

WELCOME

Welcome to Anamosa Middle School. We are happy to have you with us, and we are eager to help you while you are here. Anamosa Middle School has a great deal to offer you in both learning and enjoyment. We encourage you to take an active part in all of our programs.

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 MS policies. 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.

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 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.

MEALS/ACCOUNTS

The middle school has a closed lunch period. This means that all students are to report to the lunchroom during their lunch period, whether they eat school lunch, carry their own lunch, or choose not to eat. We do not need recommend skipping lunches; you need the nutrition.

You have the opportunity to buy the school lunches, or you may bring your own lunch from home. Lunches delivered from various carry out restaurants are not allowed.

Lunch money may be put in your account between 7:50 AM – 8:05 AM. If there is no money in your account, a sandwich and milk will be given to you and your account will be charged at a meal price. Please watch your lunch account balance. We do not send balance notices home with students.

Breakfast is served beginning at 7:50. If you arrive on a later bus, you will be allowed a reasonable amount of time to eat if you wish, but you will not be allowed to miss instructional time. If you live in town, you should plan on finishing breakfast before the start of the school day at 8:10.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to you unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions, requesting the specific medication to be dispensed and the time at which it is to be dispensed at school, must be filed in our AMS office.
3. Your parent / guardian must sign a request to have this prescribed medication dispensed to you according to the written directions of the prescribing physician or dentist.
4. The prescription and your parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of the student, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the student's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with their initials. A record shall be kept on the appropriate medication sheet each time the medication is given at school.
8. Tylenol permission forms need to be filed before Tylenol will be dispensed.

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. Some students drink beverages while waiting outside; you will be asked to dispose of these before entering the building. 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 school 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 501.2 at the end of this handbook.

When you return to school from an absence, you should report to the office where a pass will be issued to you to show to your teachers. The pass identifies whether the absence was excused or unexcused and has an area for teachers to record your missed work. 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.

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.

HOMEWORK AND MAKE UP WORK

Generally, if you miss school, you will have one day to make up school work for each day that was missed. Extended absences will be handled on an individual basis. It is your responsibility to complete missing work and to follow class procedures on identifying what you missed. You may arrange for work to be collected in the office after you've been gone for one day or if it is known that your absence will extend beyond one day.

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 men and women. 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:

- 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.
- Clothing with vulgar, sexually suggestive language and / or gestures, or stated as double meaning
- Clothing which has alcohol, tobacco, or drug advertising
- Caps, hats, or bandanas
- Sunglasses
- Gang related items
- 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 jacket or change, etc.

SCHOOL PHONE

A phone is available in the office for emergency needs. There are also phones in each classroom. There is no need to have students call from a cell phone or to call students during class. The office phone may be used for personal calls other than emergencies (forgotten gym clothes, sport clothing, homework, after school, etc.). This type of use can only occur when it results in NO loss of class time. We suggest 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.

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, 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. Because of unknown health risks, you are asked not to bring laser pointers to school or school events.

You should not bring items to school that would typically be disruptive to the educational environment. This would include communication devices, hand held game devices, ipods, and toys. If there is a reason to have any device at school that can be disruptive to the educational environment, permission from the principal should be requested in advance. The school is not responsible for thefts of these items.

CELL PHONES

Cell phones have become pervasive in our society. Many well intentioned parents want children to carry a phone in case of an emergency. Many of us have been in an area or activity where cell phone use is extremely rude and disruptive. The educational environment is such a place. For this reason we prefer cell phones NOT be brought to school. If they are, they should not be used nor displayed during normal school hours without staff permission. Please shut the cell phone off, and leave it in your locker until the end of the school day. Students with cell phones that are out during school hours will be asked to give them to a staff member and they will be returned at the end of the day upon the student's request. A third and subsequent problem with a cell phone will require a parent or guardian to come to school to pick up the phone. The sender of

cell phone calls or messages during the school day may be identified and contacted as well. If the sender is on campus he / she will be asked to turn their phone into the office.

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.

RESPECT FOR PUBLIC PROPERTY / VANDALISM

You are invited to join the staff in trying to help keep the middle school clean and undamaged. 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 and library books will prolong their use. Please carry books to and from school with care. You will be charged for textbooks and / or library books which are lost or damaged.

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.

GUM, CANDY, POP, AND FOOD

Gum is not allowed in school. Gum can be a high maintenance item when not properly disposed. Removing it from water fountains, off the floors, from furniture, and even clothing is both expensive and annoying.

Candy, pop, and food do disrupt the educational environment during a 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 outside of the lunchroom.

BICYCLES & SKATEBOARDS

Because of the potential of accidents, bicycles and skateboards are to be used with extreme caution on school grounds during school hours.

We suggest you walk these items while on the school grounds. All bicycles must be kept in the bicycle racks. You should lock your bicycle to the rack. Please watch for buses and cars when riding off the school grounds. Before and after school are particularly busy traffic times.

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:

- Be respectful and quiet during the national anthem
- Watch the event
- Support the performers
- Be respectful and courteous to others
- Demonstrate good sportsmanship
- Be a positive reflection on families, school, and community

Examples of inappropriate behavior at events are wrestling, spitting, fighting, arguing, running around, taunting, and jeering.

You should remain seated until organized intermissions.

Applause should be in recognition of what is occurring and not as a way to draw attention to yourself. Offenders will be warned and if inappropriate conduct continues, you may be asked to leave the event.

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 exhibit inappropriate behavior in the opinion of the staff and / or administration 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 or other students to participate in the educational process or activity, or the ability of create a safe environment. Disciplinary measures may include, but not are 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.

ANAMOSA COMMUNITY BULLYING PREVENTION EXPECTATIONS

- 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.

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.

BOARD POLICIES

The Anamosa Community School District does have computer and 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.

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. You are given the following notice in this regard.

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. Parents may request to view recordings of their children if the recordings are used in disciplinary proceedings involving their children.

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. Garnavillo Street, Anamosa, Iowa 52205*.

Code No.: 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.

Code No.: 501.3

TRUANCY – UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. 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.

Code No. 501.3R1

TRUANCY - UNEXCUSED ABSENCES REGULATION

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.

Code No.: 502.2

GOOD CONDUCT POLICY

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 extracurricular 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 extracurricular 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.

Code No.: RP502.2A

ANAMOSA HIGH SCHOOL AND MIDDLE SCHOOL GOOD CONDUCT REGULATION & PROCEDURE

The Anamosa extra-curricular program is an extension of a balanced educational program that allows students the opportunity to apply knowledge and skills learned in school to real life situations. Participation in school activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. The following activities are covered by, but not limited to, the board's Good Conduct Policy and these rules: athletics, non-graded instrumental and vocal music performances, drama productions, speech contests, NHS, FFA, cheerleading, dance team, or any other activity where the student represents the school and district outside of the classroom. Under the Good Conduct Policy, any student who participates in extracurricular activities is prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol, or other illegal drugs at any time (year round) during his/her high school career. No student involved in the above activities shall be involved in any criminal activity that violates local, state, or federal laws (excluding minor traffic violations). For purposes of the Good Conduct Policy,

eighth graders who have graduated from middle school are considered high school students. The administration will suspend a student from participation in extracurricular activities if they find, by substantial evidence, that the policy has been violated. Such a finding may be based on reports by school personnel at any activities outside of school as well as at school or at a school event (either home or away). Suspensions may also result from either legal determinations or by self-admittance. Investigation of possible infraction will involve parent notification and due process rights, as identified in Policy 500.3, being upheld. If a student is in violation of the Good Conduct Policy and is not currently involved in an activity or the length of the suspension is greater than the length of the remaining season, the suspension will carry over to the student's future participation in the next activity that the student is involved in (this includes middle school students moving on to high school). The student must complete the season in good standing to complete the suspension. Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows: First offense within the student's middle school or high school career – Suspended from at least 25% of the scheduled public performances/contests dates for the remaining season with carryover to the next activity. Counseling from school personnel required prior to reinstatement. If counseling is refused, students will be suspended for 50% of the season. Must continue to practice. Second offense: Suspended from at least 50% of scheduled public performances/contest dates with carryover to next activity. Professional counseling required prior to reinstatement. Must continue to practice. Third offense: A minimum of one-year suspension from extra and co-curricular activities. Professional counseling and/or treatment required for all third offenses. Reinstatement rules will be enforced and upheld or student will be permanently removed from extra and co-curricular activities for the remainder of their middle school or high school career. In those activities that are graded and/or receive academic credit, at no time shall ineligibility affect a student's grade. This policy and regulation will be in effect year round. Each coach/sponsor will review the policy with parents and student participants at the beginning of each season or activity.

Code No.: 502.5

SEARCH AND SEIZURE

School officials may conduct periodic inspections of all, or a randomly selected number of student lockers. At the beginning of each year, the District shall provide written notice to each student and the student's parents, guardians, or legal custodians that school officials may conduct periodic inspections of all school lockers without prior notice. Any locker inspection conducted pursuant to this policy shall either occur in the presence of the students whose lockers are being inspected or in the presence of at least one other person. An inspection of the lockers may be accomplished using methods such as, but not limited to, a visual search of lockers by school officials or the use, by school officials or law enforcement at the direction of school officials of a drug sniffing dog. 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, nonprescription 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.

Code No.: 502.5R

SEARCH AND SEIZURE REGULATION

Searches, in general. A. Reasonable and Articulate 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: (1) eyewitness observations by employees; (2) information received from reliable sources; (3) suspicious behavior by the student; or, (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion. B. 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: (1) the age of the student; (2) the sex of the student; (3) the nature of the infraction; and (4) the emergency requiring the search without delay. II. Types of Searches A. Personal Searches 1. 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. 2. Personally intrusive searches will require more compelling circumstances to be considered reasonable. (a) 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. (b) 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. B. 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 insuring 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 contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. C. 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.

TYPES OF SEARCHES

Personal

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion, unauthorized, to believe the student is in possession of illegal, unauthorized, or contraband items or has violated school district policies, rules, regulations related to school operation and order of the law.
2. Personally intrusive searches require more compelling circumstances to be considered reasonable.
 - a. Pat-Down Search: If a pat-down search or a search of a student's garments (such as shirts, 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.
 - b. While school authorities cannot conduct a strip search, a more intrusive search, short of a strip search, of the student's person and personal effects 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.

Lockers, Desks, Work Areas, Parking Lots

1. Inspections: Although school lockers, desks, and work areas are temporarily assigned to individual students, they remain the property of and under the control of the school district at all times. The school district has a reasonable and valid interest in insuring these items of school property are properly maintained. For this reason, periodic inspections of lockers, desks, and work areas is permissible. Each year when school begins, the school district shall provide written notice to all students and the students' parents, guardians, or legal custodians, that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice. An inspection under this subsection shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person. Periodic inspections may be accomplished using methods such as, but not limited to, visual search by school authorities or the use, by school officials or others, of a drug sniffing dog. Any illegal, unauthorized or contraband materials discovered during such searches shall be confiscated by school officials.
2. Searches: The student's locker, desk and/or work areas and their contents may be searched when a school official has a reasonable and articulable suspicion that the student may have violated a law, school district policy, rule or regulation and/or that the locker, desk or work area contains illegal, unauthorized or contraband items. Such searches will be conducted in the presence of another adult witness, when feasible. Reasonable suspicion, in this case, can be established by discovery, in a prior search of a violation of a law or school rule relating to dangerous weapons and/or controlled substances.

Automobile

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, which are a part of school property. The interior of a student's automobile on the school premises may be searched if the school official has a reasonable and articulable suspicion that a law, school district policy, rule or regulation has been violated and/or illegal, unauthorized or contraband items are contained inside.

Code No.: 502.3

SMOKING – DRINKING - DRUGS

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. 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.

Code No.: 902.6

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.

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.

Code No. 102.E.2

SECTION 504 STUDENT AND PARENTAL RIGHTS

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.

Code No.: 506.2

CONFIDENTIALITY OF STUDENT RECORDS

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.

Code No.: 506.2E1

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the 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, and other similar information. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs. 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.

Code No.: 506.2E2

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 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.

Code No.: 506.2E3

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 office of the principal of all of our schools. 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 members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and 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.

Code No. 102.R.1

GRIEVANCE PROCEDURE

Students, parents 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.

Level One – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, color, creed, gender identity, national origin, religion, age, sexual orientation, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally.

An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, gender identity, color, creed, sexual orientation, religion, age or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, color, gender identity, creed, socioeconomic status, national origin, religion, marital status, sexual orientation, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two – Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at all level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be

held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five (5) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four – 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.

The Compliance Officer is:

Name: Linda Vaughn

Mailing Address: 200 S. Garnavillo Street, Anamosa, IA 52205

Phone Number: 319-462-4321

Office Hours: 7:30 a.m. – 4:00 p.m.

Code No. 102.E.1

SECTION 504 NOTICE OF NON-DISCRIMINATION

Students, parents, employees, and others doing business with or performing services for the Anamosa Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, age, gender identity, religion, socioeconomic status, national origin, gender, marital status, sexual orientation, or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, or the Americans with Disabilities Act (ADA), 504 is directed to contact:

Superintendent
Anamosa Community School District
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 VII, Title IX, and the ADA, 504.

Code No. 102.E.3

CONTINUOUS NOTICE OF NONDISCRIMINATION

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 Lisa Beames, 200 S. Garnavillo Street, Anamosa, IA 52205, 319-462-4321, lbeames@anamosa.k12.ia.us.

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY

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 Lisa Beames, 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.

Code No.: 602.1

MULTICULTURAL AND GENDER FAIR EDUCATION

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.

Code No.: 702.9R1

STUDENT EXPECTATIONS OF CONDUCT FOR TRANSPORTATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms, legs or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless a bus pass from the office to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is not allowed.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

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. 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.

Students who pull the fire alarm or who falsely report an alarm, in addition to being disciplined under school district policy, may be reported to law enforcement officials.

ADVERSE WEATHER & DELAYS

Adverse weather decisions will be announced through the Iowa Alerts, Power Announcer, district website, social networks, and on the following stations: KCRG TV - Channel 9

KGAN TV - Channel 2

KWWL TV - Channel 7

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