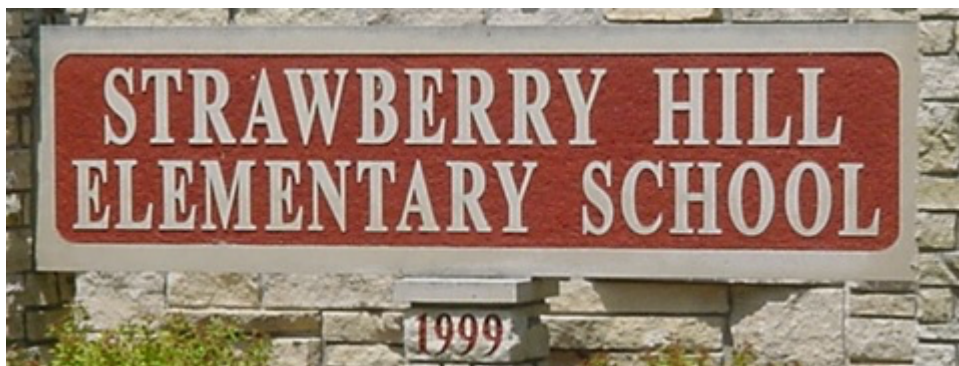


Anamosa Community Schools

2021-2022

Strawberry Hill Elementary Parent Handbook



"Rooted in Excellence, Ready for the Future"

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.

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 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.

Strawberry Hill Elementary

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 10:00 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 2:00 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:

- Establishing direct contact with parents or guardians.
- Utilizing available support staff and maintain written documentation of suspected truanies.
- Involving the school nurse when illness is used as a reason for excessive absences.
- 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).
- 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:

- Prescription medications must be in the correct pharmacy container.
- Written permission from the parent and doctor is needed, including the time and dose to be administered.
- Qualified school personnel will administer the medication.
- 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 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) 462-3549 ext. 1210.

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. 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. Please provide the first and last name and grade of your student(s).

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. When you register online, check the appropriate boxes to receive our district automated announcements. During the year you can log on to Infinite Campus and check *Emergency* and *General* for message preferences. You will receive a text or e-mail alerting you to changes in the school schedule. In addition to notifying parents through Infinite Campus, you can also find notification of cancellations or delays through KCRG, KWWL, and KGAN TV stations and websites. 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:

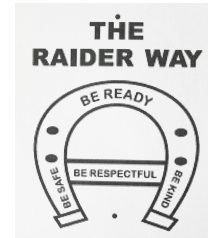
- modeling, practicing, and promoting appropriate positive behaviors;
- creating a common language for all staff and students;
- motivating people by acknowledging positive behaviors.

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.

- *Be Safe*: keeping hands, feet and objects to myself, using walking feet, etc.
- *Be Ready*: following teacher directions, having all materials ready, etc.
- *Be Kind*: speaking nicely, encouraging others, cleaning up my area, etc.
- *Be Respectful*: raising my hand to speak, listening quietly, keeping my eyes on the speaker, using good manners, etc.



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.

KIND	RUDE	MEAN	BULLYING
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.

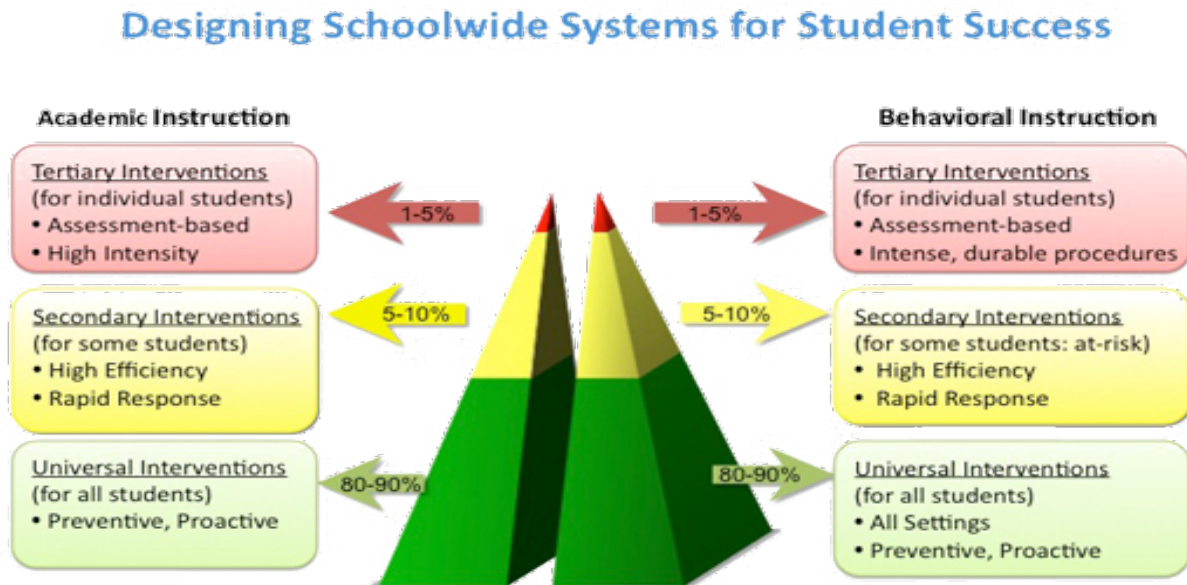
Reference: Signe Whitson’s articles in the Huffington Post & Psychology Today

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.

Multi-Tiered System of Supports (MTSS)

Strawberry Hill Elementary believes in supporting the whole child. Students may find themselves in need of additional supports for academic or behavior concerns throughout the school year. Teachers, administration, and additional support staff collaborate frequently to determine if a child needs more support in a certain area. A plan is then put in place to help the student succeed and meet his or her goal. The tiered interventions go beyond what each student receives in his or her core classroom.

Iowa's MTSS model



Possible **academic interventions** utilized may include: Title 1 Reading and Math support groups, Supplemental Reading, Supplemental Math, Reading Intensives, Math Intensives, and Reading Recovery.

Possible **behavior interventions** utilized may include: Check-In, Check-Out (CICO), Check-in, Check-Out with Modified Features (CICOWMF), Social Academic Instructional Groups (SAIG), Functional Behavioral Assessments, and Behavior Intervention Plans.

Strawberry Hill is also beginning to utilize Interconnected Systems Framework, which brings in more mental health interventions. This could possibly include contracted therapists, AEA resources and support staff.

CHILD CARE

Anamosa Raiders Kids Club is a before-and-after school program housed at Strawberry Hill. During the school year and summer, ARKC opens at 6:30 a.m. and closes at 6:00 p.m. For information, contact Dawn Langevin at 319-462-3549 ext. 1219 or 319-480-7900.

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/Special Education Consultant** 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 IN A STANDARDS BASED LEARNING SYSTEM

At Strawberry Hill, we have identified priority standards from Common Core Standards that will be assessed at each grade level and specialty area (Physical Education, Art, Music, and Library & Technology). Our goal is that each child will be proficient in all priority standards at their grade level by the end of the year. In a Standards Based Learning system, the Common Core enables us to make our learning targets consistent, rigorous and transparent. It also allows teachers to fine-tune their instruction and help every learner's individual needs more in depth.

Grading:

Your child's progress will be discussed at parent/teacher conferences in the fall and spring. Progress of your child's learning is assessed on a regular basis to ensure progress towards the priority standards are being met. Report cards will be distributed at the end of each semester which will include the following rating/grading to identify their knowledge of the priority standards: Excelling, Proficient, Competent, or Needs Work. (Letter grades are not given in a standards-based learning system.)

As a PBIS school, we believe it is also important to assess and report out to you on your child's behaviors as we want to ensure we are teaching the whole child. Your child will be assessed using our Raider Expectations. These rubrics will be sent home four times a year.

Testing:

FAST (Formative Assessment System for Teachers) is a set of assessments used for universal screening and progress monitoring in grades PK-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 Statewide Assessment of Student Progress (ISASP) 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 and language. The scores from this assessment are reported to the state.

CogAt will be administered to all fourth graders in the second half of the school year. This test measures students' learning reasoning abilities which are developed through in-school and out-of-school experiences. The questions on the CogAT require students to demonstrate their reasoning abilities in three symbol systems most closely related to success in school: verbal reasoning, quantitative reasoning and nonverbal reasoning.

Measures of Academic Progress (MAP) will be given to students in second through fourth grades. The tests are administered during the year to 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. Throughout the year, families will be notified of ways to support the building needs through SignUpGenius.

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 and work with students in a small group or one-on-one will be considered a Level Two volunteer and are required to complete an application, have a thorough 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.

Those volunteers that are wanting to assist with field trips, enrich students' social and emotional well-being by having lunch/conversation are considered Level One volunteers. 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.

A person will be barred from volunteering if the background check uncovers any of the following convictions:

- 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 charge will prevent a WATCH D.O.G.S from volunteering indefinitely.
- Anyone with a pending criminal case will not be able to volunteer until the case is closed and another background check is completed.

While we encourage volunteering, please note our main priority is to keep our students safe.

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.

WATCH D.O.G.S volunteers are bound by the same guideline as volunteers stated above

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. We recommend that you 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:

- Make an appointment with the classroom teacher.
- 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.
- Sign in and out in Strawberry Hill Office.
- Wear a nametag at all times.
- Please observe, work with students as assigned, or work on teacher-assigned projects.
- No photos or videos may be taken during your visit.
- Limit your visit to two hours maximum per visit unless otherwise agreed upon with teacher.

Technology Usage:

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. If at any time damage has been done to a technology related school device, our school will notify you after assessing the situation and a fee may be charged given the damage per Board Policy Code No. 605.4E1.

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 is encouraged to take at least one field trip each year to enhance and broaden their education. Teachers will send home notes and explain the procedure for signing up as a chaperone for field trips. The purpose of chaperones is to provide additional supervision and support to the classroom teachers.

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.

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.

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. Visitors can pay for a lunch ticket in the office. 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

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

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 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 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.

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/ANTI-HARASSMENT POLICY

The Anamosa Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.

3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

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

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 2et. seq.
 Iowa Code §§ 216.9; 280.28; 280.3.
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 551 U.S. 393 (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

Revised 6/18/18

Revised 1/20/20

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
Reviewed 6/18/18

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
Reviewed 6/18/18

STUDENT COMPUTER USE AND INTERNET SAFETY POLICY: COMPUTING DEVICE USER AGREEMENT-Chromebooks and iPads

Please read this entire section carefully.

This agreement is made effective upon receipt of computing device, between the Anamosa Community School District (ACSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computing device, software, and related materials (the "computing device") for use while a student is at Anamosa Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership: ACSD retains sole right of possession of the computing device grants permission to the Student to use the computing device according to the guidelines set forth in this document. Moreover, Anamosa Community administrative staff retains the right to collect and/or inspect the computing device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware. Students leaving the district are required to return the computing device to the building office or technology office. Failure to do so will result in the computing device being locked, rendering unusable. If the computing device is not returned after follow-up communication and in a reasonable amount of time, the District may file a police report for theft.

1.2 Equipment Provided: Efforts are made to keep all device configurations the same. Students must use student issued credentials (username and password) for the computing device. Parents are encouraged to know their child's username and password to monitor the computing device. This information is available in your building's main office, if necessary. Devices include a power cable, a protective laptop case or cover, software, and other miscellaneous items. ACSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the computing device is inoperable, ACSD has a limited number of spare devices for use while the computing device is repaired or replaced. However, we cannot guarantee a loaner will be available at all times, especially in the event of willful damage or neglect. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computing device or to avoid using the computing device due to loss or damage. Please note that if the student forgets to bring the computing device or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The student is solely responsible for any non-ACSD installed software and for any data stored on the computing device. It is the sole responsibility of the student to backup such data as necessary. Backup methods include storage in cloud-based services like Google Docs or DropBox, copying files to a flash drive or storing files on an external hard drive.

2. Damage or Loss of Equipment (pending definition)

2.1 Responsibility for Damage: The student is responsible for maintaining a 100% working computing device at all times. Students may be responsible for the cost of repairs as follows:

- First incident –up to \$25
- Second incident –up to \$50
- Third incident –up to full cost of repair or replacement

Note these incidents are cumulative over the course of enrollment. ACSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to willful negligence as determined by administration. Examples of willful negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Spilling liquids on the device.
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

2.2 Responsibility for Loss:

- In the event the computing device is lost or stolen, the student and parent may be billed the full cost of replacement.

In the event the computing device is stolen, a police report must be filed within 48 hours by the student/parent/guardian and notification must be made to the school district.

2.3 Actions Required in the Event of Damage or Loss: Report the problem immediately to the building's administration or district technology personnel. Stolen or lost computing devices will be locked and rendered inoperable via district management software.

2.4 Technical Support and Repair: ACSD does not guarantee the computing device will be operable immediately, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies

3.1 Monitoring: ACSD will monitor computing device use through a variety of methods –including electronic remote access –to assure compliance with ACSD's Legal and Ethical Use Policies. Parents are also expected to regularly monitor their child's use of the computing device as all devices used off campus will no longer be monitored by an internet filtering firewall as they are on campus.

3.2 Legal and Ethical Use: All aspects of ACSD Student Computer Use and Internet Safety Policy 605.04 remain in effect, except as mentioned in this section. Any illegal use may result in incidents being referred to civil or criminal authorities.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District Systems Facilitator.

STANDARDS FOR PROPER COMPUTING DEVICE CARE

This document is an important addendum to the Student Device Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned computing device. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the computing device and charging unit to ACSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the computing device either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computing device stored in a secure place (i.e., locked in a locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computing device in a secure place assigned by your coach/sponsor. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school –will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. Avoid storing the computing device in a car other than in a locked trunk, however, **avoid leaving the computing device in environments with excessively hot or cold temperatures.**
- Do not let anyone use the computing device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computing device will be your full responsibility. Adhere to ACSD School’s Student Computer Use and Internet Safety Policy at all times and in all locations. When in doubt about acceptable use, ask the teacher librarian or building administrator.
- Read and follow all maintenance alerts from school technology personnel.

How to Handle Technical Problems

- Promptly report any problems to your Advisory, Raider Round-up, or Classroom Teacher.
- You may also contact the Anamosa Technology Department -support@anamosa.k12.ia.us

General Care

- Do not attempt to remove or change the physical structure of the computing device, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the computing device.
- Do not do anything to the computing device or case that will permanently alter it in any way. Snap on covers are allowed.
- Keep the equipment clean. For example, don't eat or drink while using the computing device.

Carrying the computing device

- Always completely close the lid and wait for the computing device to enter Sleep mode before moving it, even for short distances. Sleep mode is sufficient –there is little reason to actually shut - down the laptop other than on an airplane or during extended days of inactivity.
- Always store the computing device in the laptop bag provided. Note: do not store anything (i.e., cords, papers or disks) in the area within the laptop case designed for the computing device other than the computing device itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack to and from school. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the computing device in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the computing device, as this can damage the screen and other components.

Screen Care

The computing device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the computing device screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computing device screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a repair fine to the family.

Battery Life and Charging

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your computing device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the computing device when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the computing device resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

**Student Device Acknowledgement Form
2020-2021 School Year**

Review and initial each statement below:

	Student Initial	Parent Initial
The following items reiterate some of the most important points covered in the ACSD Computing Device User Agreement.		
ACSD administrative staff retain the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete software.		
I will not leave my device unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my device become lost or stolen due to "willful negligence" as determined by administration.		
I understand that my family may be responsible for damages that occur to the device.		
I will not download, install or use file sharing programs or any other unauthorized/approved software.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those I legally own.		
I will keep the device lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school and district technology personnel.		
I will report any problems with my device to my teacher or the support email in a timely manner.		

I have read the Student Computing Device User Agreement agree with their stated conditions.

Student Name (printed clearly) _____

Student Signature + Date: _____

Parent Guardian Name (printed clearly) _____

Parent/Guardian Signature + Date: _____