

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 everchanging world.

# Policy Committee Meeting MINUTES Northview Middle School, 1302 N Ankeny Blvd, Conference Room, Door W22 November 3, 2022 4:30 PM

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

#### Welcome

#### **Attendees:**

Sarah Barthole
Dr. Darin Haack
Lori Lovstad (remote)
Emily Archer
Katie Claeys (remote)
Jessica Dirks
Lori Schrader-Bachar (remote)
Ashley Rullestad
Larry Holloway

#### 1. Approval of Minutes

- October 6, 2022 Policy Committee Meeting Minutes
- October 20, 2022 Policy Committee Meeting Minutes

The committee reviewed the October 6, 2022 and October 20, 2022 Policy Committee meeting minutes.

# • Proposed Policy Updates

#### 1. Proposed Policy Updates

• 1004.25 Distribution of Materials *Five-year review; edits for clarity & consistency; proposed removal of procedural language for inclusion in alternate regulatory & communication channels* 

- 203.90 Naming of Facilities Five-year review; edits for clarity & consistency.
- 400.58 Suspension Five-year review; edits for clarity & consistency.
- 502.50 Expulsion *Five-year review*; edits for clarity & consistency.
- 502.20 Tobacco Products, Alcohol, Drugs *Edits to further align district policy* with recommendations for the American Heart Association
- 801.81 Transfer of Funds Five-year review; edits for clarity & consistency
- 805.30 Student Records Five-year review; edits for clarity & consistency.
- 1004.60 Community Fundraising *Five-year review; edits for clarity & consistency & to reflect the role of Community Engagement.*
- 1004.50 Use of District Facilities *Edits for clarity & consistency; proposed removal of procedural language for inclusion in alternate regulatory & communication channels*

#### Additional Items

# 1. Discuss Sharing Agreements for 8th/9th Grade Activities and Athletics

# Adjournment

#### **Future Meetings Dates**

- 1. Future Meeting Dates
  - December 1, 2022
  - January 5, 2023

# **Item Cover Sheet**

**Title:** Approval of Minutes

Extended Information:
October 6, 2022 Policy Committee Meeting Minutes
October 20, 2022 Policy Committee Meeting Minutes

•

**ATTACHMENTS:** 

File Name
Policy Minutes Only 10.6.22.pdf

Policy Minutes Only 10.20.22.pdf

**Description** 

Policy Minutes 10.6.22

Policy Minutes 10.20.22

**Type** 

Support Document

Support Document

**Upload Date** 

10/31/2022

10/31/2022



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 everchanging 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



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 everchanging 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



# **Item Cover Sheet**

**Title:** Proposed Policy Updates

#### **Extended Information:**

- 1004.25 Distribution of Materials Five-year review; edits for clarity & consistency; proposed removal of procedural language for inclusion in alternate regulatory & communication channels
- 203.90 Naming of Facilities Five-year review; edits for clarity & consistency.
- 400.58 Suspension Five-year review; edits for clarity & consistency.
- 502.50 Expulsion *Five-year review; edits for clarity & consistency*.
- 502.20 Tobacco Products, Alcohol, Drugs Edits to further align district policy with recommendations for the American Heart Association
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- 1004.60 Community Fundraising Five-year review; edits for clarity & consistency & to reflect the role of Community Engagement.
- 1004.50 Use of District Facilities *Edits for clarity & consistency; proposed removal of procedural language for inclusion in alternate regulatory & communication channels*

#### **ATTACHMENTS:**

File Name Description Type Upload Date

Policies for Review 11.3.22.pdf Policies Nov. 2022 Support Document 10/31/2022

### 1000 SERIES – DISTRICT-COMMUNITY RELATIONS 1004.25 Distribution of Materials

The District district recognizes that it is part of the larger Ankeny community and, in which it carries out its educational mission. As as such, shall the District has often served as a conduit of information by permitting the distribution of materials. The District will continue to assist in communicating both District district-related and non-District district-related information to the public subject to the following guidelines and procedures.

- 1. The district shall distribute the following Ddistrict-related-materials that will be distributed are defined as:
  - A. Materials produced by organizations whose purpose it is to benefit the District by providing, financial, educational, or program support for the District, including Examples of District related organizations include, but are not limited to,: the Ankeny Community School Foundation, various booster organizations that support extra-curricular programs, Parent-Teacher Organizations, After-Prom Committee, Community Engagement courses, and the Ankeny Alumni Association-or;
  - B. Materials deemed by the <u>Superintendentsuperintendent</u>/designee to be of importance <u>and needing of public distribution</u>. <u>may include, but is not limited to, health advisories or emergency information</u>.
- 2. <u>The district may distribute Nnon-District district-related materials for an entity, activity, and/or event that will be distributed must meet the following parameters:</u>
  - A. Entity, activity, or event bBenefitsting students and/or families within the Ankeny Community; and
  - B. Is a A-youth--related program, activity, and/or event for students and/or families; and
  - C. <u>Is Fintended to improve the health, education, and/or welfare of students; and</u>
  - D. Is sponsored by Aa non-profit organization and/or is a non-profit event.
- 3. The district shall not distribute materials that: following materials will not be distributed:
  - A. Materials pPromoteing products, activities, and/or services that are illegal for students and/or prohibited by Board policies and/or administrative rules.
  - B. Materials Use using inappropriate words and/or images to promote otherwise-acceptable products or services.
  - C. <u>Materials-Promote promoting-products</u>, activities, <u>and/or services that interfere with-run counter to the District's district's mission.</u>
  - D. <u>Materials that eE</u>ncourage <u>and/</u>or can reasonably be anticipated to cause a disruption of the orderly educational process or operation of the <u>Districtdistrict</u>.
  - E. Materials on behalf of Advertise a political candidate and/or political party.
  - F. Materials-Advertise advertising entities, products, and/-or services that discriminate on the basis of sex, race, age, creed, color, marital status, national orientation, religion, disability, sexual orientation, and/-or gender identity.

#### R.R. 1-1004.25 Distribution of Materials

- 1. Procedures for District Related Materials
  - A. The Superintendent/designee will designate District -related organizations whose materials may be distributed without each item being approved for distribution.
    - I. District-related organizations, whose materials have not been designated for distribution, shall submit each item to be distributed to the coordinator of communications for approval.
  - B. Materials must identify the entity or individual responsible for the distribution.

- C. Unless designated by the Superintendent/designee, each distribution must be individually approved as required by these procedures.
- D. Once material is approved, the individual or entity must provide the applicable school building(s) with the materials. Materials must be accompanied with a copy of the approval from the Superintendent/designee and must be sorted or grouped as requested.
- E. The production of the materials is the responsibility of the individual or entity requesting the distribution. The District is not responsible for producing materials.
- F. District related materials are distributed by placing the materials in an area designated in the school building.
- 2. Materials distributed at the initiation of the District for the benefit of the public or students, such as public health or safety information, in connection with academic lessons, student guidance or counseling (such as college or career related materials), or incidental to a District sponsored activity or extra-curricular program are not governed by this procedure. District and building newsletters, announcements of District functions or communications originated by the District are not covered by this procedure.
- 3. Materials not approved for distribution may appeal the denial by notifying the Superintendent/designee in writing within five calendar days of the decision.

#### R.R. 2-1004.25 Distribution of Materials

- 1. Procedures for Non-District Related Materials
  - A. The entity or individual requesting materials distribution must submit a request and an electronic sample of the material to the Superintendent/designee for approval before distribution.
  - B. Materials must identify the entity or individual responsible for the distribution, including name, address, telephone number and e-mail address.
  - C. Materials must include the name, date, time, and location of the event or activity.
  - D. Materials must include the following statements printed in type, at least as large as the majority of the other text in the materials, separate from other text and located in a conspicuous location: This is not a school district publication. It is being distributed through the school district as a community service of the District to inform you of other community activities or services.
  - E. Each distribution must be individually approved as required by these procedures.
  - F. Allow 2 weeks for approval process.
  - G. Materials are not to be delivered directly to school buildings.
  - H. Non-District materials are sent electronically during a regularly scheduled distribution. Paper-copies may be available to students who do not have internet access. Approved paper copies will-be delivered to the Community Engagement Office at 306 SW School Street one week prior to-the requested date of distribution. Materials must be sorted or grouped as requested.
  - I. The Community Engagement Department will attach a copy of the approval form prior todistribution.
  - J. Opportunities are to be afforded to all students. The District will not select specific teachers or students to receive materials.
  - K. Posters may be posted in District buildings, at the discretion of the buildingprincipal/administrator, after meeting all requirements and approvals noted in this procedure.
  - L. The production of the materials is the responsibility of the individual or entity requesting the distribution. District resources and/or materials shall not be used for the production of non-District materials. Quantities for each building can be obtained from the Community Engagement-Department.
  - M. The Ankeny Community School District reserves the right to refuse distribution of materials of any group that it deems is circumventing or refusing to follow these procedures.

- 2. Materials distributed at the initiation of the District for the benefit of the public or students, such as public health or safety information, in connection with academic lessons, student guidance or counseling (such as college or career related materials), or incidental to a school sponsored activity or extra-curricular program are not governed by this procedure. District and building newsletters, announcements of District functions or communications originated by the District are not covered by this procedure.
- 3. Materials promoting special offers or discounts for services, in which the offer is specific to Ankeny-Community School District staff and/or their families will be posted in a special staff-related section of the District website, annually.
  - A. Posters for these offers may be posted in the faculty/staff lounge at the building principal/administrator discretion.
  - B. Materials will not be distributed to staff members in their mailboxes.
  - C. Materials will not be e-mailed to staff members.
  - D. Any occasion, incident or situation that would violate the state gift law will not be distributed.
  - E. Materials will not be distributed to students.

Adopted: July 16, 2012

Reviewed: November 21, 2016 August 6, 2018 November 3, 2022

Revised: November 21, 2016 August 6, 2018 December 19, 2022

# 200 SERIES – BOARD OF DIRECTORS 203.90 Naming of Facilities

The district may grant naming rights to district facilities, including buildings and grounds, and to district sponsored events. Ankeny Public Schools recognizes two circumstances in which the District may grant naming rights: Naming rights in consideration and/or naming rights in recognition. In each circumstance, the Ddistrict shall enters into a written agreement about the nature-, duration, and renewability (or lack thereof) of the naming right. The provisions of this policy shall govern any such agreement.

In granting naming rights, the district shall strive to maintain an appropriate balance between commercial considerations and the way names contribute to the district's sense of identity and in assisting individuals to orient themselves within a campus. The district shall consider the long-term effect of naming rights and shall only grant them if they are consistent with the district's mission and statutory obligations. The district shall not grant a naming right without first receiving the written consent of the named part(ies).

The district has the discretion in each instance of naming rights to determine whether to provide a physical display acknowledging the naming rights.

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:

- Termination by the District The District reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute. This decision is at the sole discretion of the District and shall be recommended by the superintendent/designee for action by the board.
- Termination by the Named Party The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

#### **Naming Rights for Facilities**

Naming rights for facilities, buildings, or grounds may be initiated through a Board motion; and/or a recommendation of the Ssuperintendent, or by application from the community which would need to be approved by the Board. For the purpose of this policy, "facilities" shall be defined as district-owned buildings and property. Naming rights may be awarded for facilities including but are not limited to the following: auditoriums/theaters; gymnasiums; libraries; gardens/walks; athletic fields; concession areas; locker rooms; classrooms; other facilities named by the board not specifically mentioned.

When the board determines that naming rights will be available for facilit(ies), the board shall establish a facility naming committee composed of employees, students, parents, and/or other community members when naming or renaming facilities. The superintendent/designee shall serve as chairperson for the committee and shall determine the timelines, schedules, and name collection procedures for completing the committee's assignment.

The Board has discretion to determine whether "Naming for Consideration" or "Naming for Recognition" will apply. "Naming for Consideration" is given in recognition of financial contributions, sponsorship, and/or other commercial transactions including the provision of equipment, materials, land, and/or services. These contributions may be used at the district's discretion and may be transferred by mutual agreement of all parties. "Naming for Recognition" is given to acknowledge a significant contribution to the district, community, state, and/or nation. At least one of the following criteria must be met to grant Naming Rights for Recognition: (1) outstanding service to the district and/or to the Ankeny

community; (2) achievement(s) of alumn(i); and/or (3) voluntary financial and/or other contribution from a donor by way of donation, bequest, and/or sponsorship not rendered in consideration of granting of naming rights. "Naming for Recognition" may not be transferred.

The party after whom and/or in whose honor a facility is named shall have no rights to determine the facility's purpose and/or use unless said rights are explicitly and specifically provided in the written agreement between the parties. The designation of a facility in honor of a named party shall not cause that party to have liability with respect to that facility unless otherwise explicitly provided for in a contract between the parties; such determinations of liability shall be included in any agreement for naming rights.

When the board approves the naming of a facility, the superintendent/designee shall propose the monetary valuation of each naming right, taking into account market comparisons, and present it to the Facilities and Finance Committee for confirmation. This amount shall then be presented to the Board for approval.

The administrative rules will set forth the process for naming.

The Board will establish a Facility Naming Committee when naming or renaming facilities. The Superintendent/designee will serve as chairperson for the committee. The chairperson shall determine the timelines, schedules and name collection procedures for completing the committee's assignment. The committee may include stakeholder groups including students, parents, certified staff, classified staff, administration and community.

The Ankeny School District believes that it may grant naming rights to include District facilities, including buildings, grounds, and school sponsored events. This policy does not include scholarships or research grants.

#### Naming Rights for Events, Activities, and/or Performances

The relevant attendance center(s) activities department(s) may entertain requests for naming rights for For school district-sponsored events, activities, and/or performances, subject to the approval of the superintendent/designee., the Activities Department may entertain requests for naming rights when an application is submitted. Naming for events, activities, and/or performances shall only be "for recognition" as defined above. The Activities Department will use the process delineated in administrative rules for determining naming rights. Naming of an event or activity does need Superintendent/designee approval, but does not need Board approval.

Naming Rights for facilities, buildings, or grounds may be initiated through a Board motion, a recommendation of the Superintendent, or by application from the community which would need to be approved by the Board. The Board has discretion to determine whether "Naming for Consideration" or "Naming for Recognition" will apply. The administrative rules will set forth the process for naming.

# **General Statement of Policy**

Ankeny Public Schools recognizes two circumstances in which the District may grant naming rights:

Naming rights in consideration and naming rights in recognition. In each circumstance, the District entersinto a written agreement about the nature of the naming right. The provisions of this policy govern any agreement.

#### **Definitions**

"Facilities" are district-owned buildings and properties, including outdoor fields, streets and areas. Items, for which naming rights may be awarded, include but are not limited to the following:

- Auditoriums/Theaters
- Gymnasiums
- Libraries
- Gardens/Walks
- Athletic Fields/Facilities
- Concessions/Locker Rooms

- Rooms
- Other facilities named by the board not specifically mentioned.
- "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions. Naming rights for consideration does not apply to activities or events.
- "Naming rights in recognition" is recognition of a significant contribution to the District, community, state or nation or an alumnus that the district wishes to honor.

#### **Naming Rights in Consideration**

• The District may grant naming rights in consideration to recognize contributions made to the district. The contribution may be a financial contribution, sponsorship or the provision of equipment, materials, land or services. These contributions may be used at the discretion of the District.

#### **Naming Rights in Recognition**

- The District may grant naming rights in recognition to recognize contributions to the district that were not contributed to the district for the purpose of receiving naming rights. Naming rights for these contributions are at the discretion of the District.
- One of the following criteria must be met for granting naming rights in recognition:
- Recognition of outstanding service to the District while serving in an academic, activities, or administrative capacity or outstanding service to the Ankeny community; or
- Recognition of the achievements of distinguished alumni; or
- Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting of naming rights.

# **Granting Naming Rights**

In granting naming rights, either "in consideration" or "in recognition," due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the District's sense of identity as well as their role in assisting staff, students and visitors to orient themselves within a campus.

The granting of naming rights must always be consistent with the District's mission and vision. The long-term effects of the naming rights must be considered.

Each granting of Board approved naming rights is bound by a written agreement defined by this policy and all other applicable board policies.

#### **Informed Consent**

• The District shall not grant a naming right without the informed consent of the named party.

#### **Guidelines for Nomination of Naming Rights**

When the board approves the naming of a facility (as defined above). The Superintendent will first decide the monetary valuation of each naming right after receiving a recommendation from the CFO who may take advice from such persons or other professionals, as needed. The CFO will take the monetary valuation estimate to the facility committee for a confirmation. Each case should take into account market comparisons for naming rights for which professional advice may be sought.

#### **Duration of Naming Rights**

• The duration of naming rights is decided or negotiated on a case-by-case basis, and will be included in resolution acted on by the board.

#### Renewability

• In the board action, the naming rights may be renewed beyond the agreed upon time noted in the board resolution. Naming rights may be renewed by mutual agreement between all parties.

Adopted:

January 7, 2008

Reviewed: December 16, 2009 February 17, 2014 June 16, 2014 June 18, 2018 November 3, 2022

Revised: February 2, 2009 February 17, 2014 June 16, 2014 June 18, 2018 December 19, 2022

# 400 SERIES – STAFF PERSONNEL 400.58 Suspension

<u>All district employees shall Employees will perform their assigned jobs</u>, respect and follow <u>Board board policy</u>, and obey the law. The <u>s-Superintendent/designee in their discretion may is authorized to suspend an employee with or without pay pending <u>b</u>Board action on a discharge, e-or\_during <u>an</u> investigation of charges against the employee, <u>and/-or for disciplinary purposes</u>.</u>

It is within the discretion of the Superintendent/designee to suspend an employee with or without pay. Pursuant to Iowa law, any employee suspended with pay as part of an investigation that who is ultimately terminated for criminal conduct related to the investigation, shall will be required to reimburse the district for the pay earned while on paid suspension.

In the event of a suspension, the district will follow due process-will be followed.

#### Legal Reference:

Iowa Code §§ 20.7, .24

Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).

McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979). Iowa Code §§ 20.7, .24 (2009).

Cross Reference:

400.15 Employee Conduct and Appearance 405.40 Dismissal-Classified

Adopted:

January 17, 2011

Reviewed:

January 16, 2012 May 15, 2017 November 3, 2022

Revised:

January 16, 2012 December 19, 2022

# 500 SERIES – STUDENT PERSONNEL 502.50 Expulsion

The board may, by a majority vote, expel a student from school for a violation of board policy, school rule(s), and/or the law. When a student is expelled, the student is removed from the school environment and not eligible to receive educational services from the district for a set period of. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of Board policy, school rules or the law. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

The superintendent/designee may in their Only the Board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of Board policy, school rules or the law. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the Superintendent/designee to-recommend to the Board the expulsion of a student for disciplinary purposesto the board. Only the Board board may take action to expel a student. It is within the board's discretion to expel a student for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. Except as specifically permitted by the board, an expulsion results in a loss of credit for the then current semester and any additional semester included in the expulsion period, and will be readmitted only by the Board or in the manner prescribed by the Board. The principal/designee will keep records of expulsions in addition to the Board's records.

<u>The superintendent/designee shall provide</u> When a student is recommended for expulsion by the Board, the student is provided with:

- Notice of the reasons for the proposed expulsion;
- The names of the <u>non-student</u> witnesses to the situation giving rise to the recommendation for <u>expulsion</u> and an oral or written report on the facts to which each witness testifies; the <u>superintendent/designee</u> shall have discretion whether to disclose the names of <u>unless the witnesses</u> are student <u>witnesses</u> whose names may be released at the discretion of the Superintendent/designee;
- An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
- The right to be represented by counsel; and
- The results and finding of the Board in writing open to the student's inspection.

In addition to these procedures, a The district shall provide a special education student recommended for expulsion must be provided with additional procedural safeguards as required by lawes. Specifically, a

A determination should be made of whether the student is actually guilty of the misconduct. A-staffing team should shall determine whether if the student's behavior that is the subject of the potential recommendation for proposal is caused by the student's disability and/or whether the conduct is the result of inappropriate placement. If the staffing team determines the special education student's conduct is not caused by the disability, the student may be expelled or suspended following written notice to the parent and pursuant to the district's expulsion hearing procedures. If the misconduct is determined to be caused

by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the district. The staffing team shall record <u>Pd</u>iscussions and conclusions related to this determination of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended following written notice to the parent and pursuant to the District's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the District. A student expelled from the district shall only be readmitted by the board and/or in the manner prescribed by the board. The principal/designee will keep records of expulsions in addition to the board's records.

Legal Reference:

Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5 (2007).
281 I.A.C. 12.3(8).

Cross Reference: 502.00 Student Rights and Responsibilities 503.00 Student Discipline 503.01 Student Conduct

Adopted: October 21, 1990

Reviewed: October 19, 2009 June 17, 2013 May 21, 2018 November 7, 2022

Revised: October 19, 2009 June 17, 2013 May 21, 2018 December 19, 2022

# **500 SERIES – STUDENT PERSONNEL 502.20 Tobacco Products, Alcohol, Drugs**

Students may not distribute, dispense, manufacture, possess, use, and/or be under the influence of the following while on District district property, while on property within the jurisdiction of the District district, while on in District district owned and/or District district operated vehicles, while on vehicles chartered by the District district, while attending and/or engaged in District district activities including field trips and district related events away from district property, and/or while away from District district grounds if the prohibited behavior directly impacts the good order, efficient management, and/or welfare of the District district:

- Beer, wine, alcohol
- Tobacco, <u>cigarettes</u>, <u>cigars</u>, <u>pipe tobacco</u>, <u>chewing tobacco</u>, <u>snuff</u>, <u>snus</u>, nicotine products, <u>e-cigarettes electronic smoking devices</u> and/or vapes and/or their components <u>(e.g., battery, atomizer, cartomizer, clearomizer)</u>
- and substances used in those devices whether or not they contain nicotine, (e.g., battery, atomizer, eartomizer, clearomizer) and accessories such as lighters, filters, rolling papers and pipes
- Over-the-counter and/or prescription drugs used for improper purposes
- Other controlled substances as defined by state and/or federal law
- "Look alike" substances that appear to be tobacco, beer, wine, alcohol, and/or other controlled substances

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy <u>will-shall</u> result in disciplinary action up to and including, <u>but not limited to</u>, suspension or expulsion, <u>including but not limited to prohibition from participation in athletics and/or activities</u>. Additionally, the use, purchase, possession, and/or being under the influence of the substances outlined in this policy may be reported to law enforcement when the alleged action is unlawful.

The district may require Sstudents who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Superintendentsuperintendent/designee. If the program is successfully completed, the student may return to the assigned attendance center and receive credits earned for approved coursework completed while in the rehabilitation program. If the student does not complete the rehabilitation program, the student may be subject to discipline including, but not limited to, suspension or expulsion.

Legal Reference: 34 C.F.R. Pt. 86. Iowa Code §§ 123.46; 124; 279.8, .279.9; 453A. 281 I.A.C. 12.3(9).

Cross Reference: 502.50 Expulsion 503.01 Student Conduct 503.60 Good Conduct Rule 504.32 Administration of Medication to Students 507.00 Substance Abuse Prevention Program

Adopted: February 21, 1983 Reviewed: September 17, 1990 July 20, 2009 February 18, 2013 March 24, 2014 October 19, 2020 November 7, 2022

Revised: September 17, 1990 July 20, 2009 February 18, 2013 March 24, 2014 October 19, 2020 December 19, 2022

#### 800 SERIES – BUSINESS PROCEDURES 801.81 Transfer of Funds

#### **Interfund Loan Transfer**

The Board board may loan monies between accounts as it deems necessary. The loan from one account to another will shall be at a rate determined by the Board board that is at a rate equal to the average monthly rate paid to the District district on idle funds invested in the Iowa School Joint Investment Trust Program; that rate may not but cannot exceed the maximum amount lender(s) may charge for warrants as published by the Treasurer of Iowa. The period of the loan shall be no longer than the fiscal year in which the loan was initiated.

#### **Permanent Funds Transfer**

When a fund's the necessity for a fund has ceased to exist, the district may pass a board resolution to transfer the fund's balance may be transferred to another fund or account by board resolution. School Delistrict monies received without a designated purpose may be transferred in this manner. School Delistrict monies received for a specific purpose or upon vote of the people may only be transferred, by Board board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

By <u>Board board</u> resolution, funds exceeding the cost of the operating the Before and After School Program may be moved to the general fund, <u>for the purchase of instructional technology equipment</u> following a public hearing. <u>The proposed use of the funds will be for instructional technology equipment.</u>

It shall be the responsibility of the <u>The BChief Financial Officeroard secretary shall to make</u> recommendations to the <u>Board board regarding loans and transfers and to provide supporting evidence for the any such transfer.</u>

Legal Reference: Iowa Code §§297.36, 74A <del>(2009)</del>

Approved: August 17, 2009

Reviewed: August 3, 2009 July 21, 2014 July 16, 2018 November 3, 2022

Revised: August 3, 2009 July 21, 2014 July 16, 2018 December 19, 2022

# 800 SERIES – BUSINESS PROCEDURES 805.30 Student Records

The Superintendent designee shall ensure the district creates and maintains a cause to have initiated and maintained a complete individual permanent record for each student who enrolls in the district. The Superintendent designee shall be responsible for the care and custody of all student records. All student records are to shall be preserved either in original form, microfilm, via a computer scanned image, and/or electronically.

Types of Records	Length of Time Kept	Method of Recording
Permanent record (evidence of attendance and educational progress, serves as an official transcript, contains other data for use in planning to meet student needs, and provides data for official school and school district reports, etc.)	Permanently	Electronic
Cumulative record (courses taken, scholastic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extracurricular activities, parttime employment, and future plans, etc.)	2 years beyond graduation (or after transferred)	Electronic
Medicaid Files and Claims	Permanently	Electronic: after 2 years/Paper for 2 years
Profiles and Grade Books	Permanently	Electronic
SES Reports	10 years	Paper
SPED Counts	10 years	Paper

Reviewed: August 18, 2003 March 22, 2011 December 19, 2016 July 16, 2018 November 3, 2022

Revised: August 18, 2003 March 22, 2011 July 16, 2018 December 19, 2022

# 1000 SERIES – DISTRICT-COMMUNITY RELATIONS 1004.60 Community Fundraising

Fundraising for purposes of this policy is defined as <u>activit(ies)</u> conducted by students, their families, and/or staff to raise money and/or other resources for educational and co-curricular programs of the <u>district</u>. Fundraising pursuant to this policy shall be <u>raise money or other resources that is approved by the appropriate administrative district personnel operating in the name of the school and for which the school provides the administrative processes for collection. Such activities Fundraising may take place on or offaway from D district property.</u>

activities conducted by students, their families, and/or staff to raise money for educational and cocurricular programs of District schools. The Board board values fundraising for the benefit of all buildings within the District district and, where possible, encourages the equitable distribution of these funds.

Any participation <u>in community fundraising shall have a specific purpose, be is-voluntary, and be purely</u> at the discretion of the <u>person</u>potential participant, take into account the safety of students and staff, and ensure the transparency of fundraising goals. Before the beginning of a campaign, the relevant principal shall inform students and parents of the fundraiser's goal and provide an option to parents to make a contribution to the fundraising organization.

Fundraising may occur as a <u>Districtdistrict</u>-wide effort <u>and/</u>or at the <u>individual attendance center</u> (building) <u>and/or program</u> level. The <u>Board board</u> may designate a <u>Districtdistrict</u>-wide charitable giving campaign(s) the <u>contributions to which</u>. <u>Those eampaigns approved by the Board may be funded through payroll deductions.</u>

Each attendance center Buildings-may, at the discretion of the relevant building principal, choose to initiate up to three fundraising campaigns per school year. The final discretion for building campaigns restwith the building principal. The relevant building principal may also elect to allow ad hoc fundraising campaigns in response to needs for staff/community/family support. For building-level fundraising where the beneficiary of the fundraising is the school, the school shall consider other sources of funding before undertaking fundraising.

If items are being sold as part of a fundraiser, the percentage the district which will actually be gained net by the school organization should shall be explicitly be identified. Fundraising, i.e., if the purchase of \$20 worth of popcorn will net the organization \$5, this should be known. A person might prefer to give a \$5 donation rather than buy the \$20 worth of product.

Ssponsors shouldshall not set an amount that each student is required to raise and shall minimize — Rrewards to specific students for meeting fundraising targets should be minimized or given to the group as a whole. The cost of the rewards detracts from the net profit of the group.

The emphasis should be on working for the activity or group rather than for themselves.

Prior to any purchase of, or fundraising for the purchase of goods or services for the district, the group organizing the fundraising shall confer with the superintendent/designee to ensure the goods and/or services for which the fundraising is intended meet district needs, goals, and standards. The district may, in its discretion, choose not to accept goods and/or services for which funds have been raised pursuant to this policy.

Funds raised for the district pursuant to this policy may be kept as part of the district's accounts. If fundraising is for the building, the relevant building principal/designee shall complete and submit a

<u>fundraising reconciliation report according to business office procedures.</u> The district's cash handling procedures shall be followed for all fundraisers.

Safety of students and the participation in these events is primary.

Fundraising goals should be transparent.

#### R.R. 1004.60 Community Fundraising

#### **Fundraising**

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources that is approved by the appropriate administrative personnel operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on or off District property.

#### **Guiding Principles:**

Participation is voluntary.

Participation should be consistent with the mission and values of the District.

Safety of students and the participation in these events is primary.

Fundraising goals should be transparent.

#### Fundraising sponsors shall take the Fundraising for Building Efforts:

Each year the building may select no more than three building fundraising activities.

Principals will be the liaison for fundraising purposes with the charitable organization or fundraising company. Before the beginning of a campaign, students/parents should be informed of the goal of the fundraiser and given an option to write a check to the organization. Fundraising goals should support-building goals.

Each fundraiser should have a specific purpose. If using an outside vendor for a sales project, the student should be able to state with clarity the purpose of the fund-raising campaign.

For building level fundraising, where "the beneficiary" of the fundraising activity is the school, consider other sources of funding before fundraising is undertaken.

If items are being sold, the percentage which will actually be gained by the school organization should be identified, i.e., if the purchase of \$20 worth of popcorn will net the organization \$5, this should be known. A person might prefer to give a \$5 donation rather than buy the \$20 worth of product.

Sponsors should not set an amount that each student is required to raise. Rewards to specific students should be minimized or given to the group as a whole. The cost of the rewards detracts from the net profit of the group.

The emphasis should be on working for the activity or group rather than for themselves.

If the fundraising is for the building, a completed fundraising reconciliation report will be required. Cash should not be kept within building offices, classrooms, or by individuals. Any cash collected during the day should be turned over to the business office at the close of each school day.

The District district wellness policy into consideration 504.11 must be considered when planning fundraisers when planning a fund raiser. Contact the business office or refer to policy 504.11 for specific information.

Building facilities used for the fundraising event after the school day must be scheduled through Community Engagement. Any facility cost will be waived.

# **Student Humanitarian Fundraising:**

Students may raise funds for humanitarian causes/efforts with permission of the building principal. Students <u>interested in doing this shall complete and submit should fill out</u> a fundraising purpose statement and provide to the <u>relevant school-principal/designee at least 48 hours prior to any proposed fundraising activity. It must be approved by tThe <u>relevant</u> building principal <u>must approve any such fundraiser prior to before any fundraising activity-can proceed</u>. The <u>principal must receive a minimum of "48 hours"</u></u>

notice before any fundraising activity occurs. Students are <u>leading the fundraising reminded that they</u> are responsible for <u>securing and appropriately caring for</u> funds collected <u>and are responsible for securing those funds</u>. <u>District employees shall Teachers or other District personnel should</u> not handle/hold cash for student fundraising initiatives.

Students <u>must-shall</u> adhere to these <u>rules and regulations</u> or the fundraising activity <u>will-shall</u> be discontinued.

Fundraising activities <u>must\_shall\_be\_take place</u> during non-instructional times; <u>fundraising\_and if those</u> activities <u>that</u> cause disruption to <u>the\_school environment shall functions or to student decorum, those activities will be discontinued. <u>Students who are approved may, after consultation with the Community Engagement office, use facilities free of charge.</u></u>

#### **Fundraising for District Level Activities:**

The Board of Education will annually approve participation in a District-wide program. Any program approved by the Board, may use payroll deductions.

#### Fundraising by Parent/Student Organizations:

Subject to the terms of this and other board policies and law, Pparent, booster, and/or student organizations may engage in proceed with fundraising activities on behalf of curricular or extracurricular activities. The organization shall seek the consent of the relevant Activities Director and/or building principal prior to undertaking the relevant fundraising efforts. The fundraising effort shall not commence until the Activities Director or relevant building principal has approved the fundraiser. Student/parent fundraising activities shall reflect the values of the district, be appropriate for the age group, and explicitly communicate the reason for the fundraiser. Any gambling or raffle activity shall meet the laws of the State of Iowa.

Student/parent organizations with fundraising plans are encouraged to meet with the relevant building principal(s) to minimize overlap in fundraising efforts.

1004.60F: Please download the forms and enter information in the fillable portions.

<u>Activity Report-Permission Request</u>

<u>Resale Reconciliation</u>

Cross Reference: 503.06 Student Fund Raising

Adopted: July 15, 2013

Reviewed: June 18, 2018 November 3, 2022

Revised: June 18, 2018 December 19, 2022

# 1000 SERIES – DISTRICT-COMMUNITY RELATIONS 1004.50 Community Use of District Facilities

The district may make some and/or all of its facilities available to organizations and/or individuals to promote cultural, educational, civic, community, and/or recreational activities when the use does not interfere with and/or disrupt the educational program and/or a school-related activity, is consistent with law, and will end no later than 10:00 PM unless otherwise approved by the superintendent/ designee.

On rare occasions, the Ddistrict may, in its discretion, permit renters to the use of Ddistrict equipment and may require a custodial hire when such permission is granted.

All requests for the use of district facilities shall be submitted to the superintendent/designee for processing by the Community Engagement department.

The district reserves the right to deny use of the facilities and equipment to an entity for any lawful reason. The district has the discretion to temporarily alter and/or suspend the use of district facilities and/or to modify the process by which district facilities are rented without notice, provided that such action is not undertaken for an unlawful purpose.

Entities that use district facilities and/or equipment shall leave the facilities and/or equipment in the same condition they were in prior to use. Inappropriate use of district facilities and/or equipment may result in additional fees and/or restrictions on future use of facilities and/or equipment.

Typically, a custodial hire is required when using District equipment. The District reserves the right todeny use of the facilities and equipment to an entity.

Any district employee interested in using district facilities for a purpose other than performance of their duties as a district employee shall do so as a renter not a district employee.

On rare occasion, the District may permit the use of District equipment. Typically, a custodial hire is required when using District equipment. The District reserves the right to deny use of the facilities and equipment to an entity.

Entities that use District buildings, equipment or sites must leave the building, equipment or site in the same condition it was in prior to its use. Inappropriate use of District facilities and equipment may result in additional fees charged to, or the inability of, the entity to use District facilities or equipment in the future.

<u>The It is the responsibility of the Ssuperintendent/designee to shall</u> develop a fee schedule for the Board's approval and to develop administrative regulations regarding this policy.

The District has the discretion to temporarily alter and/or suspend the use of District facilities and/or to-modify the process by which District facilities are rented without notice, provided that such action is not-undertaken for an unlawful purpose.

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Legal Reference:
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Iowa Code §§ 8D; 276; 278.1(4); 279.8; 297.9-.11; 123.46 1982 Op. Att'y Gen. 561. 1940 Op. Att'y Gen. 232 1936 Op. Att'y Gen. 196

#### Cross Reference:

406.30 Hazardous Chemical Disclosure

802.41 Use of District Property and Equipment 902.10 Use of Tobacco at School Facilities 1004.40 Fees for Use of District Facilities

#### Adopted:

April 2, 1990

Reviewed:

January 24, 2008 June 20, 2011 March 20, 2017 July 15, 2019 February 17, 2020 September 21, 2020 November 3, 2022

Revised:

February 4, 2008 June 20, 2011 March 20, 2017 July 15, 2019 February 17, 2020 September 21, 2020 December 19, 2022

#### **Determining and Allowing Community Use of District Facilities**

All requests for the use of District facilities will be submitted to the Superintendent/designee.

- 1. The Community Engagement Department will:
  - Confirm availability on the building calendar and act upon the request following the established policies. General education classrooms are not available for community use associated with this policy and supporting regulation.
  - a. Establish that proper activities will be carried on which will not cause damage to facilities or equipment.
  - b. Clear all non-routine or questionable requests for facility usage with the Superintendent/designee.
- 2. Permission granted for facility usage by the Community Engagement Department will be made inwriting through the signing of a contract with the representative of the group making the request. A refundable damage deposit and additional staff hires may be required and will be noted in the contract.
- 3. Two copies of the signed contract will be required; one to be retained by the Community Engagement Department and one for the renter.

Revised:

June 20, 2011 March 20, 2017 July 15, 2019 February 17, 2020

#### R.R. 2 #1004.50

#### **Indoor and Outdoor Community Group Usage**

The Community Engagement Department/designee will collect, in full, the rental fee at time of contract-signing for Class III and IV groups unless otherwise arranged by the Community Engagement

Department. Class II groups will be billed through the Community Engagement Department after the date-of facility use.

There may be a cancellation fee of 20% (except for classrooms) or a minimum of \$25, if notification is given less than two weeks prior to the event.

- 1. The group representative is responsible for the facility to be left in the same condition as it was upon entering and will be responsible for all regulations as specified within the District facilities rental contract.
- 2. Indoor throwing of baseballs or softballs by renters is strictly prohibited. Baseballs and softballs designed for indoor use may be used for special events with permission from the Community-Engagement Department.

Donations or other improvements to District property shall be made in accordance with Board Policy 802.70 Gifts, Donations, Grants, and Bequests.

Revised:

June 20, 2011 March 20, 2017

July 15, 2019

#### R.R. 3 - # 1004.50

#### **Use of Outside Green Spaces**

The publicly owned and maintained green spaces of the District are generally available for community-use when such use does not conflict with District programs or interfere with the maintenance, site-improvement plans, or other needs of the District.

The District requires and expects safe and responsible use of the green spaces. The user group is responsible for safe and equitable use of green spaces. A first-come, first-served protocol is in effect, and organized teams are expected to occupy a field or diamond space for no more than one

(1) hour when another group is waiting for the same green space.

User groups are responsible for leaving green spaces in at least the same playable condition as when they arrived. Litter, garments, equipment, and other items brought to the outdoor facility should be properly and promptly removed.

Donations or other improvements to District property are possible but only by advanced acceptance of the District and only with the understanding that such improvements are the permanent property of the District which will administer no special privileges to the donor.

By State statute, the possession or consumption of alcoholic beverages is illegal in or on property controlled by the District. By Board Policy 902.10 Use of Tobacco at School Facilities, smoking is not allowed in or on any District facility and grounds, including District vehicles. Motorized vehicles are prohibited from non-paved outdoor District facilities/green spaces, except when authorized. Such non-District usage requires written, specific authorization by the Community Engagement Department. Revised:

June 20, 2011

March 20, 2017

July 15, 2019

#### R.R.4 # 1004.50

#### **Group Usage of District Facilities**

A. Group representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was upon entering.

- 1. The group using the facility must have at least one adult present during the time the facility is being used.
- 2. For youth functions such as dances or birthday parties, the sponsor must provide at least one adult chaperone per 10 students.
- B. Group representative will be responsible for following all regulations for facility. The group-representative will, as necessary, inform the group of all regulations, enforce these regulations, or call law-enforcement or District officials for emergency assistance.

- 1. The facility space must be used solely for the purpose it was originally intended as set forth with the Community Engagement Department at time of contract signing.
- 2. When gymnasiums or multi-purpose rooms are used, the only activities permitted are those which would normally be termed as indoor activities. Activities that are normally outdoor activities (such as golfing, roller blading, soccer, throwing baseballs or softballs) are routinely prohibited.
- 3. Smoking is prohibited in public school District buildings and/or on District grounds (Policy 902.10 Use of Tobacco at School Functions)
- 4. There will be no alcoholic liquors or beverages, or drugs brought to or consumed in the District building or on District grounds. (Policy 502.20 Tobacco Products, Alcohol, Drugs)
- 5. No beverages or foods are to be brought into the facility unless previously approved by the Community-Engagement Department. Food and drinks are only permitted in the lunchroom. Great care must be exercised when using these items.
- 6. All debris and garbage must be picked up by the renter and placed in outdoor dumpsters.
- C. Group representative assumes financial responsibility individually and on behalf of the organization-being represented for any part of the facility or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
- D. Group representative will be liable for any and all losses, damages, or injuries sustained by any persondue to the negligence of the renter. The group representative is responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits. The grouprepresentative will indemnify and hold harmless the District from any and all losses, damages, or injuries. The group may be denied future facility usage in the event of group abuse of usage privileges. E. In the event of inclement weather, the group representative is responsible to coordinate all notifications
- E. In the event of inclement weather, the group representative is responsible to coordinate all notifications of any postponements or cancellations. This includes contacting the Community Engagement Department-prior to 4:30 p.m. Monday Friday so that doors maybe appropriately programmed. If snow removal is needed outside of school hours, then the group is responsible to prepare clean, safe access for evening, weekend or holiday usage.

Revised:
June 20, 2011

*March 20, 2017* 

July 15, 2019

Adopted: April 2, 1990

Reviewed: January 24, 2008

June 20, 2011

March 20, 2017

July 15, 2019

February 17, 2020

September 21, 2020

Revised: February 4, 2008

June 20, 2011

March 20, 2017

February 17, 2020

September 21, 2020

**Item Cover Sheet** 

Title: Discuss Sharing Agreements for 8th/9th Grade Activities and Athletics

**ATTACHMENTS:** 

File Name Description Type Upload Date

No Attachments Available

**Item Cover Sheet** 

**Title:** Future Meeting Dates

**Extended Information:**• December 1, 2022
• January 5, 2023

**ATTACHMENTS:** 

File Name Description Type Upload Date

No Attachments Available