



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

December 7, 2022

4:30 PM

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

- **Welcome**

Attendees:

Sarah Barthole
Jen Lindaman
Erick Pruitt
Jennifer Jamison
Ashley Rullestad
Emily Archer
Lori Lovstad
Jessica Dirks

- **Approval of Minutes**

1. **Approval of Minutes**

- November 3, 2022 Policy Committee Meeting Minutes

With an amendment to add the name “Larry Holloway” as present at the November 3, 2022 Policy Committee Meeting Minutes, the minutes were approved.

- **Proposed Policy Updates**

1. **Proposed Policy Updates**

- 106.00 Service and/or Assistance Animals *Five-year review; edits for clarity & consistency*
- 606.30 Animals in the Classroom *Five-year review; edits for clarity & consistency.*

- 603.01 Extended Year Programming *Five-year review; edits for clarity & consistency; removal of procedural language to include in non-policy document(s).*
- 604.04 Program for Students at Risk *Five-year review; edits for clarity & consistency; insertion of legal reference; removal of procedural language to include in non-policy document(s).*
- 200.01 Organization of the Board of Directors *Five-year review; edits for clarity & consistency.*
- 201.10 Name of School District *Five-year review; no change.*
- 201.40 Elections *Five-year review; edits for clarity & consistency.*
- 201.50 Term of Office *Five-year review; edits for clarity & consistency.*
- 201.90 Oath of Office *Five-year review; edits for clarity & consistency.*
- 404.90 Vacations *Five-year review; edits for clarity & consistency.*
- 404.95 Vacation Payout *Five-year review; suggest eliminating and rolling into 404.90*
- 1004.35 Tailgating *Five-year review; edits for clarity & consistency.*
- 701.45 Meal Charge *Five-year review; edits for clarity & consistency.*
- 503.61 Sharing of Varsity Extra-Curricular Programs and Activities *Clarification of factors to be considered when determining whether to enter into a cooperative sharing agreement with another district for activit(ies); edits for clarity & consistency*

- **Adjournment**

The meeting adjourned at 5:27 p.m.

Future Meetings Dates:

1. Future Meeting Dates

- January 5, 2023
- February 2, 2023



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Approval of Minutes

Extended Information: • November 3, 2022 Policy Committee Meeting Minutes

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policy_Minutes_Only_11.3.22.pdf	Policy Minutes 11.3.22	Support Document	12/5/2022



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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

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



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Proposed Policy Updates

- Extended Information:**
- 106.00 Service and/or Assistance Animals *Five-year review; edits for clarity & consistency*
 - 606.30 Animals in the Classroom *Five-year review; edits for clarity & consistency.*
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ATTACHMENTS:

File Name	Description	Type	Upload Date
Policies for Review 12.7.22.pdf	Policies for review 12.7.22	Support Document	12/5/2022

100 SERIES: EDUCATIONAL PHILOSOPHY

106.00 Service and/or Assistance Animals

~~It is the policy of Ankeny Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property.~~ The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go be present. This ~~can may~~ include, but is not necessarily limited to, classrooms, cafeteria areas, and/or school buses. “Service animals” are dogs and, when reasonable, miniature horses that have been trained to do work or perform tasks for individuals with disabilities. “Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals” are simians or any other animal specially trained and/or in the process of being trained to assist a person with a disability.

~~In order to be qualified to accompany an individual with a disability onto district property, the service and/or assistance animal(s) Service animals and assistive animals~~ must be current on all required vaccinations and ~~Service animals and assistive animals also~~ must be under control while on district grounds, either due to the efforts of. ~~The animal may be under control by either~~ the individual with a disability and/, or a handler of the ~~service or assistive~~ animal. “Under control” means harnessed, leashed or tethered, unless these devices interfere with the animal’s work, in which case under voice or other directive control.

Miniature Horses as Service Animals

~~Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner’s control; whether the facility can accommodate the miniature horse’s type, size and weight; and whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility.~~

Establishing the Need for a Service Animal

When ~~the district does not have no~~ prior notice that an individual with a disability wishes to is given to the district of the use of a service or assistive animal, the ~~Superintendent superintendent/designee may and/or school administrators are permitted to ask~~, “the following questions:

“Do you need/require this animal because of a disability?” _

If the ~~animal’s trained~~ tasks the animal(s) has been trained to perform are not readily apparent, the ~~administrator superintendent/designee~~ may ask, “:

“What work or task has the animal been trained to perform?”

Service and Assistive Animals “in-In training Training”

~~Assuming If~~ the handler and animal are otherwise allowed on district property in keeping with this policy, individuals ~~who engaged in~~ training the service and/or assistive animals(s) ~~will may~~ also be allowed to access ~~with their service animal in training to~~ public areas of district buildings and property with their animal(s) in training. The ~~service or assistive~~ animal(s) in training is must adhere to expected to abide by the same requirements as other qualified a service or assistive animal(s).

Exclusion of Service and Assistive Animals

~~In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent superintendent/designee may is permitted to~~ exclude service and assistive animals from district buildings and property in the following circumstances:

- The ~~animal's~~ presence ~~of the animal~~ poses a direct threat to the health and safety of others; and/or
- The animal's presence significantly disrupts or interferes with the educational process; and/or
- The animal's presence would require a fundamental alteration to the educational program; and/or
- ~~†~~The animal's owner or handler is unable to control the animal; and/or
- ~~†~~The animal is not house-broken;.

~~the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program.~~ If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service, and/-or activity without having the service animal on district property.

Miniature Horses as Service Animals

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. The superintendent/designee shall consider the following factors to consider when determining whether their presence is reasonable~~ness include:~~ -whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections.

Legal References:

29 U.S.C. §794

42 U.S.C. §12132

28 C.F.R. 35

Iowa Code §216C

Cross References:

606.30 Animals in the Classroom

Adopted:

October 15, 2018

Reviewed:

December 2022

Revised:

January 17, 2023

600 SERIES: EDUCATIONAL PROGRAM

606.30 Animals in the Classroom

Live animals other than service animals and assistive animals approved by the district in alignment with Board Policy 106.00 ~~will shall~~ not be allowed in ~~District~~ district facilities except in ~~except under~~ special circumstances and/or curricular purposes. The principal will have the discretion in these circumstances. approved by the superintendent/designee. ~~Generally at the elementary level, animals will not be in a classroom due to health and safety issues. Animals that are allowed must have proper and current vaccinations, if appropriate. When animals are allowed, classroom parents will be notified.~~

The individual(s) responsible for bringing the animal to the district must appropriately ~~Appropriate supervision~~ the animal ~~of animals is required when animals are brought into District facilities in a manner identified by the superintendent/designee, ensure compliance with the parameters for animals established by the superintendent/designee, ensure the animal fully up to date on required vaccinations, and~~

The person bringing the animal must furnish transportation for the animal. Animals other than service and/or assistive animals ~~will shall~~ not be allowed to travel to and from the student's attendance center in ~~District~~ district vehicles.

When animals will be allowed on district property, the superintendent/designee shall notify the relevant parents.

~~It is the responsibility of the principal to determine appropriate supervision of animals and the parameters of its stay in the classroom.~~

~~Service animals are not covered by this policy.~~

Legal Reference:
Iowa Code § 279.8 ~~(2009).~~

Cross Reference:
507 Series Student Health and Well-Being
106.00 ~~Assistance~~ Assistance Animals

~~R.R. 606.30 Animals in the Classroom~~

~~Generally at the elementary level, animals will not be in a classroom due to health and safety issues. Animals that are allowed must have proper and current vaccinations, if appropriate. When animals are allowed, classroom parents will be notified.~~

Approved:
March 22, 2010

Reviewed:
January 13, 2010
December 16, 2013
October 15, 2018
December 2022

Revised:

December 16, 2013
January 17, 2023

600 SERIES: EDUCATIONAL PROGRAM

603.01 Extended Year Programming

~~In accordance with law, the district shall provide Extended school year services beyond the standard 1080 hours of the instructional year will be provided for qualifying students with disabilities who qualify for services in accordance with the law. The Members of the district's special education team shall review student data as well as state and Area Education Agency guidelines to determination determine if a student qualifies for for extended school year services (ESY) will be made by the special education team based on student data as well as the guidelines established by the State of Iowa and the Heartland Area Education Agency.~~

R.R. for Policy #603.01

~~The Board of Education recognizes students learn in different ways and at different paces. Some students need additional instruction to master grade level/subject area standards, benchmarks, and objectives.~~ At each grade level there will be opportunities for students to be placed in intervention groups so that the individual needs of pupils may be met in a more satisfactory manner. The placement into intervention groups will be done solely for the purpose of providing an improved educational opportunity for each child to develop to the maximum of his/her potential.

The following criteria will be employed in determining intervention needs of individual pupils in the Ankeny Community School District.

- A recommendation from the classroom teacher and/or principal with the assistance and advice of other members of the professional staff.
- Achievement of the pupil as reflected in the earned scores the child has achieved on validated standardized tests in specific subject-matter areas with particular emphasis on individual student growth.
- Student demonstrated mastery of the standards, benchmarks, and objectives on an alternative test, as determined by the District.

If students' scores do not meet the requirements of mastery they will be scheduled into an intervention group. Students will not be able to opt out of the intervention group until they have shown adequate mastery of the identified grade level/subject area standards, benchmarks, and objectives.

Approved:
March 2, 1987

Reviewed:
February 11, 2009
October 20, 2014
October 15, 2018
December 2022

Revised:
March 23, 2009
October 20, 2014
October 15, 2018
January 17, 2023

600 SERIES: EDUCATIONAL PROGRAM

604.04 Program for Students at Risk

~~Under Iowa law, “a~~At-risk” students are ~~those identified students who need additional support and who are not meeting or not expected to meet the established~~ who are at risk of not meeting the goals of the ~~District’s~~ district’s educational program, ~~and/or completing a high school education, including but not limited to students who are homeless, dropouts, returning dropouts, and/or potential dropouts.-~~

~~The Board recognizes that some students may require additional assistance in order to successfully complete the required education program.~~ The ~~Board~~ district shall provide program services to encourage and support students and provide an opportunity for all students “at risk” to achieve their potential and obtain their high school diplomas.

~~It shall be the responsibility of the~~ The ~~S~~superintendent/ designee ~~to shall~~ develop program services ~~for students to~~ support this goal for all students, including but not limited to processes for identifying students in need of additional support, evaluating program effectiveness, and training district staff on appropriate implementation. - “at risk.”

~~Administrative regulations will be developed for identifying students, for program evaluation, and for training District personnel.~~

Rules and Regulations

The “Core Diploma” is recognized as a high school diploma from ~~the district. Ankeny Community Schools.-~~ Receipt of the Core Diploma ~~The diploma~~ indicates the receiving student has met the standards for learning in the core academic areas of ~~Math~~math, English, ~~Social social Studies studies~~ and ~~Science science~~ as defined by ~~the district’s Ankeny School’s~~ curriculum.

To be eligible for a Core Diploma, the receiving student must be identified at a high risk of dropping out of school and served in a form of “at risk” programming as covered by this policy.

To be identified for Core Diploma eligibility, the principal/designee will work with teachers, counselors, and ~~Chief Officer of Academic Services/designee~~ other district administrators as needed to review individual student- ~~Individual~~ circumstances with primary on a case by case basis will be reviewed. ~~Prime~~ consideration ~~will be~~ given to ~~the following~~ students who are:

- Over age for their comparable student group, and/-or;
- Deficient in the credits needed to graduate with their class, and/-or;
- ~~Students who have a~~ already been in the system and who failed to graduate with their comparable student group, and/or; ~~or~~
- Subject to ~~O~~ other extenuating circumstances that prevent the student from completing 48 credits.
-

The high school principal/designee ~~will~~ shall have full discretion to ~~approve~~ ing a student for the Core Diploma.

The Core Diploma ~~is~~ shall not to be used as an avenue for graduation for students who merely ~~want~~ wish to graduate early; and/or for students who view this as a less rigorous way to meet curricular requirements associated with graduation.

Legal Reference:
Iowa Administrative Code 281-12.2(256)

Cross Reference:
505.05 Graduation Requirements

Approved:
October 9, 1989

Reviewed:
March 11, 2009
June 17, 2013
October 15, 2018
December 2022

Revised:
June 15, 2009
June 17, 2013
October 15, 2018
January 17, 2023

200 SERIES: BOARD OF DIRECTORS

200.01 Organization of the Board of Directors

The Ankeny Community School District Board of Education is authorized by and derives its ~~organization-structure~~ from Iowa law. The ~~Board-board will-shall~~ consist of (7) ~~Board-board~~ members. ~~Board-board~~ members ~~are-shall be~~ elected ~~by~~-at-large.

The ~~Board-board is-shall be~~ organized for the purpose of setting policy and providing general direction for the ~~District~~district.

The ~~Board-board will-shall~~ hold its organizational meeting at the first regular meeting following the canvass of votes. ~~The retiring Board will transfer materials, including the Board policy manual, and responsibility to the new Board.~~

The ~~organizational-regular~~ meeting ~~held prior to the organizational meeting shall~~ allows the outgoing ~~Board-board~~ to approve minutes of its previous meetings, complete unfinished business, and review ~~the District~~district election results. ~~At the end of the regular meeting, The retiring Board-board will-shall adjourn and the new Board will then begin and the newly-constituted board shall convene in the organizational meeting..~~ -The ~~Board-board Secretary-secretary will-shall~~ administer the oath of office to ~~the-any~~ newly-elected ~~Board-board~~ members. The previous president ~~will-shall~~ preside while the new ~~Board-board~~ elects the president and vice-president for the newly-constituted board of the new Board.

Legal Reference:

*Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33 (2007).
281 I.A.C. 12.3(2).*

Cross Reference:

*202 Board of Directors Members
202.20 President
202.30 Vice-President*

Adopted:

December 1, 2008

Reviewed:

October 21, 2013
December 17, 2018
December 2022

Revised:

October 21, 2013
January 17, 2023

200 SERIES: BOARD OF DIRECTORS

201.10 Name of School District

This school district is organized and known as the Ankeny Community School District located in the County of Polk, Townships of Crocker and Douglas, State of Iowa.

Adopted:

March 10, 2003

Reviewed:

December 1, 2008

October 21, 2013

December 17, 2018

December 7, 2022

Revised:

December 1, 2008

200 SERIES: BOARD OF DIRECTORS

201.40 Elections

Elections for seats on the Ankeny Community School District board of education ~~The school board election~~ takes place on the second Tuesday in November of odd-numbered years. Each school board election is used to elect citizens to the ~~Board-board~~ to maintain a (7) member ~~Board-board~~ and to address questions that are submitted by the voters.

Citizens ~~of living within the Ankeny Community School District's jurisdiction who wish to the school district community~~ seeking a seat on the ~~Board-board~~ must file appropriately completed ~~their~~ nomination papers with the ~~Board-board Secretarysecretary~~/designee, between sixty-four and forty days before the school board election unless otherwise directed.

If a vacancy occurs on the ~~Board-board outside of the election cycle, the remaining board members may determine it may to fill the vacancy be filled~~ by appointment appointing an eligible individual within 30 days of the vacancy taking effect. If the ~~Board-board~~ does not fill the vacancy by appointment within this period, the ~~Board-board Secretarysecretary will shall~~ call a special election to fill the vacancy. Individuals who wish to be placed on the ballot for a special election to fill a vacancy ~~Candidates for a seat created by a vacancy~~ must file their appropriately completed nomination papers with the board secretary/designee at least 25 days before prior to the date of the special election.

It ~~is shall be~~ the responsibility of the county commissioner of elections to conduct school board elections.

Legal Reference:

Iowa Code §§ 39; 45; 63, 69; 274.7; 277; 278.1, 279.7 ~~(2007)~~.

Cross Reference:

202 Board of Directors Members

203 Board of Directors' Conflict of Interest

Adopted:

January 5, 1987

Reviewed:

June 29, 1998

March 10, 2003

June 12, 2006

February 4, 2008

January 5, 2009

October 21, 2013

December 17, 2018

December 2022

Revised:

June 12, 2006

February 4, 2008

January 5, 2009

October 21, 2013

December 17, 2018

January 17, 2023

200 SERIES: BOARD OF DIRECTORS

201.50 Term of Office

Board members who are elected for a full-term at a regularly scheduled school board election in November, of odd-numbered years; are elected to serve ~~for~~ four years. Board members appointed to fill a vacant position outside of a regular election cycle will shall serve until the next scheduled school board election. The newly elected ~~Board board~~ member will serve for a term elected aligned with by pPolicy 201.80 Board Vacancies. A ~~Board board~~ member elected to fill a vacancy will serve out the unexpired term.

~~Being a Board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible Board members are encouraged to consider running for more than one term.~~

Legal Reference:

Iowa Code §§ 69.12; 274.7; 279.6 -.7 (2007).

Cross Reference:

201.80 Board Vacancies

Adopted:

June 15, 1981

Reviewed:

September 14, 1998

March 10, 2003

January 5, 2009

October 21, 2013

December 17, 2018

December 7, 2022

Revised:

January 5, 2009

October 21, 2013

December 17, 2018

January 17, 2023

200 SERIES: BOARD OF DIRECTORS

201.90 Oath of Office

Board members are officials of the state. As a public official, each ~~Board-board~~ member must pledge to uphold the Iowa and the United States Constitutions and carry out the responsibilities of their office to the best of their ~~Board member's~~ ability.

Each newly-elected ~~b~~Board member ~~will-shall~~ take the oath of office prior to ~~the board member taking~~ any action ~~taken~~ as a school official. ~~The oath of office is taken by each new Board member elected, at the school election or before the organizational meeting of the Board.~~ In the event of an appointment or special election to fill a vacancy, the new ~~Board-board~~ member ~~will-shall~~ take the oath of office within ten days of the appointment or election.

Board members elected ~~to offices of the~~as president and vice president of the board ~~Board-shall will also~~ take the same oath of office but ~~the phrase "board member" shall be replaced by the title of the office (president or vice president) to which the~~ replacing the office of ~~B~~board member ~~was with the title of the office to which they were~~ elected.

~~The oath of office is administered by the Board Secretary and does not need to be given at a Board meeting. In the event the Board Secretary is absent, the oath is administered by another Board member. The oath of office for newly-elected and/or appointed board members, and for elected board officers, shall be is administered by the Bboard Ssecretary or, and does not need to be given at a Board meeting. in In the event the Bboard Ssecretary's absenceecretary is absent, the oath is administered by another Bboard member. The oath of office need not be administered at a board meeting.~~

The oath of office for the Ankeny Community School District Board of Education shall be "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of (naming the office) in Ankeny Community School District as now and hereafter required by law?"

~~"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of (naming the office) in Ankeny Community School District as now and hereafter required by law?"~~

Legal Reference:

Iowa Code §§ 277.28; 279.1, .6 (2007).

Cross Reference:

200.01 Organization of the Board of Directors

201.40 Elections

202.20 President

202.30 Vice President

202.40 Board Secretary/Treasurer

202.40-60 Code of Ethics

Adopted:

June 15, 1981

Reviewed:

December 1, 2008

October 21, 2013

December 17, 2018

December 7, 2022

Revised:

March 10, 2003

December 1, 2008

October 21, 2013

January 17, 2023

400 SERIES: STAFF PERSONNEL

404.90 Vacations

~~The amount of vacation available to an employee shall be outlined in the employee's relevant There are employee-classifications that earn vacation based upon the terms of the applicable benefits summary.~~

~~The employee's supervisor must review and has discretion to approve requested vacation days. Generally, employees shall request vacation days. Vacation must be scheduled in coordination with the supervisor, with at least two weeks prior to their desired date(s) of absence; however, notice. The employee's supervisor has discretion to approve the vacation and waive the request timeline.~~

~~Employees are encouraged to cooperatively work cooperatively with their supervisors in scheduling vacation during their last year of service with the District. Due to workload or scheduling it may be difficult to accommodate vacation. In that case, Employees that who earn and accrue vacation may be paid for unspent vacation days upon separation. The District may cap the maximum amount of vacation pay out at separation. The maximum amount will be reflected in the relevant employee's benefit summary.~~

Cross-Reference:

404 Series: Leaves of Absence & Benefits

~~Employees are encouraged to request vacations more than 14 days' notice in advance to facilitate scheduling. The supervisor has discretion to waive the notice requirement on a case by case basis.~~ Adopted:

February 2, 1981

Reviewed:

March 31, 2003

May 20, 2013

December 17, 2018

December 2022

Revised:

May 20, 2013

December 17, 2018

January 17, 2023

400 SERIES: STAFF PERSONNEL

404.95 Vacation Payout

~~Employees are encouraged to cooperatively work with their supervisor in scheduling vacation during the last year of service with the District. Due to workload or scheduling it may be difficult to accommodate vacation. In that case, employees that earn and accrue vacation may be paid vacation upon separation. The District may cap the maximum amount of vacation pay out at separation. The maximum amount will be reflected in the benefit summary.~~

Adopted:
May 20, 2013

Reviewed:
December 17, 2018

Revised:
December 17, 2018

1000 SERIES: DISTRICT-COMMUNITY RELATIONS

1004.35 Tailgating

~~The Board will allow "tailgating" Tailgating, which is the preparation and/or consumption of food and/or non-alcoholic beverages (other than that made available at district concession stands) on District property other than the food or beverages purchased at District concessions before and/or after school sponsored events and/or the peaceable. Tailgating also includes congregating on District property at a vehicle for social interaction.~~

~~before and/or after school sponsored events, may be allowed pursuant to the rules and regulations. the parameters outlined herein. Violation of these parameters may result in disciplinary action and/or law enforcement involvement.~~

~~The goal is to create a safe environment, protecting the property of the District, while at the same time supporting athletics and activities. To ensure a fan friendly and safe tailgating environment, the following rules will be enforced by District staff, event staff, and local law enforcement.~~

~~Definition: Tailgating includes the preparation or consumption of food or beverages on District property other than the food or beverages purchased at District concessions. Tailgating also includes congregating on District property at a vehicle for social interaction.~~

1004.35 Rules and Regulations:

- ~~1. The possession of alcohol and/or tobacco shall be prohibited on District district property is prohibited. Student, staff, and/or community member violators of these polic(ies) may be subject to Violators may be asked to leave the facilities and may be subject to Policy 902.10 Use of Tobacco at School Facilities. Ankeny students in violation will result in disciplinary action in accordance with Policy 502.20 Tobacco Products, Alcohol, Drugs. Ankeny staff in violation will be subject to Policy 406.00 Substance Free Workplace.~~
- ~~2. disciplinary action and/or exclusion from district property for the ongoing event and/or for future events.~~
- ~~3. Adult supervision aligned with other district requirements for use of district property must be provided for a tailgate, including for tailgate set-up and tear-down periods. Unsupervised students and/or minor children may be asked to leave a tailgate area if adult supervision is not provided.~~
- ~~4. Only designated areas officially designated by the superintendent/designee may be used for tailgating; these areas may only be used for tailgating at times approved by the superintendent/designee.~~
- ~~5. Organizations, class reunions, or other large groups will contact the athletic director/designee for an assigned tailgate area. All others may tailgate in designated parking areas provided they comply with all other tailgate policies.~~
- ~~6. Unless otherwise designated formally approved by the superintendent/designee, tailgate set-up may not begin before more than two hours prior to kick-off/tip-off or the start of the event for which the tailgating is taking place. Areas All designated tailgate areas must be cleaned and vacated within one hour after the relevant event's conclusion.~~
- ~~7. Tailgating in the parking lot may not impede the general flow of traffic and/or use a space intended for a parked car. Overflow tailgaters will be directed by security or law enforcement officers to comply.~~
- ~~8. Driving and/or parking private vehicles on any green spaces and/or sidewalks on district property is strictly prohibited.~~
- ~~9.~~

10. Tents, or canopies, and/or other similar temporary structures and/or tailgating amenities must be fully and properly secured and may not obstruct sidewalks, drive lanes, and/or pedestrian walkways. Tailgating amenities may not obstruct the same areas. Anchors used to secure structures/amenities may not be inserted into district parking lot(s) and/or other hard surfaces on district property.
11. BBQ grills must be tended to by at least one adult at all times. Hot coals must be properly disposed of by an adult tailgaters before being left unattended prior to the relevant tailgating group's departure from the tailgating space.
- 12.
13. ~~Appropriate adult supervision must be present during the tailgate event. Unsupervised students may be asked to leave a tailgate area.~~
14. All tailgaters must dispose of trash from their event ~~must be disposed of~~ in trash container(s) and/or remove it ~~from district property~~ prior to departing from the tailgating event.
15. Solicitations and/or commercial activities at designated tailgate sites during designated tailgate periods require ~~permission~~approval of the ~~S~~superintendent/designee.
- 16.
17. Fans and visitors from other teams may tailgate in ~~specified~~designated tailgate areas, ~~as long as the tailgate rules are followed,~~ and are bound to follow all tailgate parameters, as well as other relevant district policies and procedures.
18. ~~Tailgating in the parking lot may not impede the general flow of traffic or use a space intended for a parked car. Overflow tailgaters will be directed by security or law enforcement officers to comply.~~
19. ~~Solicitations and commercial activities require permission of the Superintendent/designee.~~
20. Any person damaging ~~District~~district property at a tailgate and/or in the set-up for or tear-down from a tailgate will shall be responsible for the cost of any and all repairs, ~~including damages to surfaces from cooking.~~
- 21.
22. ~~Unless otherwise designated, set-up may not begin before two hours prior to kick-off/tip-off or the start of the event. Areas must be cleaned and vacated within one hour after the event.~~
23. ~~Driving or parking private vehicles on any green spaces or sidewalks is strictly prohibited.~~
24. ~~Tents or canopies must be secured and may not obstruct sidewalks, drive lanes or pedestrian walkways. Tailgating amenities may not obstruct the same areas. Anchors may not be inserted in parking lot or other hard surfaces.~~
25. ~~BBQ grills must be tended to at all times. Hot coals must be properly disposed of by tailgaters before being left unattended.~~
- 26.
27. ~~All trash must be disposed of in trash containers or removed from District property.~~
28. Inappropriate and/or unsportsmanlike behavior may result in disciplinary action including but not limited to removal from the facility and/or ~~and~~ suspension from future tailgating activities.
- 29.
- 30.

31. The Ankeny Community School District ~~is~~ shall not be responsible for accidents, damage, loss, and/-or theft of materials and/or personal property associated with a tailgate on district property.

Cross Reference:

502.20 Tobacco Products, Alcohol, Drugs

902.10 Use of Tobacco at School Facilities

902.13 Access to District Buildings & Grounds

903.40 Public Conduct on School Premises

1004.30 Visitors to School District Buildings & Sites

1004.50 Community Use of District Facilities

Adopted:

July 15, 2013

Reviewed:

December 2018

December 2022

Revised:

December 2018

January 17, 2023

700 SERIES: AUXILIARY SERVICES

701.45 Meal Charge

The ~~district believes that students need nutritious food to maximize learning and so Ankeny School District provides well-balanced and nutritious breakfasts and lunches each school day. Ankeny Schools believes that for students to experience maximum learning, students need nutritious food. As parents have an expectation of the district to provide these services, it is important that parents ensure they are paying for these services in a timely manner.~~ The following protocols have been put in place to ~~assure support the that Ankeny Nutrition Services~~ the district's work may continue to provide quality services to all students.

Payment ~~of for~~ Meals:

- ~~Payments to lunch accounts can may be made through the District's district's lunch/fee payment system (see nutrition web page for more information) and/or by cash or check in the school office. Payments will not be accepted by school cashiers.~~
- ~~Kindergarten through seventh grade students may bring cash or checks to the building secretary. Cash and checks will NOT be accepted at the cash register at these grade levels.~~
- ~~Eighth through twelfth grade students may either add money to their lunch accounts by giving cash or checks to the building secretary or bringing cash or checks to the cashiers.~~

Meal Charging:

Student meals may always be purchased if:

- A student has qualified for free meals under the USDA school meals eligibility criteria-; ~~(See Free/reduced price meal eligibility tab on our web page)~~
- A student brings cash or a check to the office for meal payment; to pay for their meal. *Note ~~Any change due from the purchase of a meal paid with cash will be deposited into the students lunch account. I.e.: A student purchases a meal that costs \$2.85 and the student gives the cashier \$3.00. The extra \$.15 will be applied towards that student's lunch account and no change will be given.~~
- A S ~~students that who~~ fails to have a positive account balances may charge meals under the following parameters:
 - Students will be served a full regular meal (breakfast or lunch).
 - A regular breakfast meal includes one protein, one grain, a choice of fruit, and one milk.
 - A regular lunch meal includes one protein, one grain, two vegetables, two fruits, and one milk.
 - Once a student's account has reached the equivalent of zero, no a la carte items may be purchased. This includes individual cartons of milk and juice.

Visiting Adults:

- Adults wanting to eat a meal with a child at school, may purchase a meal by paying the adult meal price with cash or a check in the school office prior to receiving a meal in the cafeteria. Any change due from paying with cash will be applied to the child's lunch account.
the following ways:
 - ~~Use their child's lunch account, providing there is a positive account balance and enough money in their child's account to cover the cost of the adult meal.~~
 - ~~The visiting adult has cash to pay for the meal. *Note: Any change due from the purchase of a meal with cash will be deposited into the students lunch account.~~

Staff:

- Once a staff ~~person's member's~~ account has reached the cash equivalent of one negative meal, they will not be allowed to purchase any food.
- No a la carte options will be sold to any staff with a zero (\$0) or less account balance.

Meal Balance Notifications:

- Cashiers will make reasonable efforts to verbally notify students (Grades 6-12) and staff at the register once their account balance has dropped below \$10.00.
- Families may set up low balance notifications through the school district's designated software. ~~See Nutrition web page for more information.~~
- An email will be sent to each family notifying them of their students' account balance once it reaches \$5.00.
- ~~Phone calls will be made to homes once an account balance has gone the equivalent of negative \$10.00. This will only take place at the secondary buildings. (Grades 6-12)~~
- A letter and a Free and Reduced Price Meals application will be sent to each home that has a student with an account balance of negative -\$10.00. The letter will inform the parent/guardian of these options:
 - ~~Set up an agreed upon payment plan for the payment of lunches or~~ Pay the outstanding amount due, and/or
 - Send the student to school with a sack lunch, and/or
 - Complete and submit the Free and Reduced Price Meal application.
- When the account reaches -\$50.00 the parent will receive written communication from the school asking the parent/guardian if they want access to paid student lunch account funds for the student to use until the parent is equipped to again start paying for lunches.
- If the parent/guardian asks for access to funds, the maximum meal charge debt that will accrue per student is \$50 per semester. If the parent/guardian does not apply for access, the meal charge debt will continue to accrue.
- Fee billing statements of all unpaid account balances are sent to families three (3) times per year. Following unsuccessful collection of unpaid account balances, parents/guardians may be subject to having unpaid accounts forwarded to an outside collections agency.
- Unpaid lunch balances will carry over from year to year. As a student prepares to graduate the balance will be reflected in the total bill owed to the District and it will be expected to be paid in full to be considered in good standing.

Communication of this Policy:

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

The Superintendent/designee is responsible for reviewing the policy and promulgating rules for the administration of the policy.

Adopted:
October 16, 2017

Reviewed:
December 7, 2022

Revised:
January 17, 2022

500 SERIES – STUDENT PERSONNEL

503.61 Sharing of ~~Varsity~~ Extra-Curricular~~curricular~~ Programs and Activities

The ~~district strives goal of the Ankeny Community School District is~~ to provide opportunities for students to participate in sanctioned ~~varsity~~ athletics and/or extra-curricular activities when possible. As outlined below and in keeping with legal requirements and parameters established by state athletic and activities unions, the district may elect to enter into sharing agreement(s) with other districts

District Students Participating in Activities Sponsored by Other District(s)

Generally, when, ~~in the discretion of the superintendent/designee, a district-sponsored activity the extra-curricular program~~ fails to meet acceptable participation and/or when limited participation has led to forfeitures for two or more consecutive years, the ~~B~~board may consider an agreement to ~~share~~allow district students to participate in the activity in another district. The ~~Board~~board may also ~~could~~ consider entering into a sharing agreement ~~earlier to allow district students to participate in an activity in another district;~~ due to lack of district facilities, district staff, and/or if other good cause ~~exists. Any sharing agreement must be reviewed annually. The Iowa Girls High School Athletic Union (IGHSAU) and Iowa High School Athletic Association (IHSAA) electronically coordinate cooperative sponsorship agreements with respective school districts.~~

Students from Other Districts Participating in Activities District Activities

The superintendent/designee may, in their discretion, recommend to the board that the district enter into cooperative sharing agreement(s) with other school district(s), including non-public school districts, for one and/or more interscholastic opportunities for students. When determining whether to recommend entering into an agreement that allows students from another district(s) to participate in activit(ies) in the district, the superintendent/designee shall assess whether entering into such an agreement would:

- Place an undue burden on district facilities and/or space;
- Require additional staffing to ensure student safety and effective implementation of the activit(ies);
- Cause a meaningful increase in the cost of operating the activit(ies);
- Prevent the district from efficiently planning for the implementation of the activit(ies); and
- Otherwise meet the legal parameters and guidelines outlined by state athletic and activities unions;

The superintendent/designee shall recommend the district enter into a cooperative sharing agreement on a case-by-case basis and may make different recommendations by activit(ies), grade level(s), and/or requesting partner district(s). The recommendation to enter into an agreement with one entity, for one grade level, and/or for one activity shall not require the same recommendation for another situation.

Unless extraordinary circumstances require them to act differently, the board shall approve the superintendent/designee's recommendation when said recommendation is based on the superintendent/designee's analysis of the factors outlined in this policy.

Legal Reference:

Iowa Administrative Code 281-36.20(280)

Klaffke vs. Alden Schools; 22 D.o.E. App. Dec. 255

Iowa High School Athletic Association Junior High Sports Manual Grades 7 & 8

Adopted:

August 20, 2012

Reviewed:

June 17, 2019

December 7, 2022

Revised:

June 17, 2019

January 17, 2023