.k12.ia.us). Go to Infinite Campus, Parent Portal. Click on payments. You have the option of paying by echeck, credit, or debit card.

### **Infinite Campus**

The district uses IC, an internet-based system, to provide families with up-to-the-minute information regarding student meal accounts. Student account history for purchases and deposits is easily accessible. Additionally, the program provides e-mail notifications when meal account balances are low. You may also block items on your child's account or put a spending cap on their account. You will need a username and password to access IC. You may get these from Deb Carver at [dcarver@anamosa.k12.ia.us](mailto:dcarver@anamosa.k12.ia.us). Please provide the first and last name and grade of your student(s).

### **Milk**

Milk is served daily with breakfast and lunch. Milk is also offered as a snack to elementary students in the afternoon (PK-4). There will be a cost for your student to have milk in the afternoon. If you would like for your student to have milk in the afternoon, please sign a Milk Permission form and return it to Deb Carver at the Strawberry Hill Office. This offer will last throughout the year unless we hear otherwise from you. Milk may only be purchased with funds that are available in the meal account.

## **Food Allergies**

If a student has a food allergy or restrictions and requires substitutions, we ask that families fill out the Special Dietary Request form yearly and submit it to the school nurse.

You are always welcome to send an alternative beverage with your child. We encourage another milk substitute or 100% juice. Please do not send soda as an alternative beverage.

## **PARKING**

There can be a problem with traffic congestion during arrival and dismissal times. In order to provide the safest environment for your children during this time, we ask that you follow the guidelines for parking and loading or unloading your child(ren). We are constantly working to increase the safety and security for our children and decrease the traffic congestion around Strawberry Hill. Please be patient and courteous during arrival and dismissal.

## **SEVERE WEATHER**

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), and share the plan with the classroom teacher.



## **Positive Behavioral Interventions and Supports (PBIS)**

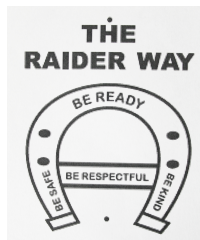
Strawberry Hill Elementary School is committed to being a safe, respectful, and kind community that is ready to learn by:

- modeling, practicing, and promoting appropriate positive behaviors;
- creating a common language for all staff and students;
- motivating people by acknowledging positive behaviors.

Direct instruction in expected behaviors is provided. Students are acknowledged when using appropriate behavior with Raider Rewards and throughout the year during assemblies. There are special classroom and building-wide rewards.

Problem behavior is addressed with early intervention, prevention, and consistent consequences, focused on re-teaching expected behaviors.

Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized, and the use of pro-social skills is acknowledged.



## **Student Discipline**

Strawberry Hill Elementary will provide a safe and orderly school environment. The purpose of school is to provide an environment where students can be successful academically, socially, physically, and emotionally. School staff is responsible for maintaining a safe learning environment where all students can learn and be successful. There are instances when consequences will be enforced due to inappropriate behavior or conduct. The administrators are ultimately responsible for managing and overseeing the school-wide discipline plan and will communicate with students, parents, and teachers as it is necessary to assist with resolving behavior issues on school property and during school time.

A five-level system is in place to help define inappropriate behaviors as well as identify possible consequences that would suit the infraction of school rules. Each level increases with intensity of the behavior as well as the consequence, and guides decision-making for discipline referrals. It is ultimately the duty of the teacher to maintain an orderly classroom and to enforce classroom expectations as well as implement consequences for inappropriate behaviors. Teachers are expected to communicate with parents concerning misbehavior. The administration will only become involved in instances when the behavior causes serious disruption to the classroom, greatly diminishes the safety of the student and others, threatens the immediate safety of the learning environment, and when the behavior is a consistent disruption of others' learning.

## **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:

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

## **OLWEUS: Bullying Prevention Program**

We use curriculum from the Olweus anti-bullying program. With young children, many behaviors are termed “bullying”. The chart below is a great tool for helping children understand the differences in behaviors.

These are the anti-bullying rules we teach our students. Strawberry Hill students:

- will not bully others.
- will try to help others who are bullied.
- will try to include others who are left out.
- will tell an adult at home and at school if we know someone is being bullied.

<b>KIND</b>	<b>RUDE</b>	<b>MEAN</b>	<b>BULLYING</b>
FRIENDLY, GENERALLY WARM-HEARTED	UNINTENTIONALLY saying or doing something that hurts someone else	PURPOSEFULLY saying or doing something to hurt someone once (or maybe twice)	Entails THREE KEY ELEMENTS: intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior.
Being kind makes yourself and others feel good.	Incidents of rudeness are usually spontaneous, unplanned inconsideration, thoughtless, poor manner, or narcissism, but not meant to actually hurt someone.	Often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.	People who bully say or do something intentionally hurtful to others and they keep doing it with no sense of regret or remorse – even when targets of bullying show or express their hurt or tell the aggressor to stop.
Examples: helping someone, smiling saying “hello”, holding the door, inviting someone to play, sharing, offering to help	Examples: burping in someone’s face, jumping ahead in line, bragging, or even throwing crushed-up leaves in someone’s face.	Examples: “Are you seriously wearing that sweater again?”, You are so fat!”, I hate you!”	Bullying may be PHYSICAL, VERBAL, RELATIONAL, or CYBERBULLYING.

*Reference: Signe Whitson’s articles in the Huffington Post & Psychology Today*

Students should report any instances of bullying behavior to their teacher. The classroom teacher can handle any conflict or inappropriate behavior quickly. With young children, it is often difficult to determine if a situation is a conflict between students OR bullying behavior. Strawberry Hill uses a screening tool when a bullying complaint is brought forward. This tool is aligned to the policy of the Anamosa School Board, which is aligned to state law. When the situation meets criteria for bullying, an investigation will occur. Students will be required to participate during the investigation of a bullying situation.

## **SPECIALIZED SCHOOL PROGRAMS AND SERVICES**

- **Title One Reading:** A federally funded supplemental program designed to help students improve reading.
- **Child Study Team:** A team of educators who work collaboratively along with parents to discuss concerns about a child's progress academically, socially, behaviorally, or emotionally and to develop a plan to create conditions that will help the child be successful.
- **Extended Learning Program (ELP):** The gifted and talented program for identified students, which emphasizes problem solving and thinking skills.
- **Reading Recovery:** An intervention approach to reading that targets low-achieving students in first grade.
- **Family Resource Center (Lutheran Services in Iowa):** A service located at Strawberry Hill to help connect families with necessary resources to provide support, set goals of prevention, family preservation, and enhance family strengths; it offers a Family Resource Library, parenting support and classes, childcare provider networking, and training and other services. Call **462-5318** for more information.
- **Anamosa Raiders Kids Club:** A before-and-after-school program housed at Strawberry Hill. Call 462-3549.

### **Grant Wood Area Education Services:**

- **Speech** services are provided individually or in small groups for students who need help with articulation, language, voice, and fluency.
- **Psychologist** is available to provide consultation and assessment for students who have school-related learning, emotional, social, and behavioral problems.
- **Occupational Therapy** is provided for those students with physical disabilities to improve motor skills in the school environment that focus primarily on upper-extremity skills.
- **Physical Therapy** provides services to student with physical disabilities to improve motor skills that focus on mobility.

## **TESTING AND GRADING**

### **Grading:**

Your child's progress will be discussed at parent/teacher conferences in the fall and spring. Report cards will be distributed at the end of each semester.

### **Testing:**

**FAST (*Formative Assessment Suite for Teachers*)** is a set of assessments used for universal screening and progress monitoring in grades K-4. They are standardized, efficient, and extensively researched. FAST provides a suite of assessments that tests students' performance in the following areas: phonological awareness, sounds, words, text reading, and accuracy.

**Iowa Assessments** will be administered to students in third and fourth grades in the spring. This test is a measure of student's skills in the areas of reading, math, language, science, and social studies. The scores from this assessment are reported to the state.

**Measures of Academic Progress (MAP)** will be given to students in second through fourth grades. The tests are administered in the fall and spring and measure student growth in the areas of math and reading.

## PTO

The Parent-Teacher Organization meets the first Tuesday of each month and is a group of parents who volunteer to help raise funds and use their collective abilities to support both supplemental and academic programs. The PTO is always looking for more parent members and volunteers to assist throughout the year.

## VOLUNTEERS

We encourage volunteers in our school and provide those in the community the opportunity to see first-hand the outstanding opportunities that are provided to students at Strawberry Hill. Opportunities for involvement within the school can best be described as reading to students, one-on-one tutoring, and assisting teachers within the classroom. ***All of those wanting to volunteer are required to complete an application, have a background check completed, sign a volunteer Disclosure statement and participate in designated training.*** If you are interested in volunteering at Strawberry Hill Elementary, please contact your child's teacher or call the office at 462-3549. All those wanting to volunteer must first fill out a Volunteer Disclosure Statement.

## Watch D.O.G.S. (Dads of Great Students)

Watch D.O.G.S. is an innovative program being used by schools across America that helps students to be positively impacted by the committed involvement of fathers and father-figures in their lives. Dads and father-figures may volunteer to spend at least one day at school to be a positive male role model and to provide an extra set of eyes and ears. An information night is held each fall, or contact the school office for more information.

The following policy was adopted by the Anamosa School Board on November 5, 2012:

- WATCH D.O.G.S. volunteers are considered Level Two Volunteers within the Anamosa School Board Policy.
- WATCH D.O.G.S. must give 48 hours' notice before being allowed to volunteer.

If the background check uncovers any of the following convictions, a volunteer will be barred from the WATCH D.O.G.S program as stated below:

- Drug possession charges – must wait one year from conviction date before volunteering.
- Assault causing bodily injury, willful injury, domestic abuse causing injury, child endangerment, carrying weapons, manufacturing a controlled substance, or possession with intent to deliver/delivery of a controlled substance charges will prevent a WATCH D.O.G. from volunteering indefinitely.
- Any WATCH D.O.G. with a pending criminal case will not be able to volunteer until the case is closed and another background check is completed.

## GENERAL PARENT INFORMATION

### **Birthdays:**

Students may bring store-bought or bakery-purchased treats to share with classmates. All treats must have nutritional labels and ingredients listed. Students having a summer birthday should make arrangements with their teacher if they wish to acknowledge their birthday during the school year. Please DO NOT have balloons or flowers delivered to the school. **Invitations to personal birthday parties need to be handled outside of the school setting and will not be allowed to be distributed at school.** This is requested to eliminate hurt feelings. Please note that we do not give out names and addresses of our families.

### **Cell Phones/Telephone Use by Students:**

Students may have cell phones at school, but they must be turned off and stored in book bags or lockers during school hours. Lost or stolen cell phones are not the responsibility of the district. If a cell phone owned by any student causes disruption in learning for them or any other student, it will be confiscated and stored until an adult can retrieve the phone. The cell phone will be stored in the principal's office. Please call the office to leave a message for students. The school secretaries will relay the information to the classroom teacher. Students may not use school phones unless given permission. Students are not encouraged to call home unless it is an emergency.

### **Changes in Schedule:**

If end-of-the-day plans change for your child, parents **MUST** notify the school. Either call the school office or send a note with your child. Do not use email as the only form of communication. You may email teachers to verify that they have received notes. It is important that we get the correct message to your child.

### **Classroom Visitation:**

Visitors are welcome in our school. We are eager to share the individual and group activities that make up the Strawberry Hill educational program. Please use the following procedures when setting up a visit to the classroom:

1. Make an appointment with the classroom teacher.
2. Level One volunteers will complete a Volunteer Disclosure Statement before volunteering. The processing time for this form, which includes a background check, is 72 hours.
3. Sign in and out in Strawberry Hill Office.
4. Wear a nametag at all times.
5. Please observe, work with students as assigned, or work on teacher-assigned projects.
6. Limit your visit to two hours maximum per visit unless otherwise agreed upon with teacher.

### **Computer Usage on School Property:**

All individuals that use the computers, computer networks, and other technology-related items of the Anamosa Community School District should comply with the District's Student Computer Use and Internet Safety Policy Rules and Procedures. All individuals shall assume responsibility for their actions regarding this policy. Each student and parent will be required to review the policy and sign it at the beginning of each school year.

### **Dress Code:**

1. Hats or other headgear not approved as necessary for a student's well being will not be allowed to be worn within the school building.
2. Clothing with suggestive printing or advertising about alcoholic beverages, drugs, or obscenities will not be allowed. The student's parent(s) will be called to notify them of the infraction and requested to bring more appropriate attire for their child.
3. Clothing that can be considered revealing or is inappropriate for the school environment will need to be covered or changed.
4. **WINTER WEATHER ATTIRE:** Winter coats, snow pants, winter hats, gloves, and boots are required for students to play in the snow. If a student does not have boots or snow pants, they may not play in the snow but can be on the concrete areas for recess. If a student does not have appropriate winter weather attire in any combination, they may be required to stay indoors for their safety.

**Field Trips:**

Each grade level takes at least one field trip each year. Parents often accompany children on field trips and we appreciate the extra hands and supervision. If you are planning on attending a field trip, we ask that siblings and younger children stay back. The purpose of chaperones is to provide additional supervision, which can be difficult when there are additional children to watch. It is also a special time for you to share with your child who is on the field trip.

Teachers will send home notes and explain the procedure for signing up as a chaperone for field trips. A Volunteer Disclosure Statement must be completed before attending a field trip. The processing time for this form, which includes a background check, is 72 hours.

Seating on the bus may be limited. For some field trips, parents may be asked to drive separately to join the class.

**Leaving School Grounds:**

Students are NOT allowed to leave school grounds during school hours. If a student leaves school grounds without permission, local law enforcement will be notified immediately to assist in the search of the student. Parents will be notified immediately.

**Legal Documentation:**

If your family or child is involved in a legal issue that involves custodial rights or any other matter that affects the health and well being of the child, please notify the office immediately with the appropriate legal documentation so that the school can put in place procedures to ensure the safety and security of the child. We will not become involved in matters not directly related to the child's educational needs.

**Lost and Found:**

A lost and found area is located in each hallway. As soon as a student realizes that an item is missing, he/she should check these areas as well as the office immediately. We strongly urge that all clothing and personal property be labeled with the student's name.

**Lunchroom Visitation:**

To create an environment in which students can safely relax, enjoy meals & socialize appropriately it is important that students follow the general behavior guidelines of the school. In addition to those, we ask that you follow these expectations:

- Sit with your child at the visitor table.
- Sit with the child you came to visit – no other friends will be seated with you. This allows you the opportunity to visit and give your child your undivided attention.
- Please no pop.
- We encourage you to enjoy our delicious, healthy lunches. We appreciate your refraining from bringing in fast food.
- There are at least two supervisors in the lunchroom. Please let any adult know if you need assistance with anything.

We encourage and welcome parents to join their student at lunch and participate in school lunch. An adult meal costs \$3.80. For adults a wide variety of healthy menu options are offered daily. Parent participation in school lunch sets a great example for healthy eating habits for students. We always encourage the best nutritious environment to support healthy eating. If a meal is brought in, we encourage the parents to bring in healthy food and beverage options. Fast food and food brought in from other restaurants or convenience stores are discouraged.

**Parent Concerns:**

If a parent has a concern regarding their child at school, they must speak with the appropriate school personnel. Please speak with your child's classroom teacher first. The school nurse and counselors are available to speak with you about health, social, and emotional concerns. **All concerns regarding school personnel need to be reported to school administration.**

**Restricted Personal Items or Goods:**

- Knives, guns, or any look-alike toy weapons are strictly prohibited on school property. (These items will be confiscated immediately and may result in disciplinary action, including possible suspension from school.)
- Toys or valuable items should stay at home. The school is not responsible for any lost or stolen items.
- Gum, candy, or pop are not allowed during instructional or lunch time unless the teacher has determined them appropriate for a special classroom celebration or occasion.

**Solicitation and Fundraisers:**

Students will not be allowed to sell items or conduct fundraisers during school hours.

**Winter Outdoors Recess:**

If the temperature is at 0° or below with or without the wind chill, students will be required to stay inside to participate in indoor recess.

## **POLICIES & PROCEDURES**

Code No.: 905.4

Page 1 of 2

### **TOBACCO/NICOTINE\* FREE ENVIRONMENT**

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.

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.

Cross Reference:        Possession and Use of Controlled Substance – Policy #502.3  
                                 Substance Free Workplace – Policy 403.9 and RP403.9

Approved 11-21-94

Reviewed 3/20/00

Reviewed 12/19/05

Revised 6/18/07

Revised 8/6/12

Revised 4/3/17

## MEAL CHARGES

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.

## MEAL CHARGES

### 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.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
7 C.F.R. §§ 210 *et seq.*  
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).  
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).  
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).  
Iowa Code 283A.  
281 I.A.C. 58.

Approved 6/19/17

## STUDENT DIRECTORY INFORMATION

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.

### Legal Reference:

20 U.S.C. § 1232g (2012).

Iowa Code § 22; 622.10 (2013).

281 I.A.C. 12.3(4); 41.123.

1980 Op. Att’y Gen. 720.

Approved

Reviewed 1/17/00

Revised 1/3/06

Revised 3/7/11

Reviewed 6/20/11

Revised 1/13/14

Revised 8/17/15

Revised 6/19/17

## USE OF DIRECTORY INFORMATION

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

Approved  
 Reviewed 1/17/00  
 Revised 1/3/06  
 Revised 3/7/11  
 Reviewed 6/20/11  
 Revised 1/13/14  
 Revised 8/17/15  
 Reviewed 6/19/17

**AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION**

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 complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

-----  
*RETURN THIS FORM*

Anamosa Community School District Parent/Guardian Directions to  
 Withhold Student/Directory Information for Education Purposes, for 20\_\_ - 20\_\_ school year.

Student Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Parent/Legal Guardian/Custodian of Child)

\_\_\_\_\_  
 (Date)

This form must be returned to your child's school no later than September 15 of the current school year.  
 Additional forms are available at your child's school.

Approved  
 Reviewed 1/17/00  
 Revised 1/3/06  
 Revised 3/7/11  
 Reviewed 6/20/11  
 Revised 1/13/14  
 Revised 8/17/15  
 Revised 6/19/17

## ANTI-BULLYING/HARASSMENT POLICY

**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 web site,
- Annual notification in Anamosa, Iowa newspaper

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

Legal References: 20 U.S.C. §§ 1221-1234i (2012).  
29 U.S.C. § 794 (2012).  
42 U.S.C. §§ 2000d-2000d-7 (2012).  
42 U.S.C. §§ 12101 *et. seq.* (2012).  
Iowa Code §§ 216.9; 280.28; 280.3 (2013).  
281 I.A.C. 12.3(6).  
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Approved 4/21/03

Revised 5/2/05

Revised 6/18/07

Reviewed 7/7/08

Revised 3/7/11

Revised 2/2/15

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else)?

Who or what entity do you believe discriminated against, harassed or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

---



---



---



---



---

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 2/15/93  
 Reviewed 7/26/99  
 Reviewed 12/19/02  
 Revised 5/2/05  
 Reviewed 7/7/08  
 Reviewed 3/7/11  
 Reviewed 2/2/15  
 Revised 5/16/16

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (Include whether the Complainant is a student or employee): \_\_\_\_\_  
\_\_\_\_\_Date and place of alleged Incident(s): \_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 2/15/93  
Reviewed 7/26/99  
Reviewed 12/19/02  
Reviewed 7/7/08  
Reviewed 3/7/11  
Revised 2/2/15  
Revised 5/16/16