



ANKENY COMMUNITY SCHOOL DISTRICT

The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.

Policy Committee Meeting MINUTES

**Northview Middle School, 1302 N Ankeny Blvd, Conference Room Door
W22**

October 20, 2022

4:30 PM

Please turn off cellular phone during the meeting. Thank you.

- **Welcome**

Attendees:

Aaron Johnson
Lori Lovstad
Emily Archer
Katie Claeys
Jessie Dirks
Larry Holloway
Ashley Rullestad

- **Proposed Policy Updates**

1. Proposed Policy Updates:

- 400.72 Intellectual Freedom *Clarification of legal balancing between First Amendment rights and responsibilities of public employees; updated legal & cross references*
- 400.48 Learning, Training, and Staff Development *Minor edits to enhance transparency regarding legal requirements.*
- 602.01 Curriculum Development, Implementation, and Evaluation *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.00 Selection of Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.02 Objections to Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.05 Objection to Library Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 504.42 Identifying and Reporting Child Abuse *Minor to enhance transparency*

regarding updated legal requirements.

- 601.02 School Day *Minor edits to enhance transparency regarding legal requirements*
- 804.60 Capital Assets *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*

- **Additional Items:**

- **Adjournment**

The meeting adjourned at 5:16pm.

Future Meetings Dates:

1. Future Meetings:

- November 3, 2022
- December 1, 2022



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Proposed Policy Updates:

Extended Information:

- 400.72 Intellectual Freedom *Clarification of legal balancing between First Amendment rights and responsibilities of public employees; updated legal & cross references*
- 400.48 Learning, Training, and Staff Development *Minor edits to enhance transparency regarding legal requirements.*
- 602.01 Curriculum Development, Implementation, and Evaluation *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.00 Selection of Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.02 Objections to Instructional Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 605.05 Objection to Library Materials *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*
- 504.42 Identifying and Reporting Child Abuse *Minor to enhance transparency regarding updated legal requirements.*
- 601.02 School Day *Minor edits to enhance transparency regarding legal requirements*
- 804.60 Capital Assets *Edits to enhance transparency regarding legal requirements and for consistency and clarity.*

ATTACHMENTS:

File Name

Description

Type

Upload Date

[Supplemental_Policy_Committee_October_2022.Committee_Review.pdf](#)

Supplemental Policy Committee Meeting - 10.20.22

Support Document

10/19/2022

400 SERIES: STAFF PERSONNEL

400.72 Intellectual Freedom and Expression

The district shall strive to maintain an orderly and effective work environment while balancing employees' First Amendment rights to freedom of expression and diverse viewpoints and beliefs. The district may regulate the expression of employees acting in their official capacity. While employees may speak as individual citizens on matters of public concern, employee expression that has an adverse impact on district operations and/or that negatively impacts an employee's ability to perform their job may result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

Employees shall comply with Iowa law to the extent it does not infringe on their free speech rights.

Discrimination against ~~District~~ employees and/or students on the basis of their protected speech, including demonstrations of intellectual freedom, is impermissible.

The ~~District~~ ~~district~~ shall not dismiss, suspend, discipline, reassign, transfer, subject to termination or nonrenewal of a teaching contract issued under Iowa Code 279.13 or an extracurricular contract issued under 279.19A, or otherwise retaliate against an employee acting within the scope of the person's professional ethics, if any, for (1) acting to protect a student for engaging in a protected demonstration of intellectual freedom and/or (2) refusing to infringe upon a student's protected demonstration of intellectual freedom and/or protected rights under the first amendment to the Constitution of the United States, or Article I, section 7, of the Constitution of the State of Iowa.

A ~~District~~ ~~district~~ employee who holds a license, certificate, statement of recognition, or authorization issued by the Iowa Board of Educational Examiners under chapter 272 and who discriminates against a student or employee in violation of this section shall be subject to a hearing conducted by the Iowa Board of Educational Examiners which may result in disciplinary action, and the employee's employment may be terminated.

An employee shall not retaliate against a student or another employee who files a complaint related to a violation of this policy and/or other policies related to protected demonstrations of intellectual freedom in the District. If the person who files such a complaint is a District employee, the provisions of section Iowa Code 70A.29 shall apply.

Legal Reference:

[U.S. Const. Amend. I](#)

[Kennedy v. Bremerton School District, 597 U.S. \(2022\)](#)

[Iowa Code §§ 279.73; 280.22](#)

Cross Reference:

[400.36 Employee Political Activity](#)

Approved:

July 6, 2021

Reviewed:

June 20, 2021

[October 20, 2022](#)

Revised:

[November 21, 2022](#)

400 SERIES: STAFF PERSONNEL

400.48 Learning, Training, and Staff Development

The ~~Board~~ board encourages employees to participate in appropriate training and professional development activities to maintain, develop, and extend their job-related skills. To that end, the ~~District~~ district endeavors to offer opportunities for staff development. Professional development shall include activities that promote and/or teach about compliance with applicable Iowa laws.

Under law, an individual may earn up to half of the credits needed for licensure renewal by completing an individualized professional development program as verified by the supervising licensed evaluator or by successful completion of professional development courses or programs offered by a professional development program licensed by the board, or by a practitioner preparation institution or area education agency approved by the state board of education.

Employees who wish to participate in non-district sponsored professional learning, ~~including but not limited to professional conferences,~~ during work hours and/or when paid for by the district, must first be approved to do so by their supervisor(s). The ~~Superintendents~~ superintendent/designee shall have the discretion to ~~allow or not allow employees to attend or participate in~~ approve or decline the requested professional development and, in so doing, shall consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations, and the school district's financial situation, as well as other factors deemed relevant. ~~event or training.~~

Nothing in this policy ~~should~~ shall be interpreted as modifying language otherwise outlined in collective bargaining agreements.

Legal Reference:

Legal Code §279.8: .74

281 Iowa Admin. Code 12.7: 83.6 (new standards)

Approved:

January 22, 1990

Reviewed:

December 20, 2010

February 15, 2016

March 22, 2021

June 20, 2021

Revised:

December 20, 2010

February 15, 2016

March 22, 2021

July 6, 2021

600 SERIES: EDUCATIONAL PROGRAM

602.01 Curriculum Development, Implementation, and Evaluation

The ~~Superintendent~~superintendent/designee will establish the necessary administrative structures and procedures for the purpose of conducting continuous and long-range planning in curriculum development, implementation and evaluation and the improvement of instruction.

A comprehensive system of curriculum development, implementation and evaluation serves several purposes:

- focuses attention on the content standards of each discipline to ensure the identified curriculum is rigorous and relevant
- increases the probability students will achieve the desired knowledge and skills
- facilitates communication among teachers
- improves classroom instruction

The processes and procedures used in curriculum development are shared with staff at the beginning of a curricular review. These processes include:

- review of standards and benchmarks
- study of current educational research
- review/establishment of course objectives and student achievement data
- investigation and selection of materials
- development of curriculum guides, common assessments, common vocabulary and common maps.

Following the development of the curriculum, assistance is provided to staff in order to assure the curriculum is implemented appropriately at the classroom level. There are two components of any implementation effort that must be present to support the planned changes in curriculum and instruction succeed as intended: (1) understanding the conceptual framework of the content/discipline being implemented and (2) organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

Mechanisms for delivering this assistance include:

- study groups
- ~~District~~district staff professional learning courses
- grade level/department meetings
- professional learning communities
- building level professional learning
- job-embedded coaching
- peer review/observations
- classroom observations by administrators

Evaluation of the effectiveness of the curriculum is necessary to ensure that the curriculum has the desired effect on student achievement. Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions that impact significant and sustainable improvements in teaching and student learning.

Assessment information ~~is~~may be gathered in a variety of ways, including but not limited to:

- student ~~Progress~~progress Reportsreports
- ~~District~~district common assessments
- standardized test results disaggregated by race, gender, free and reduced lunch eligibility, special education - eligibility, and English Language Learner eligibility
- informal classroom assessments

- student, teacher, and parent feedback
- surveys
- college admissions and post-secondary ~~options-choices made by~~for students
- graduation rate

~~It is the responsibility of the S~~The superintendent/designee ~~to shall~~ keep the ~~Board of Education board~~ apprised of curriculum implementation activities, and ~~to~~ develop administrative regulations for curriculum implementation ~~including and making curricular~~ recommendations to the ~~Board~~board.

Legal Reference:

20 U.S.C. § 1232h (2004)

34 C.F.R. Pt. 98 (2004)

Iowa Code §§ 216.9; 256.7, 279.8 (2007)

281 I.A.C. 12.5., .8

Cross Reference:

~~101-100.00 Statement of Educational Philosophy of the School District~~

~~103.00 Strategic Plan Long-Range Needs Assessment~~

602 Series: Curriculum Development

603 Series: Instructional ~~Curriculum~~Arrangement

605 Series: Instructional Materials

Program of Studies

- Each ~~district m~~Middle School and ~~High-high School school will shall~~ provide students assigned to their ~~attendance center with access to offer~~ the same standard courses as determined by the curriculum review process and ~~approval approved by from~~ the Board of Education.
- ~~The district shall use the Program of Studies process to A~~adding new courses, piloting courses, ~~and/or revising-revise~~ or dropping existing courses ~~will be completed according to the Program of Studies Process.~~
- Teachers and administrators, ~~in a collaborative process,~~ shall ~~collaborate to determine whether to be involved in the decision to~~ develop and/or propose a new course ~~and/or to~~ drop a course.
- Concurrent enrollment courses ~~are shall be~~ exempt from this process but ~~shall~~ require approval from the ~~superintendent/designee Director of Secondary Curriculum and Services.~~

~~The Program of Studies process shall be used to consider For~~ courses ~~that are~~ developed outside the curriculum review process, ~~approval must be sought and granted through the Program of Studies Process. The action steps are as follows:~~

- ~~The Director of Secondary Education sets the date for the Program of Studies annually. The date for the Program of Studies is communicated in a timely manner so that anyone wanting to develop a proposal has sufficient time to prepare and submit the needed documents.~~
- ~~The subject area PLC team consults with the building principal and Director of Secondary Education to discuss potential proposal(s).~~
- ~~The PLC consults with the horizontal PLC in the district to ensure agreement.~~
- ~~The proposed addition/deletion is reviewed vertically by teachers/departments in the grades above and below. (For instance a proposal from the 6/7 building will be reviewed by 5th grade teachers and 8/9 teachers)~~
- ~~PLC team completes the proposal form and submits to building principal.~~
- ~~The principal reviews, signs form, and submits to the Director secondary Education~~
- ~~Director Secondary Curriculum and Services convenes Program of Studies Committee.~~
- ~~The building principal or designee presents proposals from his/her school.~~
- ~~The Program of Study Committee approves or disapproves each proposal.~~
- ~~Curriculum changes are submitted to the Ankeny Board of Education.~~

Legal References:

20 U.S.C. § 1232h

34 C.F.R. pt. 98
Iowa Code §§ 216.9, 256.7, 279.8, .74; 280.3.
281 I.A.C. 12.8.

Approved:
June 5, 2000

Reviewed:
February 11, 2009
December 19, 2011
June 16, 2014
October 1, 2018
October 20, 2022

Revised:
March 23, 2009
December 19, 2011
June 16, 2014
October 1, 2018
November 21, 2022

600 SERIES: EDUCATIONAL PROGRAM

605.00 Selection of Instructional Materials

The ~~Board~~board has the sole discretion to approve instructional materials for the ~~District~~district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The ~~Superintendents~~superintendent/designee shall establish a process for regular review and selection of instructional materials that will be recommended to the ~~Board~~board for approval and shall provide licensed employees necessary training to ensure selected instructional materials comply with applicable laws.

In reviewing materials that may be recommended to the ~~Board~~board, the ~~Superintendents~~superintendent/designee shall endeavor to provide a wide range of instructional materials at all levels of difficulty and shall consider the materials' instructional and cultural relevance, age appropriateness, diversity of approach, presentation of different points of view, alignment to the ~~District's~~district's current and future needs, trends in educational pedagogy, and/or societal shifts.

Materials given to the ~~District~~district without expectation of payment must meet the criteria established herein and must be in compliance with Board Policy, including but not limited to 802.70 *Gifts, Donations, Grants and Bequests* and 606.70 *Community Resources*.

All instructional materials shall be available for review upon request and subject to all applicable laws and as outlined in policy.

Legal References:

Iowa Code §§ 279.8; .74; 280.3, .14; 301.
281 I.A.C. 12.3(12)

Cross References:

606.70 *Community Resources*
802.70 *Gifts, Donations, Grants, and Bequests*
605.01 *Instructional Materials Inspection*
605.02 *Objections to Instructional Materials*

Approved:

March 22, 2010

Reviewed:

January 13, 2010
February 15, 2016
November 16, 2020
June 20, 2021
October 20, 2022

Revised:

February 15, 2016
November 16, 2020
July 6, 2021
November 21, 2022

600 SERIES: EDUCATIONAL PROGRAM

605.02 Objections to Instructional Materials

Members of the Ankeny Community School District community may object to instructional materials, including supplementary classroom materials, and content accessible from district-owned technology devices, used in the district and ask for their use to be reconsidered. The superintendent/designee shall determine administrative regulations for reconsideration of instructional materials.

Legal Reference:

*Iowa Code §§ 279.8; 280.3, .14; 301; 728.1.
281 I.A.C. 12.3(12).*

Cross Reference:

ALA's "Library Bill of Rights"

Approved:

June 7, 1976

Reviewed:

*March 11, 2009
November 17, 2014
March 19, 2018
February 18, 2019
June 16, 2022
October 20, 2022*

Revised:

*June 15, 2009
November 17, 2014
March 19, 2018
February 18, 2019
July 25, 2022
November 21, 2022*

R.R. for Policy #605.02

The district shall follow this process for handling reconsideration of challenged instructional materials:

1. The staff member(s) using the challenged instructional material will listen to the concerns of the individual making the complaint ("Complainant"), inform the Complainant of the selection process, selection procedure, criteria to be met by the instructional materials, purpose and role of the objected material in the education program, and context for the use of the materials, and qualifications of those person(s) selecting the material. The staff member will attempt to resolve the situation informally.
2. If an informal resolution cannot be reached and the Complainant is a student and/or the parent/guardian of a student(s) who would ordinarily be expected to engage with the material, the teacher will provide the relevant student(s) with alternative materials and will not require the student to participate in lessons and/or activities involving the challenged materials during the challenge process if his/her parent/guardian so requests. Unless the Review Committee requests temporary removal for unusual circumstances, challenged materials will be used during the reconsideration process with students other than the student(s) involved in the challenge (if their parent/guardian has requested alternative materials).

3. If steps 1 and 2 do not result in satisfaction for the Complainant and/or if the request is to remove the materials from the curriculum entirely, the teacher with whom the Complainant has been working will request that the complainant submit a formal “**Reconsideration Request Form**” to the relevant principal. **Electronic copies of this form shall be available through the district website; the employee with whom the Complainant is working may print and deliver a hard copy of the form to the Complainant at the Complainant’s express request.** The staff member will inform his/her building principal that this request has been made of the Complainant. **The employee with whom the Complainant has been working will offer to assist the Complainant in completing the form, but if a Complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.**
4. Within ten (10) calendar days of receipt of the completed Reconsideration Request Form, the principal will notify the **Assistant Superintendent responsible for curriculum and instruction** ~~Chief Academic Officer~~ and will appoint an ad hoc committee (“Review Committee”) to review the challenged material. The Review Committee will be comprised of another principal, a content specialist in the content area of the challenged material, two teachers (including a member from the grade level and/or department where the challenged instructional materials are being used), three community residents, and two 10th – 12th grade students whose parents have consented to their participation in the review. The Director of Curriculum and Innovation will facilitate the committee. The Complainant may present to the committee (if the Complainant so requests), but shall not be a member of the committee.

The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting shall be made public through appropriate communication methods as required by law.

5. The Review Committee will take the following steps after receiving the challenged materials form:
 - Set a date for completion of the review process
 - Read, view, and/or listen to the material in its entirety,
 - Listen to the Complainant’s presentation (if the Complainant requests the opportunity to make a presentation),
 - Check the general acceptance of the material by reading reviews and consulting recommended lists, and
 - Determine the extent to which the material supports the curriculum
6. The Review Committee will present one of the following recommendations to the Complainant and the ~~Chief Academic Officer~~ **Assistant Superintendent responsible for curriculum and instruction**, within (ten) 10 calendar days:
 - (1) retain the material,
 - (2) withdraw all or part of the material, or
 - (3) limit the educational use of the challenged material.

The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The Review Committee shall forward its written recommendation and justification to the superintendent, the Complainant, and the appropriate attendance centers.

7. Within ten (10) calendar days of the Review Committee’s decision, the Complainant may file an appeal with the **Assistant Superintendent responsible for curriculum and instruction** ~~Chief Academic Officer~~.
8. Within ten (10) calendar days of receipt of an appeal, the **Assistant Superintendent responsible for curriculum and instruction** ~~Chief Academic Officer~~ will convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee. The absence of a quorum of the SIAC shall not invalidate any recommendations made by SIAC.

9. The School Improvement Advisory Committee (SIAC) will present one of the following recommendations to the superintendent/designee in a timely manner:
 - (1) retain the material,
 - (2) withdraw all or part of the material, or
 - (3) limit the educational use of the challenged material.

10. The superintendent will review SIAC's recommendation and respond to the Review Committee facilitator, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~, and the Complainant within fifteen (15) calendar days. A decision will be rendered to:
 - (1) retain the material,
 - (2) withdraw all or part of the material, or
 - (3) limit the educational use of the challenged material.

11. Following the superintendent's decision, the Complainant or Review Committee facilitator may appeal the decision to the board for review. The board will hear the appeal within one month following the filing of the appeal. Following the appeal hearing, the board will decide whether to sustain, modify, or ~~to~~ overrule the superintendent's decision. The board will communicate its decision to the Complainant.

12. Pursuant to state law, any person dissatisfied with the decision of the board may appeal to the Iowa Department of Education.

13. Under unusual circumstances, the board may waive the timelines as stated.

The superintendent/designee shall keep the Complainant informed of the status of the reconsideration request throughout the reconsideration process. The Complainant and known interested parties shall be given appropriate notice of meetings as required by law.

A recommendation to sustain a challenge shall not, on its face, be interpreted as a judgment of irresponsibility on the part of any of the individuals involved in the original selection or use of the material.

600 SERIES: EDUCATIONAL PROGRAM

605.05 Objection to Library Materials

Students and/or parents of students enrolled in the Ankeny Community School District may object to materials located in the district's media center(s). The superintendent/designee shall establish administrative regulations for reconsideration of media center materials.

R.R. for Policy #605.05

The procedure for handling reconsideration of challenged media center material in response to questions concerning the appropriateness is as follows:

1. The relevant staff member will hold an informal meeting with the complainant via phone, web conference, and/or in person to hear the complainant's concerns, inform the complainant of the selection procedure and the relevant board policies, provide information on the purpose and context for the use of the materials, qualifications of those person(s) selecting the material, and attempt to resolve the situation informally. If the challenged item is an item in a district media center collection, a librarian and/or principal from the attendance center attended by the complainant's child(ren) shall be the staff member charged with holding this initial, informal conversation with the complainant.
2. If step 1 does not resolve the complainant's concern the complainant shall, within one week of the informal meeting outlined in step 1, notify the relevant building principal in writing that the concern remains and that further consideration is needed.
3. Within two calendar weeks of receiving notice of ongoing concerns from the complainant, the superintendent/designee shall convene a committee of the district's teacher librarians to conduct a preliminary review of the challenged material and to determine next steps. The principal shall not share the name of the complaining parent and/or student with the committee and shall instruct the committee on maintaining confidentiality with regard to the review. The committee may decide the material has merit and should remain in the library or they may determine that a modification to the district's media collection should be made. The committee shall communicate their decision, rationale, and information about the formal Reconsideration Process to the complainant in writing within three weeks of receiving notice of the desire for further review from the complainant.
4. The complainant may appeal the teacher librarian committee's decision by filing a formal reconsideration request by filling out the form in Board Policy 605.05F and submitting it to the relevant building principal. This form shall be filed as directed within two calendar weeks of receiving the decision of the librarian committee.

Electronic copies of this form shall be available through the district website; the employee with whom the Complainant is working may print and deliver a hard copy of the form to the Complainant at the Complainant's express request. †.The employee with whom the Complainant has been working will offer to assist the Complainant in completing the form, but if a Complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

5. Upon receipt of a Reconsideration Request Form, the following process for Objections to Media Center Materials shall commence:

- A. Within three calendar days of the receipt of the Reconsideration Request Form, the relevant principal will contact the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ to arrange for appointment of an ad hoc committee ("Review Committee") to review the challenged material. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee

shall appoint members of the Review Committee within ten (10) calendar days of receipt of the written complaint and, to the greatest extent possible, will be comprised of the following:

- One principal and/or assistant and/or associate principal other than the principal to whom the complaint was reported
- Two elementary school teacher librarians and/or digital literacy teachers
- Two secondary school teacher librarians
- Three parents/guardians of students in the building where the challenge was raised
- Two high school (10th – 12th grade) secondary students whose parents have given written consent for their children to participate on the Review Committee for the item in question. To support objectivity in the review process, these students will be selected to serve on the Review Committee at the start of the year, regardless of whether any challenges have been raised. Parent permission for participation on the committee will be sought each time a review is requested. The names of the students serving on the committee shall not be released publicly in order to protect the student’s confidentiality.
- The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee will facilitate the committee.

The principal may share the name of the complaining parent and/or student with the Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer, but neither the principal nor the Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer shall share that information with the committee. The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee facilitating the committee shall instruct the committee on maintaining confidentiality with regard to the review. However, the committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting shall be made public through appropriate communication methods as required by law. The superintendent/designee shall take reasonable steps to balance public transparency with confidentiality to protect the rights of those involved in the challenge.

The complainant may present to the Review Committee (if requested), but shall not be a member of the committee. If the complainant elects to present to the Review Committee, it shall be understood that the committee will not be able to keep the Complainant’s identity anonymous.

The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee shall provide the parents/guardians of the students asked to serve on the Review Committee with information including but not limited to the following: the name/title of the challenged material, the basis for the challenge, and the expectations for participants on the Review Committee. The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee shall not reveal the name of the student and/or parent making the challenge to the parents/guardians when inviting the child to serve.

The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee shall also inform the parents/guardians that their child’s participation on the committee is voluntarily and that the child will not face retaliation for participating or choosing not to participate on the committee and/or for any decisions about the challenged material that the student makes as part of the committee.

The Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee shall offer the parents/guardians the opportunity to have a reasonable amount of time, as determined by the Assistant Superintendent responsible for curriculum and instruction Chief Academic Officer/designee, to review the challenged material prior to determining whether their child may serve on the Review Committee and shall require consent for participation in writing prior to allowing the child to serve on the committee.

- B. Within one calendar week of their appointment, the Review Committee shall hold an initial meeting and establish a timeline for the review process. The Review Committee shall aim to complete a review within two calendar weeks of their initial meeting but shall have discretion to account for the size and complexity of the

challenged material and shall be entitled to an extended review period if multiple items are challenged contemporaneously.

- C. Within three calendar days of their initial meeting, the facilitator of the Review Committee shall provide written notice to the complainant of the anticipated timeline for review.
- D. Following the timeline established in their initial meeting, the Review Committee shall conduct the review process. The review process shall include, but need not be limited to, reading, viewing, and/or listening to the challenged material in its entirety; studying the general acceptance of the material by reading review(s) and consulting recommended list(s); determining the extent to which the material supports the curriculum and/or is needed to support the goals of the district's media collection; and (if requested by the committee) hearing from the complainant.
- E. Following the timeline established in their initial meeting, the facilitator of the Review Committee shall provide the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ with one of the following recommendations: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall communicate the same in writing to the Complainant and the appropriate attendance centers.
- F. Within five calendar days of receipt of the written recommendation of the Review Committee, the Complainant may appeal the recommendation by submitting a written statement to the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ appealing the recommendation and setting forth the reasons for the appeal. Failure to file an appeal by this deadline shall constitute a waiver of appeal of the Review Committee's recommendation, and the matter shall be considered resolved.
- G. Within ten (10) calendar days of receipt of an appeal, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee; a quorum of SIAC members shall not be necessary for this group to meet and act upon the appeal. The available members of the School Improvement Advisory Committee (SIAC) shall meet to discuss the appeal and determine which of the following recommendations to present to the superintendent/designee: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall present this recommendation the superintendent/designee within two calendar days of the SIAC meeting. The Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ shall not share the name of the complaining parent and/or student with the committee and shall instruct the committee on maintaining confidentiality with regard to the review.
- H. Within fifteen calendar days, superintendent/designee shall review SIAC's recommendation and provide a written decision to the Review Committee Facilitator and the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~ who shall deliver same to Complainant. This decision shall be either to: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material.
- I. Within five calendar days of receiving written notification of the superintendent/designee's decision, the Complainant and/or the facilitator of the Review Committee may appeal the decision to the Board of Education by submitting a written request for board review. The board shall conduct an appeal hearing within one month following the filing of the appeal and shall decide whether to sustain, modify, or

overrule the superintendent/designee's decision. The board will communicate its decision to the Complainant.

J. Pursuant to state law, any person dissatisfied with the board's decision may appeal said decision to the Iowa Department of Education.

6. Under unusual circumstances, the board may waive the timelines outlined herein.

7. Challenged materials shall remain available in the media center collection(s) during the reconsideration process, to students other than the student involved in the challenge (if his/her parent or guardian has requested limited access thereto) unless the Review Committee, in its discretion, requests temporary removal.

8. Unless the Review Committee finds a compelling reason for deviation, a media material shall be eligible for a comprehensive review at Review Committee level or higher no more than once every seven years. If a parent/guardian submits a Reconsideration Request Form challenging a media center material less than seven years after the material's most recent review, the Assistant Superintendent responsible for curriculum and instruction ~~Chief Academic Officer~~/designee will convene the Review Committee using the process outlined herein. The Review Committee will consider the complainant's challenge and determine if a comprehensive review is warranted. If a review is not needed, the Review Committee facilitator shall, within the time frame outlined herein, provide the complainant with a copy of the most recent Review Committee recommendation for the challenged material and an explanation for why further review was not warranted. The complainant may appeal this decision following the appeals process outlined above.

9. The superintendent/designee shall keep the Complainant informed of the status of the reconsideration request throughout the reconsideration process. The Complainant and known interested parties shall be given appropriate notice of meetings as required by law.

10. A recommendation to sustain a challenge shall not, on its face, be interpreted as a judgment of irresponsibility on the part of any of the individuals involved in the original selection or use of the material.

Legal Reference:

*Iowa Code §§ 256.7(24); 279.8; 301
281 Iowa Administrative Code 12.3(11), (12).*

Cross Reference:

*602 Series: Curriculum
Development 605 Series:
Instructional Materials*

Approved:

June 15, 2009

Reviewed:

*May 11, 2009
November 17, 2014
February 17, 2020
October 19, 2020
June 23, 2022
October 20, 2022*

Revised:

June 15, 2009

November 17, 2014
February 17, 2020
October 19, 2020
July 25, 2022
November 21, 2022

500 SERIES: STUDENT PERSONNEL

504.42 Identifying and Reporting Child Abuse

All certificated or licensed employees are mandatory reporters as provided by law and shall report any alleged incidents of child abuse they become aware of within the scope of their professional duties. When a mandatory reporter has a reasonable belief that a child under 18 years of age has been abused by a person responsible for the care of the child, as defined by law, the mandatory reporter shall report the suspected abuse orally to the Iowa Department of Human Services (DHS) within 24 hours of becoming aware of the allegedly abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the mandatory reporter shall also notify local law enforcement.

The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary action up to and including discharge.

The district encourages non-certificated and non-licensed employees to report suspected child abuse using the process above.

Reports of child abuse shall remain confidential, as required by law.

~~Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate. The district shall provide required training on the identification and reporting of child abuse to all mandatory reporters employed by the district within six months of their initial employment and at required intervals thereafter.~~ The district shall also provide each new employee who is a mandatory reporter with the legal requirements related to child abuse reporting within one month of initial employment.

The district shall cooperate fully with DHS personnel with regard to in child abuse investigation(s), including but not limited to by providing confidential interview access to the child named in the report and/or to other children alleged to have relevant information. The district recognizes no obligation to contact the parents/guardians of a child suspected to be a victim of abuse.

Legal Reference:

Iowa §280.17

Iowa Administration, Code 281-102

Cross Reference:

504.41-Abuse of Students by District Employees

Reviewed:

April 21, 2003

July 21, 2008

December 21, 2009

March 25, 2013

November 20, 2017

April 21, 2022

October 20, 2022

Revised:

December 21, 2009

November 20, 2017

May 16, 2022

November 21, 2022

600 SERIES: EDUCATIONAL PROGRAM

601.02 School Day

The school day will maximize instructional learning time for students. It will be the responsibility of the superintendent/designee to inform the board annually of the length of the school day. The minimum school day will meet the requirements as established by Iowa Code. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

Schedule revisions and changes in time allotments will be made by proper administrative authority, with the approval of the superintendent/designee.

The superintendent shall annually inform the board of the length of the school day.

Legal Reference:

34 C.F.R. sec. 300

28 C.F.R. pt. 35

Iowa Code §20.9, 256.7 (3) (21) (32), 279..8, 10,

281 I.A.C. 12.2(1), .2(2)

Cross Reference:

501.11 Compulsory Attendance

601.01 School Calendar

Adopted:

February 20, 1989

Reviewed:

February 2, 2009

January 19, 2015

March 23, 2020

June 16, 2022

October 20, 2022

Revised:

February 2, 2009

January 19, 2015

March 23, 2020

July 25, 2022

November 21, 2022

800 SERIES: BUSINESS PROCEDURES

804.60 Capital Assets

The ~~District~~-district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the ~~District~~-district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the ~~District's~~-district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include ~~District~~-district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5000, except for intangible right to use lease assets. The ~~f~~Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets (except for right to use lease assets) with a purchase price equal to or greater than \$100,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to “net” the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government’s personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The district recognizes the importance of classifying leases of intangible assets as assets or liabilities in financial statements. When operating as a lessor, the district will recognize a lease liability and an intangible right-to-use lease asset. When operating as a lessee, the district will recognize a lease receivable and a deferred inflow of resources consistent with the requirements established in GASB 87.

The district recognizes a lease liability and an intangible right-to-use lease asset with an initial value of the identified threshold amount or more. At the commencement of a lease, the district initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date plus certain initial direct costs to place the asset in service. The lease asset is then amortized on a straight-line basis over the life of the lease.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the ~~Superintendent~~superintendent/designee to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the ~~Superintendent~~superintendent/designee to develop administrative regulations implementing this policy and to educate employees about this policy and its supporting administrative regulations.

Legal Reference:

Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A

Cross Reference:

805.50 Inventory

806.10 Property and Casualty Insurance Program

~~806.20 Periodic Review of Property and Casualty Insurance Program~~

Approved:

June 21, 2010

Reviewed:

June 21, 2010

November 16, 2015

February 15, 2021

October 20, 2022

Revised:

November 16, 2015

February 15, 2021

November 21, 2022



ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Future Meetings:

Extended Information:

- November 3, 2022
- December 1, 2022

ATTACHMENTS:

File Name	Description	Type	Upload Date
-----------	-------------	------	-------------

No Attachments Available