



**AMES COMMUNITY SCHOOL DISTRICT
ELEMENTARY SCHOOL HANDBOOK
2025-2026**

A EDWARDS
ELEMENTARY

A MEEKER
ELEMENTARY

A FELLOWS
ELEMENTARY

A MITCHELL
ELEMENTARY

A SAWYER
ELEMENTARY

Contacts

Information is also available on the [District website](#).

Administration

Superintendent	Scott Grimes	515-268-6660
Associate Superintendent	Dr. Jeff Hawkins	515-268-6681
Chartwells Food Service	David Schmitz	515-817-0630
Communications	Amy DeLashmutt	515-268-6651
Director of Human Resources	Shan Seivert	515-266-6665
Director of Special Education	Deani Thomas	515-268-6626
Director of Student Services	Eric Sundermeyer	515-268-6628
Enrollment Specialist	Cassie Wendt	515-268-6605
School Business Official	Sherri Ruzek	515-268-6640
Transportation Coordinator	Aubrey Flemming	515-268-6625

Elementary Principals

Edwards	Jessica Sharp	515-239-3760
Edwards-Associate Principal	Austin Riedeman	515-239-3760
Fellows	Sevond Cole	515-239-3765
Fellows-Associate Principal	Michelle Fuqua	515-239-3765
Meeker	Lisa Clayberg	515-239-3770
Mitchell	Justin Jeffs	515-239-3775
Sawyer	Nicole Coronado	515-239-3790
Early Kindergarten	Sevond Cole	515-239-3705

About Ames Community Schools

Teaching and learning in the Ames Community School District involves a partnership that supports families, students and staff working together. We commit staff, resources and facilities to provide a safe and caring environment in our buildings, grounds and classrooms to help foster students' life-long interest in learning and guide them in achieving their intellectual, academic, social, emotional and developmental goals. The years students spend in kindergarten through fifth grade are critical for forming a basic educational foundation and attitudes toward learning. We seek your support and input for our educational programs.

Mission, Beliefs, and Objectives

Mission

The mission of the Ames Community School District, which aspires to be Iowa's premier school district, is to inspire and empower all students and staff to pursue and maximize their personal and educational potential, grounded in strong community and family partnerships and guided by high-quality educators who commit to innovative instruction getting every student what they need to be successful.

District Nondiscrimination Policy

The District's [nondiscrimination policy](#) (Board Policy 106) can be found on our website.

General Information

Elementary School Hours

Monday-Friday:

7:40 a.m. - 2:45 p.m.

Arrival Time

Students may enter the building starting between 7:15 - 7:20 a.m., depending on the elementary building you attend. If you have questions about arrival time procedures, please check with your classroom teacher or office staff.

Student Check-in and Check-out Procedures

Students arriving after 7:40 a.m. or leaving prior to dismissal time must be signed in or out in the office logbook. Students must leave school with a parent or guardian, a person listed in Infinite Campus as an emergency contact, or with another adult for whom the parent or guardian provides verified permission. Parents and guardians and other adults picking up students early, will be asked to present a valid photo ID.

Student Attendance

Iowa law requires children to attend school when they will be five (5) years old by September 15 until age sixteen (16). Each child's parent/guardian is responsible for ensuring that the child receives an education, according to Iowa law. Regular, punctual attendance is expected for all students in the District.

Absences

To report a student's absence, parents and guardians simply log in to their [Infinite Campus Parent Portal account](#) to notify school staff. Absence reporting allows parents and guardians to securely report a student's absence from school for a partial day, a single day, or multiple days. Students are unable to self-report absences in Campus Student. Calling your student's building is still an accepted way to report any absence.

Please inform your school of all absences at the start of the school day and provide necessary documentation as soon as possible.

The State of Iowa and the Ames CSD have updated their attendance and truancy policies. Under [Iowa Senate File 2435](#), chronic absenteeism is defined as missing more than 10% of the days or hours in a given grading period.

The district believes that school attendance leads to the most significant learning opportunities for students. Students who are present in school and engaged are active learners who take

greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Refer to the Ames CSD website for more information regarding the law and [Attendance, Absenteeism, and Truancy](#).

Tardiness

- A student is considered tardy if they arrive after the start of the school day (typically 7:40 am).
- The minutes they are late to school will be calculated and will count toward chronic absenteeism.

Calendars

The District maintains a [calendar at-a-glance](#) on its website with important dates for the coming year.

Safety

Keeping our students safe is one of our highest priorities. We encourage parents/guardians to teach children about safety and ask that they use safe practices during arrival and dismissal times.

Our safety practices include:

- Supervising students, with the staff present in the hallways at the start of the school day, during lunch passing times and at the close of the school day, as well as at recess and in the lunchroom.
- Teaching safety practice and behavioral expectations in emergencies, and in all aspects of the school day

Crossing Guards

Crossing guards help students cross at busy intersections. Plan for your child to arrive at the intersection during the times the guards are on duty.

- Mornings: 7:20 – 7:35 a.m.
- Afternoons: 2:45 – 3:00 p.m.
- Early Dismissal Afternoons: 12:45 – 1:00 p.m.

Emergency Preparedness

The District website provides information about [alerts, safety, and weather procedures](#).

We post a District Emergency Plan in each room that outlines the procedures and evacuation route to follow during an emergency. We hold fire drills, tornado drills, and other safety drills regularly during the year.

School Closings or Delays for Severe Conditions

The safety and well-being of students and staff is our top priority and the decision to close, delay the start, or release school early is no simple matter. Before deciding to modify the school day due to extreme weather conditions, the Superintendent consults with a variety of experts both inside and outside of the District. Our commitment is to keep students, families, and staff safe, and to keep the community informed of weather-related school closings, delays, and cancellations in as timely a manner as possible.

The District must make one decision that is appropriate for approximately 5,000 students. We recognize that this decision may not always fit with individual circumstances. Therefore, parents/guardians are able to make the best decision for their families. Parents or guardians may choose to keep their children at home if they are concerned about weather conditions while school is in session. Please notify your student's school. Do note, these absences will not be excused nor exempt from [SF2435 Legislation related to Attendance, Absenteeism, and Truancy](#).

Please note that we continually monitor the forecast from the National Weather Service (NWS) in order to make the best decision for students, staff, and families in a timely manner. The District utilizes information from the NWS for Ames and the City of Ames.

Announcements of District weather-related decisions are communicated through local media outlets (television, radio) and multiple District communication platforms. Notification will be sent directly to families by phone, text, and email through ParentSquare. To receive notification, please ensure your email and phone contact information are accurate in Infinite Campus and download the [ParentSquare app](#). Announcements are also posted on Ames CSD [Facebook](#) and [Instagram](#) social media accounts, the [District website](#), and individual school websites.

School and Classroom Expectations

Students Engaged in Illegal Behavior

We must refer students engaged in illegal activities to the police or a social agency. If a student brings a firearm to school, we will expel the student for a period not less than one calendar year. The Superintendent has the authority to recommend modifications to this expulsion requirement on a case-by-case basis.

Anti-Bullying and Harassment Policies

The District maintains policies, procedures, and practices designed to address, reduce, or eliminate incidents of bullying and harassment. Click to view online [Policy 104, Anti-Bullying and Harassment](#).

Positive Behavior Intervention Supports (PBIS)

PBIS is an architecture for addressing behavior through the prevention-oriented structuring of research-based interventions and supports in a hierarchical and progressive manner for the purpose of improved behavioral and academic outcomes. In practice, this generally appears as 3 tiers of increasingly intensive and individualized behavior interventions and supports as well as a system of data collection and analysis. For more information, please reach out to your building administrator(s).

Dress Code

Dress codes are meant to provide students with a safe environment while attending school. If the manner of dress creates a substantial disruption to other students and the learning process, it is a dress code violation.

- Clothing that disparages others through racist, homophobic, or sexist comments or innuendo is not allowed.
- Hats and hoods are allowed, but may be asked to be removed if students are using them to hide electronic devices.
- Footwear is required at all times.
- See-through clothing is not allowed.

Recess Weather Guidelines

Students go outdoors for recess unless the temperature/wind chill is ≤ 9 degrees or staff determines that rain, wind or other weather conditions are excessive. Students who remain inside otherwise must have a note from a professional healthcare provider. Please provide your children clothing appropriate for the playground environment and weather. To avoid injury, we encourage closed toed shoes. Students must wear snow pants and snow boots to play in the snow. Students without snow boots must stay on the hard surfaces. Recess supervisors have the authority to adjust procedures depending on the weather conditions.

Skateboards/Roller Blades/Scooters

Students do not have an opportunity to use skateboards, rollerblades, scooters, and wheeled sneakers at school, and we ask students to keep them at home.

Bicycles

We encourage students riding bicycles to wear helmets. On school property, students must walk bicycles on sidewalks and may not ride bicycles on the hard surface areas. Students must park their bicycles in the bike rack.

Lunchroom Guidelines

We expect students to follow lunchroom expectations, and we encourage healthy eating habits during their lunch period.

Parties, Treats and Birthdays

During the school year, classes may celebrate three parties: fall, winter, and spring. Please watch your school newsletter or other announcements for the dates and instructions. We do not allow homemade treats for parties or for birthdays. Parents and guardians may bring pre-packaged treats instead and we encourage healthy treats.

We do not allow students to distribute individual invitations for parties held outside of school unless all the children in the class are invited.

Student and Teacher Gifts

We do not permit students to exchange gifts and we discourage students from giving individual gifts to school staff members. We do not allow a gift to a staff member from a student to be opened in the presence of the class.

Money at School

Students should not carry money to school. We do not allow students to sell or trade items of any kind at school.

Pets at School

With the exception of service animals and curriculum-related presentations, we cannot welcome pets into our schools or on school grounds. Student health and safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school.

Toys, Fidgets, and Electronic Devices

Students may not bring toys, trading cards, fidgets, or any type of electronic devices into the school without prior approval from the classroom teacher. We may notify the parents and guardians and confiscate items brought to school without permission.

Lost and Found

Check at the front office for lost and found items. If no one claims articles at the end of each school year, the items are donated. Please mark your child's clothing and other articles to help with identification.

Field Trips

We provide written notices about school-sponsored field trips, listing the date, destination and means of transportation for each trip. We ask parents or guardians to provide field trip permission as part of the student's online registration process.

Guidelines for Parents, Guardians and Community

Visitors to the Schools ([Policy 903.3](#))

Visitors are welcome in the Ames Community Schools. We ask all visitors and educational observation groups to:

- Make arrangements with the classroom teacher in advance of a visit to schools or classrooms.
- Defer to the judgment of the principal about the impact of a visit. The principal is responsible for prohibiting a school or classroom visit that would be disruptive.

- Check in at the school office when arriving. Bring a valid photo ID. Your ID will be scanned into the system. When your visit is approved, you will be given a visitor's badge. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.
- Leave your ID with the office staff. Wear the visitor badge provided to you by the school office at all times.
- Return to the office at the end of your visit to retrieve your ID, turn in your badge, and check out.
- Be courteous and follow directions from the staff, being aware that all visits are somewhat disruptive to the school routine.
- Typically limit the visit to one class period or one hour.
- Parents and guardians should limit classroom visits to their child's classroom. We do not allow students from other districts to visit our classrooms during the school day.

Volunteering

If you are interested in volunteering for your child's school, please contact the front office. Volunteers work only at the request and under the direction of school staff. There are volunteer opportunities in the classroom, Media Center and office, as well as projects that may be done from home. Each time they work, volunteers must check in at the school office and be logged into the visitor management system to receive a visitor's badge, and must return to the office at the end of each assignment to turn in their badge and be checked out. A valid ID will be required to be logged into the system. Learn more on the District's website Volunteering page. Read [Policy 903.2 School Volunteers](#).

Telephone Usage/Message to Students

If you need to get a message to your child, please call the school office. Staff will deliver the message. Cell phones and personal devices are not to be used by students during the school day. Ames Community School District is not responsible for any lost or stolen phones and personal devices.

Child Custody Rights

Non-custodial parents have certain rights, such as access to student records and pertinent school information about their child, unless a court order denies or restricts these rights. If a non-custodial parent's rights are restricted, please file a copy of the court order in the office. Policy 506, Student Records, is available in the District office and on the District website, Click to view online [Policy 506.1. Student Records](#).

PTOs/PTAs

PTOs and PTAs are partnerships between families and schools that strengthen communication between home and school. They promote social activities for families and support the school through fundraising events. Parents and guardians may serve as officers and volunteer in other ways. Each elementary school website has a page for PTO/PTA information including officers, meeting dates and events.

Donations

We welcome donations of items or money to the school or individual classrooms. Please complete a [form for Gifts to the District](#). The Board of Directors acknowledges Gifts to the District during its regular meetings.

School News

[Parent Square](#) is the district's primary mode of communication between school and home. We encourage parents and guardians to get logged into Parent Square and make a habit of regularly checking for updates or information from the district or school on this platform. The district and school websites and social media platforms are other helpful tools in staying connected to what is happening at your child's school.

Community Events

We appreciate the rich educational and cultural opportunities available to students and families in Ames. We post flyers and promotional information for community events and opportunities in our [digital backpack](#), available on our website. Parents and guardians should make it a habit to check the Digital Backpack for updates.

- **How to submit an event:**

You may submit the details of your event and upload a flyer on our website.

Flyers must pertain to an educational or enrichment activity that is not promoting a particular religion or political stance. The flyer must display the disclaimer: "This is not an Ames Community School District publication, nor is it in any way endorsed or sponsored by the District. This publication is being provided only to inform you of other community activities and opportunities."

Instruction

At all levels, the Ames Community School District grounds its educational programs in recognized national and state standards, and enriches instruction to meet the needs of individual students. We devote the majority of the school day to reading, language arts, mathematics, science, social studies, and health. In each academic area, we stress the abilities to think, write and solve problems. We extend and enhance learning through music, art, physical education, and through the use of our media centers. More specific information about District standards and grade level expectations is available on the District website.

Class Assignment

Each spring school staff collaborates to develop class lists. Our prime objective is for every student to have a successful year. Staff consider students' emotional, social, and academic needs as they consider placements. **Parent requests for classroom assignments will not be accepted.** If siblings are in the same grade level, please contact the principal to discuss placement. Classroom placements for the upcoming school year can be viewed through your child's Infinite Campus Portal in August.

School Supply Drop-Off

Your school will announce the date and time for School Supply Drop-Off each year.

Mini-Conferences

We encourage parents and guardians to attend a 15-minute mini-conference during the first weeks of the school year. The conference allows parents and guardians to share information about their children and become acquainted with the teacher.

Parent-Teacher Conferences

Elementary schools provide parent-teacher conferences in the fall and the spring. Parents and guardians can sign up for a conference to review and discuss a report of the student's progress.

Art, Music, Physical Education, and Media

The District provides classes in visual arts, vocal music, physical education, and Media for a 40-minute block.

Physical Education Guidelines

Students must participate in physical education classes. Please ensure your child wears athletic shoes and comfortable clothing during physical activity. Athletic shoes cushion the feet and provide safety in starting, stopping, and running activities. Please contact your building principal, Student and Family Advocate, or Student and Family Counselor if you need support gathering appropriate Physical Education attire.

Library

We encourage students to visit the Library at times beyond the regular Library class. Students may check out books and other items and keep them for up to two weeks. They receive notification when items they have borrowed are overdue. Parents and guardians must pay for lost or damaged items. The full [Policy 605.7. Use of Information Resources](#), is available in the district office and on the website.

Technology Integration

We use technology to support our curriculum and enhance student learning. We equip all elementary school classrooms with computers. Teachers, administrators, parents, and students collaborate to ensure the responsible and educationally sound use of developmentally appropriate technology resources. The full [Policy 503.3 – Fines, Fees, Charges](#) is available in the district office and on the website.

Music Education

Students in fourth grade have the opportunity to participate in orchestra and chorus. Students in 5th grade also have the opportunity to participate in band. For more information, please contact your building's music department.

Programs and Services

SUCCESS

SUCCESS services use a comprehensive approach to provide assistance and interventions to students who need support in reading and mathematics. The teacher will notify the parents or guardians before the student's placement.

English Learners (EL)

Students whose native language is other than English may be eligible for supplemental services to help improve their ability to listen to, speak, write, and read English. Parents and guardians may request a referral by [contacting Shaeley Santiago](#), at (515) 268-6620.

Extended Learning Program (ELP)

The Extended Learning program does not formally identify giftedness, but uses multiple data points to provide students with services to meet their differentiated needs. Our program goal is to responsively monitor the cognitive and affective needs of our students, enriching and extending learning for students who need beyond grade level instruction. These services vary, and may include classroom collaborations, access to extension opportunities, small group learning, and more, offered in a variety of instructional formats. We initiate the identification procedure for elementary ELP during the second semester of 3rd grade and include all students in the preliminary screening. Formal programming for identified students begins in the fall for 4th and 5th graders. We review elementary students for ELP services each year in winter and spring.

Students leaving 5th grade enter 6th grade with ELP status, and will be automatically placed in an ELP introductory session at AMS, where they will learn more about their service options for each grade level. Students who were not involved in ELP or are coming from out of district can apply at the beginning of sixth grade, as well.

K-3 students participate in ELP on a flexible basis, centered on multiple data points. It is expected that ELP status and services will change frequently as the student learns and grows.

Special Education Services

The District provides a continuum of special education services, starting at preschool for students with disabilities.

Teachers use the Multi-Tiered System of Support (MTSS) process for students who need support in learning. If the MTSS does not result in the student making an acceptable rate of gain, then the next step is a Disability Suspect Meeting (DSM). The Disability Suspect Meeting, which includes the parents or guardians, provides a forum to present student data and determine if there is consensus that the student could benefit from an evaluation for Special Education services. If the student needs a comprehensive evaluation, the District provides this

service at no cost to the parents and guardians. Parents may request an evaluation at any time. If you'd like more information about the evaluation process, please contact the building principal.

The District provides Special Education services for speech and language disorders; learning, behavioral, and mental disabilities; physical, visual, and hearing impairments; autism; and traumatic brain injury. Students who qualify for services have an Individual Education Plan (IEP) developed by a team of parents or guardians, teachers, the principal, and specialists from the Heartland Area Education Agency.

Early Kindergarten (EK)

Early Kindergarten is an option for ACSD children who will be 5 years old by September 15 but may not be ready for a full-day kindergarten program. For the 2025-2026 school year, we will only have a morning section of Early Kindergarten. This will be offered at Fellows Elementary on Monday-Friday from 7:40a-11:00a and will be based on the regular kindergarten curriculum.

Early Kindergarten provides learning experiences that focus on literacy, math, social, and emotional learning. Learning outcomes for students in Early Kindergarten are the same as those for Kindergarten students. These learning outcomes come from the Iowa Common Core Kindergarten Standards. Students in Early Kindergarten also participate in the same district and state assessments as kindergarten students.

For more information regarding the Early Kindergarten program, please contact Fellows Principal, Sevon Cole, at sevon.d.cole@ames.k12.ia.us.

Student and Family Support

Elementary schools have School and Family Counselors (SFCs) and Student and Family Advocates (SFAs) that bridge the school, family, and community. They work with families when there is a need to facilitate student success at school and communication between school and home. SFCs and SFAs spend their time with individual students and families needing support for issues directly affecting a student's success at school. They use the remainder of their time to support all students with personal, social, and academic issues and help them succeed in the learning environment.

Health

Each school building is staffed daily by a registered nurse. The nurses provide care for students who are not feeling well, respond to emergency situations in buildings, and provide advanced first aid. Nurses also provide care coordination, health record maintenance, and health promotion across the District.

Nurses work with students, families, staff, and the community to ensure that children's health needs are met so that they can attend school and be healthy and ready to learn. Student health includes a variety of supports to help eliminate any barriers to learning that a student may

encounter over the course of their education. These supports are for both students and families and include services provided in collaboration with community agencies.

For more information about [health guidance for students](#), please visit the school nurse section for your school building on the website.

Meal Program at School

Elementary schools offer school breakfast and school lunch. Students may purchase a school lunch or bring lunch from home.

School lunch includes a half pint of milk. Students who bring their lunch may purchase milk.

If your child arrives late to school, please help us get an accurate lunch count by calling the school office by 8:15 a.m. to order the student's lunch. Parents or guardians planning to eat lunch with a child should also contact the school office by 8:15 a.m.

Parents and guardians may deposit money for breakfast and lunch into a student's account in any amount. The District will notify parents and guardians when lunch funds are below \$25. Parents and guardians may deposit money for school meals through their Infinite Campus Parent Portal or drop it off with the school secretary or your child's classroom teacher. [Lunch menus](#) for the month are available online in a variety of languages and posted in the schools.

Assistance With School Fees and Discretionary Transportation Fees

It is the Ames Community School District's policy to accept responsibility for providing free or reduced-price breakfasts and lunches to eligible students in the schools under its jurisdiction according to the guidelines provided by the United States Department of Agriculture (USDA). The District may also reduce or waive fees based on certain eligibility criteria.

In general, the District will waive fees for students who meet the financial eligibility criteria for free school meals, or the Family Investment Program (FIP), or are eligible for transportation assistance or in foster care. Students who qualify for reduced-price school meals may have their school fees reduced by 50%. Families must apply each year. Iowa Eligibility Application is available to all District families in July.

Bus Transportation

The District provides bus transportation for students who live farther than two miles from their assigned school or who qualify for transportation for other reasons. Students are allowed to have one pick up and drop off location. Students are not allowed to use bus transportation to ride to a friend's home. **Transportation may be available for a fee to those families who live closer than two miles from their assigned school** and do not qualify for free transportation. Please direct all questions about bus transportation to Aubrey Flemming, Transportation Coordinator, email: transportation@ames.k12.ia.us.

Bus Attendance

If at any time your child will not be riding the bus as assigned, please notify Durham School Services, 515-233-5424. Any time there is a change in after school transportation, notify your child's classroom teacher.

Bus Behavior

Ames Community School District contracts with Durham School Services. Proper conduct on the bus is important to maintain the safety of all riders. Drivers have been given the authority to operate their buses according to the following safety rules below:

Students must:

- Ride the bus to get to school and return home.
- Ride on their assigned bus and sit in their assigned seat.
- Be at the bus stop before the bus arrives.
- Form a single line at bus stops and stay back at least five feet from the curb.
- Follow the directions of the school bus driver promptly.
- Remain seated at all times.
- Keep hands, feet, and objects to self.
- Be thoughtful of the rights and property of others, including bus property.
- Place musical instruments under your seat or hold them on your lap. Most buses will reserve an instrument seat for instruments too large to hold or place under the seat. Arrangements can be made for instruments that don't fit on the seat such as cellos or bass violins. The District, the bus driver and Durham School Services are not liable for damage or loss of instruments transported on the school bus.

Infinite Campus Portal

Infinite Campus is the District student information management database. The Infinite Campus Portal provides the links to the District's online registration process and allows parents and guardians to access basic student information, update their household information and emergency contacts, and set up email, voice and text message options for routine and emergency notifications from the school and District.

Parents and guardians may also pay school fees and deposit money for school meals through Infinite Campus.

Parents and guardians may set up one Infinite Campus Portal account per household. They may decide which parent or guardian's name to use, using the format lastname.firstname. We ask parents and guardians to provide a password choice with a minimum of 6 characters. If you have questions about your account, username or password, contact [Christina Woods](#) 515-268-6635.

You can find a quick link to the [Infinite Campus Parent Portal](#) on the District homepage.

Student Registration and Contact Information

Families receive registration information each year for enrolling students in the upcoming school year. Parents and guardians should complete the online registration process via the link in their Infinite Campus Parent Portal account. If you do not have access to a computer, you may come

to the Registrar's office, 2005 24th St, between the hours of 8 a.m. and 4:30 p.m. Monday through Friday.

Parents and guardians must complete and return other required forms to the school by the deadlines stated.

The [District Enrollment and Registration web page](#) provides more detailed information.

Changes to Household Information

The District must keep up-to-date contact information on file for all students so school staff can notify parents and guardians or another responsible adult if there is an emergency, unplanned early dismissal or a need to check on a student's absence. Staff will call the emergency contact if unable to reach the parent or guardian. Please keep household information such as address, phone numbers, and emergency contacts up-to-date through the Infinite Campus Portal. If you are changing addresses, you must provide a Proof of Residence document, such as a bank statement, utility bill or lease/purchase agreement, before you can update your address online. During the school year, you may bring the document to the school office. During summer months, bring the document to the District Registrar, 2005 24th St.

If you do not have access to a computer, notify the principal's office during the school year, or notify the District Registrar during summer months.

School Supplies

The District provides a [list of school supplies](#) on the school webpage. Parents and guardians are responsible for purchasing school supplies. If you need assistance with school supplies, please reach out to the building principal.

Student Pictures

The District contracts with a photographer to take photos of all students in the fall. Parents and guardians have the opportunity to purchase their child's portrait. The District provides notice of the date, price list and order forms. Parents and guardians must make payment for the pictures in advance. Makeup dates are available in case a student is absent on picture day.

District Policies and Information

Public Complaints/Questions/Concerns

The Board and Ames CSD recognize situations may arise in the operation of the District which are of concern to parents and other members of the community. The Board and District firmly believe concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Complaints are governed by [School Board Policy 213.1 Public Complaints](#).

Complaints should be addressed first with the teacher or employee most directly involved in the complaint. If unresolved, complaints should be addressed next with the principal of the attendance center of that employee. If unresolved, complaints should then be addressed with the Superintendent/designee. If these steps are unable to resolve a complaint, an individual can request the issue be brought to the Board for consideration. To bring a concern to the Board, the individual shall notify, in writing, the Board President or Board Secretary, who may bring the complaint to the attention of the entire Board. Finally, [parent, guardian and community concerns](#) may also be addressed via the Iowa Department of Education website.

Nondiscrimination

It is the policy of the Ames 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, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Director of Human Resources, District Offices, 2005 24th St. Ames, IA 50010, 515-268-6610.

Inspections and Searches of Students

The Ames Community School District strives to maintain discipline, security, and order in the classroom, on school grounds, and at school-related activities, to provide a safe and effective educational environment for students, staff and the public. Periodic inspections and searches may be necessary. School officials may inspect all, or a randomly selected number of school lockers, desks, work areas, or other facilities or spaces. Lockers, desks, and work areas temporarily assigned to students remain the property of the school district and may be subject to inspection at any time. We will conduct inspections either in the presence of the students whose desks or lockers are being inspected, or in the presence of at least one other certified school employee. School officials may seize any illegal, unauthorized or contraband materials discovered in the search. We complete a checklist for inspections and searches and submit it to the Superintendent within 24 hours from the time the inspection or search was conducted. [Policy 502.8. Search and Seizure](#) is available in the District office and on the District website.

Abuse of Students By District Personnel

Ames Community School District policies prohibit school employees and volunteers from committing acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Any school employee or volunteer who commits such acts is subject to disciplinary sanctions up to and including discharge.

It also is the District's policy to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegation, and to do so in a reasonably prudent manner. We require all employees and volunteers to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. Anyone believing that a student has been abused by a District employee or volunteer may report the abuse to the District's investigator, Shan Seivert

(268-6610). The entire [policy 402.3 on abuse of students by employees](#) is available in the Administration Office and each school building office and on the District website.

Public Conduct on School Premises

The Ames Board of Education believes that all individuals should contribute to a thoughtful, safe and welcoming atmosphere. Therefore, the Board expects students, employees and visitors to exercise self-discipline, fairness and thoughtfulness while attending school and school-sponsored events. According to Board policy, we will not allow individuals to interfere or disrupt the educational program, activity, performance or event through conduct that may include abusive physical acts, or abusive, vulgar, obscene or demeaning verbal or physical expressions directed at students, school officials and employees, other officials, or activity sponsors. We may remove individuals from school events for violation of these expectations and may exclude them from the school building and from future school-sponsored or approved events. [Policy 903.4. Public Conduct on School Premises](#) is available in the District office and on the District website.

Misconduct may include, but not be limited to:

- Refusal to conform to school policies, rules or regulations;
- Conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school or school activity;
- Refusal to comply with directions from teachers, administrators, or school personnel including registered volunteers;
- Being present without authorization in either a District building or a school to which the student is not assigned for attendance;
- Documented misconduct detrimental to the best interest of the District;
- Truancy—inability to meet the District's attendance requirement (170 days) due to unexcused absences from school;
- Unauthorized access to computer hardware, software, or networks and unauthorized manipulation of electronically stored information;
- Violating academic integrity by actions such as cheating or plagiarism;
- Physical attack or threats of physical attack made to students, teachers, administrators, or other school personnel;
- Bullying or harassment;
- By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless;
- Abusive epithets or threatening gestures to other students, teachers, administrators, school personnel or other persons;
- Fighting or engaging in disruptive or violent behavior;
- Possessing, consuming, distributing, attempting to distribute or being under the influence of alcoholic liquors or beer;
- Possessing, distributing, attempting to distribute, using or being under the influence of a controlled substance unless that substance was obtained pursuant to a valid prescription or order of a licensed practitioner;
- Possessing, distributing, or attempting to distribute a controlled substance look alike;

- Possession or use of tobacco;
- Extortion;
- Criminal or illegal behavior;
- Theft, robbery, or possession of stolen goods;
- Gambling;
- Damaging, altering, injuring, defacing or destroying any building, fixture, or tangible property;
- Obstructing school premises or access to school premises or premises where a school activity is being held;
- Possession of weapons (including but not limited to firearms) or dangerous objects, or items that appear to be weapons or dangerous objects. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; and any destructive device. The term "destructive device" includes, but is not limited to, any explosive, incendiary, or poison gas, bomb or grenade.
- Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property or other premises where a school-sponsored activity will be held, whether or not any such property is actually destroyed or damaged.
- Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or other premises where a school sponsored activity will be held.

Weapons on School Property

The District is considered a "Weapons Free Zone" under chapter 724.4A(1) of the Code of Iowa. A "weapons free zone" means the area in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school. Except for law enforcement agents, no person is permitted to carry a weapon openly, concealed upon his or her person or within a vehicle on school grounds.

Student Records Access and Confidentiality

The District maintains cumulative records for each student enrolled. The records contain test information, progress reports, health records, and other pertinent data. The District provides for the maintenance of student records in a confidential manner in conformity to Chapter 68A of the Code of Iowa and The Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the students education records within 45 days of the day the school receives a request for access. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The policy embodies the concept that parents and guardians may

have access to student records and that people outside the school system may have access only under strict regulations, which generally require written consent from the student's parents or guardians. If you wish to examine records, contact the principal to make arrangements.

Student Photographs and Media Permission

Under [Policy 902.1. Publicity and News Media Relations](#), the District may allow media to interview students, photograph them or make video recordings of them with supervision by District staff if permission from the parent or guardian is on record. We ask parents and guardians to provide this permission during the online registration process. Parents and guardians who do not want their child's directory information, images, or interviews to be given out and/or published by media must sign a waiver form available from the building principal no later than September 15 of each school year. Policy 902.1 is available in the District office and on the District website.

Parents' and Guardians' Right to Know Teacher Qualifications

Under federal and state education guidelines parents and guardians have the right to learn about certain qualifications of their child's teacher:

- State licensure requirements for the grade level and content areas taught;
- The teacher's current licensing status;
- The teacher's baccalaureate/graduate certification/degree.

Parents and guardians may request this information from the Superintendent's office by calling 515-268-6600 or sending a letter of request by email to mary.sailor@ames.k12.ia.us, or by mail to:

Administrative Assistant for Human Resources
Ames Community School District
2005 24th Street
Ames, IA 50010

Anti-Bullying/Harassment Policy

District policy 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, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

Employees and students who believe they have suffered harassment shall report, in a timely manner, such matters to their building principal or department director who are the compliance officers for harassment complaints. Claims regarding harassment may also be reported to the Superintendent or the Executive Director, or the alternate compliance officers, 2005 24th Street.

[Policy 104. Anti-Bullying/Anti-Harassment](#) is available in the District office and on the District website.

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