



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 6, 2022
4:30 PM

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

- **Welcome**

Attendees:

Jessica Dirks

Lori Lovstad

Ashley Rullestad

Ken Morris, Jr.

Dr. Darin Haack

Katie Claeys

Sarah Barthole

- **Approval of Minutes**

1. **September 1, 2022 Policy Committee Meeting Minutes**

The committee reviewed and unanimously approved the September 1, 2022 Policy Committee meeting minutes.

- **Proposed Policy Updates**

1. **Proposed Policy Updates**

- 105.00 Online Content & Functionality *Minor changes for consistency and clarity*
- 213.00 Public Participation in Board Meetings *Changes to clarify time limits for speakers; additional minor changes for consistency and clarity*
- 504.70 Emergency School Closings & Procedures *Minor changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*

- 601.30 Emergency School Closings *Elimination and consolidation into 504.70*
- 606.20 Social Events *Changes for consistency and clarity; removal of detailed language for insertion in handbook*
- 400.09 Staff Access to District Provided Telecommunications, Etc. *Changes for consistency and clarity*
- 400.14 E-mail Retention *Changes for consistency and clarity*
- 807.00 Cell Phone Policy & Procedure *Changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
- 900.00 Parent Reunification *Minor changes for consistency*
- 203.40 Committees of the Board *Changes to reflect a revised selection process for board committees; changes for consistency and clarity*
- 307.00 Resolution Protocols *Changes to procedure for reconsideration of district decisions*
- 502.04 Student Complaints & Grievances *Changes to procedure for reconsideration of district decisions; changes for consistency*
- 204.11 Grievance Procedure *Elimination via consolidation into 307.00*
- 400.56 Public Complaints about Employees *Elimination via consolidation into 307.00*

- Discuss Potential for Supplemental Policy Committee Meeting to Address Changes to Policy Following Passage of HF 802

- **Adjournment**

The meeting adjourned at 5:34pm.

Future Meetings Dates

- October 20, 2022 (supplemental)
- November 3, 2022
- December 1, 2022



ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: September 1, 2022 Policy Committee Meeting Minutes

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policy Minutes Only 9.1.22.pdf	Policy Minutes 9.1.22	Support Document	10/4/2022



ANKENY COMMUNITY SCHOOL DISTRICT

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Policy Committee Meeting MINUTES

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

September 1, 2022
4:30 PM

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

- **Welcome**

Attendees:

Jessica Dirks
Erick Pruitt
Jodie Graham
Darin Haack
Katie Claeys
Sarah Barthole
Lori Schrader Bachar

- **Approval of Minutes**

1. **August 4, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the August 4, 2022, policy committee meeting minutes.

- **Proposed Policy Updates**

1. **Proposed Policy Updates**

- 301.35 Superintendent Contract & Contract Non-Renewal *Minor changes for clarity and consistency*
- 303.30 Administrative Personnel Employment - Individual Contracts *Minor changes for clarity and consistency*
- 902.12 Regulation of Parking *Minor changes for clarity and consistency*
- 1001.10 Board Communications *Minor changes for clarity and consistency*

- 505.05 Graduation Requirements *One change to align with current practice*
- 504.05 Non-District Extracurricular Activities *Minor changes for clarity and consistency and to acknowledge updated athletic union rules*

- **Adjournment**

The meeting adjourned at 4:53pm.

Future Meetings Dates

1. Future Meeting Dates

- October 6, 2022
- November 3, 2022



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Proposed Policy Updates

Extended Information:

- 105.00 Online Content & Functionality *Minor changes for consistency and clarity*
- 213.00 Public Participation in Board Meetings *Changes to clarify time limits for speakers; additional minor changes for consistency and clarity*
- 504.70 Emergency School Closings & Procedures *Minor changes for consistency and clarity; removal of Rules & Regulations for insertion in handbook*
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- 502.04 Student Complaints & Grievances *Changes to procedure for reconsideration of district decisions; changes for consistency*
- 204.11 Grievance Procedure *Elimination via consolidation into 307.00*
- 400.56 Public Complaints about Employees *Elimination via consolidation into 307.00*

- Discuss Potential for Supplemental Policy Committee Meeting to Address Changes to Policy Following Passage of HF 802

ATTACHMENTS:

File Name

[Policies for review 10.6.22.pdf](#)

Description

Policies for Review 10.6.22

Type

Support Document

Upload Date

10/4/2022

105.00 Online Content and Functionality

The ~~District~~ district complies with the Americans with Disabilities Act (ADA), Iowa Civil Rights Act (ICRA), and Section 504 of the Rehabilitation Act in ensuring people with disabilities have an opportunity equal to that of their nondisabled peers to participate in ~~the District's~~ district programs, benefits, and services, including those delivered through electronic and information technology. ~~This means that the Distrie~~ Therefore, the district ~~†~~ will take actions to ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits and/or services as their nondisabled peers.

To ~~meet~~ this end, the ~~District~~ district ~~will~~ shall provide online content and functionality ~~which~~ that meets the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content (collectively, the "Accessibility Standards"). The Accessibility Standards shall apply to current and new, newly-added, or modified online content, and may be subject to change with or without notice if they become obsolete.

Notwithstanding the forgoing, if conformance with any Accessibility Standard constitutes a fundamental alteration or undue burden to the ~~District~~ district, the ~~District~~ district shall provide equally effective alternative access. Providing "equally effective alternative access" means the ~~District~~ district will take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same online benefits or services as their nondisabled peers. ~~Please note that alternatives~~ Alternatives are not required to produce the identical result or level of achievement for persons with and without disabilities; but will afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, and/or to reach the same level of achievement; in the most integrated setting appropriate to the person's needs.

If you need assistance with an item listed on this website please contact the **district webmaster**.

Legal Reference:

Americans with Disabilities of 1990
Iowa Civil Rights Act, Iowa Code Chapter 216
Section 504 of the Rehabilitation Act of 1973

Cross-Reference:

102.00 Equal Educational Opportunity

Adopted:

May 21, 2018

Reviewed:

October 6, 2022

Revised:

November 7, 2022

~~If you need assistance with an item listed on this website please contact the **district webmaster**.~~

213.00 Public Participation in Board Meetings

The ~~Board-board~~ recognizes the importance of citizen participation and encourages the community to participate in ~~District-district~~ matters. The public may participate in a public meeting of the board during the *Communication from the Public* portion of the meeting and/or by following established district procedures to request that the board place an item on the official ~~placing an official-meeting~~ agenda ~~item before the Board.~~

State law prohibits the ~~board Board of Education~~ from deliberating and/or taking action on items not publicly posted in a timely fashion in advance of ~~the a Board-board~~ meeting ~~for community review,~~ except in-unless such action is necessary due to an emergency ~~situations~~. Therefore, the ~~Board-board~~ will not deliberate and/or take action on comments shared during Communication from the Public. ~~The Board may table an agenda item for the purpose of further discussion.~~

To officially request that an item be added to the agenda for a Board of Education meeting, an individual must use the published district procedures to notify the ~~Superintendents~~ superintendent/designee of the suggested item in sufficient time to meet notification requirements in Board Policy 204.60 Notice of Meetings.

~~To allow for maximum participation and to allow timely completion of Bboard meetings, the president/designee shall allow an individual addressing the board Board of Education during Communication from the Public and/or in conjunction with an official agenda item three minutes for remarks, provided that an individual who is addressing the board on behalf of a formally-organized group may have up to five minutes to speak. The Board shall not authorize speakers addressing the board during Communication from the Public to yield their time to other members of the public for comments. The board Board of Education reserves the right discretion to extend, limit, and/or suspend community participation.~~

The Board of Education reserves the right to deliberate and take action on official agenda items and ~~to-The Board may table an~~ agenda item(s) for the purpose of further discussion.

~~To allow for maximum participation and to allow timely completion of Board meetings, the president/designee shall allow each citizen addressing the Board of Education during Communication from the Public and/or in conjunction with an official agenda item three minutes for remarks. The Board of Education reserves the discretion to extend, limit or suspend community participation.~~

The ~~Board-board will shall~~ not address comments about personnel and/or individual students ~~which-that~~ are confidential and/or otherwise protected by ~~the~~ law.

Petition for Inclusion of Item on Board Agenda

If the ~~Board-board~~ receives a petition signed by a number of the ~~District's-district's~~ eligible electors equal in number to at least ten percent of the persons who voted in the last preceding election of school officials under section 277-Howa Code, or five hundred eligible electors, whichever is less, the ~~Board-board~~ shall place the proposal specified in the petition on the agenda of the next regular meeting of the school board or on the agenda of a school board meeting held within thirty days of receipt of the petition.

If the proposal relates to curriculum, ~~the d~~istrict may halt use of the subject instructional materials until the ~~Board-board~~ holds the meeting at which the proposal is presented and discussed. The meeting notice shall include a brief description of the proposal.

The ~~Board-board~~ shall provide sufficient time to receive public comment on the proposal. The board shall allow each interested member of the public to speak at the meeting regarding the proposal, but may impose a time limit on the amount of time a member of the public is allowed to speak if the time limit is the same for each speaker and necessary due to the amount of people wishing to speak.

Legal Reference:

Iowa Code §§ 21; 22; 279.8-~~(2007)~~.

Cross Reference:

200.00 Statement of Guiding Principles

204.60 Notice of Meetings

204.90 Agenda Preparation

210.90 Consent Agenda

307.00 ~~Communication Channels~~Resolution Protocols

400.56 Public Complaints About Employees

502.04 Student Complaints and Grievances

Adopted:

April 21, 2008

Reviewed:

February 16, 2009

March 24, 2014

May 20, 2019

October 19, 2020

June 20, 2021

October 6, 2022

Revised:

February 16, 2009

March 24, 2014

May 20, 2019

October 19, 2020

July 6, 2021

November 7, 2022

504.70912.00 Emergency School Cancellations, Closings, Delays, & Early Dismissals and Procedures

The ~~S~~superintendent is empowered to cancel, close, delay, and/or dismiss the district early ~~the District buildings~~ in the event of hazardous weather and/or other emergencies which that threaten the health or safety of students and personnel. Such action is never to be taken lightly; ~~for public education is one of the principal functions of the community and~~ should be maintained at a normal level except in extreme circumstances. ~~When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if~~ If conditions affect only a single school district facility, only that school facility shall be cancelled, closed, delayed, and/or dismissed early.

In making the decision to cancel, close, delay, and/or dismiss early ~~District buildings~~, the ~~Superintendents~~superintendent/designee will shall, the degree practicable and relevant to the emergency conditions, consult with traffic and/or weather authorities, district administrators, and/or leaders of neighboring districts consider many factors related to the safety and health of children and staff, including but not limited to the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which that would make the operation of schools difficult and/or dangerous.

The ~~Superintendents~~superintendent/designee will shall weigh these factors and will take action to cancel, close or dismiss early ~~District buildings after consultation with traffic and weather~~ with relevant experts and administrators, as needed ~~authorities, local principals, and/or school officials from neighboring districts.~~

The superintendent/designee will make provisions shall to publicly announce such closings, cancellations, or delayed openings, and/or early dismissals via available mass communication media as soon as possible after the decision is made.

Students, parents, and staff will be informed early in each school year of the procedures which that will be used to notify them in case of emergency closings, cancellations, delays, and early dismissals subject to this policy.

When ~~d~~District buildings are closed, cancelled, delayed, and/or dismissed early for emergency reasons, staff members will comply with Board policy in reporting for work.

~~The superintendent/designee will make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision is made.~~

R&R 504.70 School Closing Procedures

~~Non-Weather Related Events~~

~~If classes at any school are cancelled or students are dismissed early due to a non-weather event, activities will be cancelled or adjusted depending upon the emergency.~~

~~Weather Related Events~~

~~High School: If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.~~

~~Middle School: All activities will be cancelled, unless they are a part of an approved high school activity.~~

~~Elementary: All activities will be cancelled.~~

~~Meetings: District/school building meetings will be cancelled.~~

~~Weekend Events: The Superintendent/designee, in consultation with the responsible administrator, will decide if weekend events will be cancelled.~~

~~Non-School Events: Community Engagement and outside facility rental events scheduled in or on District facilities are cancelled if the Ankeny schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.~~

Legal References:

Iowa Code 256.7(19); 279.10

Iowa Code. 281 IAC 12.1 (7); (8); (10)

Approved:
September 17, 1991

Reviewed:
April 21, 2006
February 18, 2013
November 20, 2017
October 6, 2022

Revised:
February 19, 1996
February 18, 2013
November 20, 2017
November 7, 2022

601.30 Emergency School Closings

~~The Superintendent / designee, will have the authority to close or to delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. The superintendent/designee will make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision is made.~~

R.R. 601.30: School Closing Procedures

~~Non-Weather Related Events:~~

~~If classes at any school are cancelled or students are dismissed early due to an emergency other than weather, activities will be cancelled or adjusted depending upon the emergency.~~

~~Weather Related Events:~~

~~High School~~

~~If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity/practice/performance cancellations or set a delayed start time for such events that day.~~

~~Middle School~~

~~All activities will be cancelled, unless they are a part of an approved high school activity.~~

~~Elementary~~

~~All activities will be cancelled.~~

~~Meetings~~

~~District/school building meetings will be cancelled.~~

~~Weekend Events~~

~~The Superintendent/Designee, in consultation with the responsible administrator, will decide if weekend events will be cancelled.~~

~~Non-School Events~~

~~Community Engagement and outside facility rental events scheduled in or on school facilities are cancelled if the Ankeny schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the responsible Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.~~

~~Approved:~~

~~June 5, 1989~~

~~Reviewed:~~

~~January 14, 2009~~

~~February 18, 2013~~

~~November 20, 2017~~

~~Revised:~~

~~February 2, 2009~~

~~February 18, 2013~~

~~November 20, 2017~~

606.20 Social Events

SCHOOL PARTIES, CLUB MEETINGS, & SOCIAL EVENTS

All ~~district-sponsored~~ parties, club meetings, and/or social events ~~(those held under the auspices of the Ankeny Community School District)~~ shall ~~are to~~ be held in ~~an Ankeny District~~ a district facility and in a ~~location approved according to district procedures~~ ~~building~~ unless permission ~~to hold the event offsite~~ is obtained from the ~~p~~Principal/designee prior to the event.

The ~~faculty employee~~ sponsor(s) of the group holding the event shall ~~or sponsors are to~~ be present at the meeting or party event for the entire time the group is meeting. If ~~the party is an all-school party or if the group numbers more than 50 or more students are expected to be at the event~~, a minimum of two ~~employees members~~ shall be required to be present at the event. ~~of the faculty should be present.~~ The employee sponsor(s) shall be responsible for ensuring compliance with and/or surfacing to their supervisor(s) violations of district policies and/or procedures during the events for which they are providing supervision.

~~In general, parties will be scheduled on Friday or Saturday nights. If it is necessary to hold them on school nights, they should last no longer than 9:30 p.m. Parties on Friday or Saturday nights may last no longer than 11:30 p.m. Any exceptions to these closing hours must be cleared by the Principal/designee.~~

SEASONAL PARTIES

Seasonal parties will be held in elementary schools ~~at times determined by building principals/designees during recognized holiday seasons in October, December, and February.~~ Typically, these parties will be held in October, December, and February.

No mandatory collection of money from students ~~related to these parties shall be~~ allowed.

~~The school may purchase seasonal decorations. If a tree is displayed, it must be artificial and treated with a flame retardant. Artificial trees' decorations may be lit with small low-voltage electric lights. Battery-operated lights/devices are acceptable.~~

~~Each room may have a party with refreshments and activities. No student gift exchanges are permitted. For activities where students are dressing up, the attire should be simple, related to theme of the activity, not be time-consuming to put on and not be disruptive to the educational climate.~~

Students who do not wish to participate may opt out. ~~(Policy 604.05 Religion Based Excuse from School Program)~~

Cross Reference:

604.05 Religion-Based Excuse from School Program

Reviewed:

September 9, 2009

July 21, 2014

September 18, 2017

March 19, 2018

October 6, 2022

Revised:

March 22, 2010

July 21, 2014

March 18, 2018
November 7, 2022

400.09 Staff Access to District-Provided Telecommunications, Electronic, and Networked Information Resources

The ~~District~~ district supports the appropriate use of technology-based information resources by staff members. These resources include but are not limited to ~~D~~district-provided networks, electronic media, and telecommunications tools, ~~such as~~ access to Internet resources.

Staff will be given access ~~Access~~ privileges to ~~District~~ district networks and electronic information resources ~~will be given to the staff~~ as is appropriate to the site and assignment. Staff use of telecommunications and electronic information resources external to ~~District~~ district-provided networks is a privilege which, if abused, may be revoked.

District-provided telecommunications, electronic, and networked information resources are for the advancement and promotion of learning and performance of work-related tasks and teaching; however, incidental personal use is allowed provided it complies with other relevant law and policy. The use of these resources shall be consistent with the ~~District's~~ district's educational mission and policy and state and federal laws and regulations. Failure to abide by ~~District~~ district policy, administrative procedures, and/or applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. Additionally, any staff violation may result in discipline ~~in accordance with appropriate Board policies and administrative procedures~~ up to and including termination. - Fees, fines, and/or other charges assessed to the ~~District~~ district may be imposed as a result of misuse of these technology resources by a staff member.

Cross Reference:

605.~~808~~ *Technology and Instructional Materials*

605.~~707~~ *Technology Use by Students*

400.24 *Copyright Law*

1004.40 *Fees for Use of School Facilities*

Related Administrative Rules and Regulations: Staff Handbooks

Adopted:

June 5, 2000

Reviewed:

November 15, 2010

August 20, 2012

July 21, 2014

May 15, 2017

October 6, 2022

Revised:

November 15, 2010

August 20, 2012

November 7, 2022

400.14 Email & Electronic Records Retention

Staff ~~are to be aware~~ email messages are public records when they are created or received in the transaction of public business regardless of the device from which they are sent and/or on which they are received.

The ~~District~~ district specifically finds email, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business is are to be managed and deleted after ~~its~~ their useful life span has expired. ~~This Email Retention policy is intended to help employees determine what information sent or received by email should be retained and for how long. All employees are expected to familiarize themselves with this Email Retention policy. This policy is meant to address typical records that may be contained in email and does not necessarily reference to the types of records, such as paper or other types of electronic forms or data.~~

~~The information covered in this policy includes, but is not limited to, records that are either stored or shared via electronic mail. If instant messaging is used for official business, also retain instant messages.~~

The sender is responsible for retaining emails, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business that originate with the district in a specific folder and/or as a/ printed copy ~~that originate with the Ankeny Community Schools.~~ The recipient is responsible for retaining emails, records that are either stored or shared via electronic mail, and/or other forms of electronic communication used for official business that originate outside the ~~district~~ Ankeny Community Schools.

Email Retention of communications and documentation covered by this policy is generally subject to the following retention periods:

- Executive level documentation: ~~correspondence and memos at the executive level to and from public officials, the public, and others concerning policy issues, concerns, actions, or issues, including but not limited to minutes, agendas, organizational charts, reports, studies, news releases, and correspondence shall be retained for~~ -(4 years.
)
- Non-executive level planning and working files: including but not limited to project design plans, survey forms, and charges, diagrams, and statistics, preliminary analysis reporting, research materials, drafts, and other documentation related to management studies, non-fiscal audits surveys, and planning studies shall be retained for -(2 years.
)
-)
Routine correspondence below the executive level such as documentation; involving day-to-day office administration and activities that do not concern policies and procedures, including but not limited to intra-agency correspondence; routine correspondence with other agencies; and/or correspondence with the public on routine matters shall be retained for -(30 days.)
~~Routine correspondence concerning day to day office administration and activities. These records include intra-agency correspondence; routine correspondence with other agencies; and/or correspondence with the public on routine matters. This category does not include executive level correspondence or correspondence concerning policies and procedures.~~

- ~~Executive level documentation, including minutes, agendas, organizational charts, reports, studies, news releases, and correspondence. (4 years)~~
- ~~Non-executive level planning and working files. (2 years)~~
- Any current public record request for specific public records and any litigation hold notices for records in response to potential litigation shall be ~~retained~~ until notified that the destruction can occur.)

~~Examples of~~ The following types of electronic communication typically ~~e-mail messages which~~ may be deleted without printing a hard copy or otherwise preserving.

~~See detailed definitions below:~~

Messages addressing routine administrative, curricular and/or co-curricular matters, including but not limited to announcements of meetings, schedule of events, ~~etc.~~

- Messages taking the place of informal discussion which, if they were printed, would not be retained in a school record.
- Messages transmitting generic information that are not specific to a student's educational program.
- Messages addressing personal matters unrelated to the district.

The following types of electronic communication typically must be printed and retained or otherwise preserved:

- Messages addressing significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with state agencies and the courts and communication with parent relating to specific aspects of the student's interaction with the district.
- Messages addressing and/or providing information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the district.
- Messages addressing activities of significant interest in the community relating to the district.
- Any current public record request for specific public records and any litigation hold notices for records in response to potential litigation.

~~**Executive level documentation:** These records include correspondence and memos at the executive level to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.~~

~~**Non-executive planning and working files:** These records include project design plans, survey forms, and charges, diagrams, and statistics, preliminary analysis reporting, research materials, drafts, and other documentation related to management studies, non-fiscal audits surveys, and planning studies.~~

The superintendent/designee shall develop rules and regulations under this policy.

Adopted:

May 21, 2012

Reviewed:

May 15, 2017

October 6, 2022

Revised:

May 15, 2017

November 7, 2022

807.00 Cell Phone Policy and Procedures

~~A select group of The district may provide select employees will be provided with cellular phone service and/or stipends to cover the cost of cellular phone service due to the nature of the position within the District. Employees provided with this benefit may be required to carry a phone for communication during and/or after normal school hours, for safety, and/or operational concerns. Employees are reminded that work-related communications conducted on cellular phones whether district-provided or otherwise may be subject to law and policy related to preservation and production of public records. (See Appendix A for eligible employees).~~

R.R. for Policy 807.00: Procedures for District purchased cell phones:

Appendix A

~~The following Ankeny CSD staff positions are eligible for a provided cell phone or stipend deemed necessary for safety, security, and communication purposes:~~

- ~~1. Building and District Administrators/Directors/Managers~~
- ~~2. Technology Department~~
- ~~3. Juvenile Court Liaison~~
- ~~4. Communications Manager/Activities Event Managers/Coordinators~~
- ~~5. HS Activities Coordinator(s)~~
- ~~6. Custodial and Maintenance Manager~~
- ~~7. Social Worker(s)~~
- ~~8. Nutrition Services Assistant Manager~~
- ~~9. Other person as approved by the Superintendent/designee~~

~~**Options: There are two options available to designated staff for cell phones Those options are noted below:**~~

~~**Option #1:** District offered cell phone and service plan: The District will maintain a group plan for eligible individuals to include basic voice and texting services. Free phone upgrade from an approved list every 12-24 months. For certain situations it may be necessary for the person to also have cell data services. Those will be approved on a case by case basis by the District CFO.~~

~~**Option #2:** District offered stipend: Individuals may choose any carrier and plan that meets their personal needs. The District will provide a monthly stipend. No building, student funds, or parent/booster gifts may be used to pay for the phone / PDA devices or data / voice plan. The District technology staff will not “support” any non-district device. Please consult with the technology department staff prior to purchase to ensure it will work with current District hardware architecture.~~

~~**The following procedures apply to either option:**~~

- ~~• As a condition of providing this cell phone the employee is expected to carry the phone and be responsive to calls concerning District business during and outside of regular business hours.~~
- ~~• Employees are prohibited from using a District provided cell phone while operating a motor vehicle.~~
- ~~• The IRS requires the District to treat a cell phone or stipend as a “listed property” and it will be considered a working condition fringe benefit. As a result, the value of the monthly phone charge and minutes used will be placed on the employees W-2 for tax purposes.~~
- ~~• The cell phone numbers of District provided phones will be made available to District administrative staff for their use.~~

The following procedures are specific to those who choose the District purchased cell phones and service plan:

Cell phone service provided to an employee is primarily for business use. Business use is any use in the course of performing specific job-related duties on behalf and for the benefit of the District. Because of the difficulty in separating business from personal calls it is recognized and permissible for the employee to also use the District cell phone for limited and responsible amount of personal call time.

- ~~The District has established a cell phone contract with a primary vendor and employees issued cell phones will be covered by this contract agreement.~~
- ~~Employees who use a district issued phone have no expectation of privacy for billing records and phone calls placed and received.~~
- ~~Inappropriate use of a District provided cell phone will result in disciplinary action, including possible termination.~~
- ~~Phones lost or damaged by the employee will be replaced by the District per the cell phone contract provisions and it will be the responsibility of the employee to reimburse the District for this cost.~~
- ~~District cell phones may be upgraded according to contract terms (typically every 2 years).~~
- ~~The District will not reimburse staff members for personal cell phone plans. If the employee chooses to have a personal plan they will need to carry both cell phones or choose option 2 above.~~

Approved:
February 18, 2008

Reviewed:
June 21, 2010
October 15, 2012
October 16, 2017
October 6, 2022

Revised:
June 21, 2010
October 15, 2012
October 16, 2017
November 7, 2022

900.00 Parent Reunification

In emergency situations when it is necessary to protect the safety of students, staff, and/or others in the school community, the ~~District~~ district may restrict the locations where and the times at which parents may reunify with their children who are under the supervision of ~~District~~ district personnel. When such restriction is necessary, the ~~District~~ district will work to reunify parents and students as quickly and safely as possible.

The ~~Superintendents~~ superintendent/designee ~~will~~ shall develop rules and regulations for implementation of this policy, including related to communication with parents about reunification

Legal Reference:

*Homeland Security Presidential Directive (HSPD) 5
Iowa Code 280.3*

Cross Reference:

*507.20 Student Safety
507.50 Emergency Plans and Drills
507.70 Custody and Parental Rights
910.00 Crisis Management & Emergency Operations Plans
911.00 Emergency Management Planning*

Approved:

April 19, 2010

Reviewed:

*February 10, 2010
October 19, 2015
February 15, 2021
October 6, 2022*

Revised:

*October 19, 2015
February 2015
November 7, 2022*

R.R. for Policy #900.00: Parent Reunification

Each school has a plan and set of procedures for handling emergencies, including appropriate and safe management of parent/child reunification. These plans may provide that, in some instances and if safety dictates, the school will remain open.

Parental Notification: The ~~d~~District is committed to providing parents with the latest and most accurate information available. The method by which the ~~District~~ district will typically notify parents of relevant information and provide information related to reunification is described in the annual Parent and Student Handbook. Parents are strongly encouraged to rely on information shared directly by the ~~District~~ district via the official sources described in the handbook.

Parent Responsibilities: Parents should take the following steps to ensure the ~~District~~-district is able to implement emergency procedures in a safe, smooth fashion:

- Avoid physically coming to the child's school and/or to the sight of a school activity during an emergency unless and until directed to do so by ~~District~~-district staff. Instead, wait for official notification from the ~~District~~-district on how, when, and where to respond.
- Avoid calling the school or ~~District~~-district during an emergency.
- Use the approved, school-sanctioned process to designate and regularly update the information for emergency contact(s) ~~who~~ the parent has authorized to pick up the student in the case of an emergency. Only authorized persons (parents/guardians who are legally entitled to pick up the student and/or designated emergency contacts) will be permitted to pick up a student. ***Emergency contacts must be designated in writing; no phone authorizations will be permitted.***
- Be prepared to show a government-issued photo ID – and direct any designated emergency contact to be prepared to do the same – at the reunification site prior to picking up a student.
- Cooperate with safety, emergency management, and ~~District~~-district officials.

203.40 Committees of the Board

~~The board may establish board committees and standing committees. Committees of the Board Board committees shall provide advisory information and recommendations to assist the board in its decision-making capacity and shall be considered dissolved when their final reports are made to and accepted by the board. Standing committees shall study matters for the board, report periodically, and be dissolved by the board president when no longer deemed necessary.~~

~~Once established, committee members shall may be appointed using a process approved by the board president President of the Board. Their duties shall be outlined at the time of appointment. The function of the committee is to provide advisory information and recommendations as directed by the Board to assist the Board in its decision-making capacity. A committee shall be considered dissolved when its final report is made and accepted by the Board of Directors.~~

~~The Board may appoint a standing committee to study matters for the Board. Members shall be appointed by the Board President. They shall report periodically and be dissolved when no longer necessary.~~

All board committees ~~of the Board~~ are subject to the Open Meetings Law. Notice of the time, date, place, and tentative agenda for their meetings must be given at least 24 -hours before the meeting; meeting and minutes must be taken.

Legal Reference:
Iowa Code 21.4(2)

Adopted:
December 7, 1987

Reviewed:
February 1, 1999
March 10, 2003
January 5, 2009
October 21, 2013
January 21, 2019
October 6, 2022

Revised:
January 5, 2009
November 7, 2022

307109.00 Resolution Protocols Complaint & Grievance Protocols

When permissible under law and/or policy, the district endeavors to answer questions and resolve problems at the organizational level nearest to the complaint. To that end, employees shall, whenever possible, direct questions and/or concerns to their immediate supervisor(s). Students, parents, and other members of the school community shall raise questions and/or concerns first with a relevant certified employee and then, if necessary, with the relevant building principal. Administrators shall be responsible for attempting to resolve questions and problems raised by the employees and/or the students they supervise, as well as by other members of the school community within their purview.

If resolution is not possible at the lowest level ~~is not possible~~, an individual may raise the issue with the superintendent/designee within 15 school days of discussion with the principal and/or immediate supervisor. ~~If the issue is not resolved or if there is not a plan in place to resolve the issue within 10 school days of raising the issue to the superintendent/designee, the individual with the concern may submit a written request that the board place the issue on a future board agenda. Within the parameters of law and policy, it is within the board's discretion whether to hear the concern, including at a board meeting.~~

Legal Reference:
Iowa Code § 279.8

Cross Reference:
102.00 Equal Educational Opportunity
201.30 General Powers and Duties
213.00 Public Participation in Board Meetings
~~*400.56 Public Complaints About Employees*~~
502.04 Student Complaints and Grievances
503.01 Student Conduct
503.03 Fines – Fees – Charges
503.30 School Publications
503.60 Good Conduct Rule
504.50 Use of Motor Vehicles
604.12 Enrollment in Other Districts for High-Level Courses
605.02 Objections to Instructional Materials
605.05 Objections to Library Materials

Adopted:
January 18, 2010

Reviewed:
November 11, 2009
May 21, 2012
March 20, 2017
December 16, 2021
October 6, 2022

Revised:
May 21, 2012
March 20, 2017
January 18, 2022

November 7, 2022

502.04 Student-Initiated Complaints and Grievances

Student complaints and grievances regarding Board-board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board-board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendentsuperintendent/designee within 10 calendar days after speaking with the principal.

~~If the matter is not satisfactorily resolved by the Superintendent/designee, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.~~

Legal Reference:
Iowa Code § 279.8 (2007).

Cross Reference:
109.00 Complaint & Grievance Protocols
210.08 Board Meeting Agenda
213.00 Public Participation in Board Meetings
~~307.00 Communication Channels~~
502 Series: Student Behavior and Discipline
503 Series: Student Activities

Adopted:
July 2, 1990

Reviewed:
July 8, 2009
June 17, 2013
April 18, 2016
April 2021
October 6, 2022

Revised:
November 16, 2009
June 17, 2013
May 17, 2021
November 7, 2022

400.56 Public Complaints About Employees

The Board recognizes situations may arise in the operation of the District which are of concern to parents and other members of the school district community.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board it will be referred to the Superintendent for processing in accordance with law and policy. Prior to Board action however, the following should be completed:

- a. Matters should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the Superintendent/designee for other employees.
- c. Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the District should be directed to the Superintendent/designee.
- d. If a matter cannot be settled satisfactorily by the Superintendent/designee, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the Board agenda of a regularly scheduled Board meeting in accordance with Board Policy 213.00 Public Participation in Board Meetings.

It is within the discretion of the Board to address complaints from the members of the school district community. Individuals wishing to be heard by the Board, shall follow Board Policy 204.90 Agenda Preparation.

Legal Reference:

Iowa Code § 279.8 (2011)

Cross Reference:

204.90 Agenda Preparation

213.00 Public Participation in Board Meetings

307.00 Communication Channels

Adopted:

March 26, 2012

Reviewed:

May 15, 2017

May 20, 2019

Revised:

May 15, 2017

May 20, 2019

204.11 Grievance Procedure

~~All grievances with staff covered a Master Contract should be resolved according to the Grievance Article of the Master Contract. All other employees should try to resolve grievances by meeting with their immediate supervisor. If the grievance is not resolved at the lowest possible level, then the grieved party may continue to the next higher level. This procedure may continue until the grievance is resolved. Any grievance relating to equal opportunity, refer to Board Policy 100.00 Statement of Educational Philosophy and 102.00 Equal Educational Opportunity. Any grievance related to sexual harassment, refer to Board Policy 402.13 Harassment.~~

~~Cross Reference:~~

~~100.00 Statement of Educational Philosophy~~

~~102.00 Equal Educational Opportunity~~

~~402.13 Harassment~~

~~Adopted:~~

~~January 5, 1987~~

~~Reviewed:~~

~~January 5, 2009~~

~~February 17, 2014~~

~~March 25, 2019~~

~~Revised:~~

~~January 5, 2009~~

~~March 25, 2019~~