



# ANKENY COMMUNITY SCHOOL DISTRICT

*Ankeny Community Schools is unified in its commitment, passion, and vision  
so every learner is prepared to achieve a lifetime of personal success.*

## **Policy Committee Meeting**

### **MINUTES**

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

**January 20, 2022**

**4:30 PM**

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

- **Welcome**

Attendees:

Jessie Dirks  
Heather Stephenson  
Sarah Barthole  
Ashley Rullestad  
Emily Archer  
Jodie Graham  
Jennifer Jamison  
Darin Haack  
Katie Claeys  
Adam Jones  
Lori Schrader-Bachar  
Laura Ryan  
Lori Lovstad

- **Minutes:**

1. **Policy Committee Minutes - December 2021**

The December 2021 Policy Committee Minutes were reviewed.

- **Updates:**

1. **Proposed Policy Updates**

- 902.12 Regulation of Parking - *Five-year review; changes for clarity & consistency*
- 902.13 Access to District Buildings & Grounds - *Five-year review; changes for*

*clarity & consistency*

- 1000.00 Principles & Objectives for Community Relations - *Five-year review; changes for clarity & consistency*
- 1001.10 Board Communications - *Five-year review; changes for clarity & consistency*
- 303.30 Administrative Personnel Employment - Individual Contracts - *Five-year review; changes for clarity & consistency*
- 304.10 Resignations - Administrative - *Five-year review; changes for clarity & consistency*
- 400.06 Gifts to Employees - *Five-year review; changes for clarity & consistency*
- 217.00 Gifts to Board Directors - *Changes for clarity & consistency*
- 1003.20 Gifts to Unit Personnel - *Proposed elimination via consolidation into 400.06 and 217.00*
- 400.09 Staff Access to District Provided Telecommunications, Electronic, and Networked Information Resources - *Five-year review; changes for clarity & consistency*
- 400.14 - Email Retention - *Five-year review; changes for clarity & consistency*
- 400.58 Suspension - *Five-year review; changes for clarity & consistency*

- **Additional Items:**

1. **Discussion Topic: Feedback on Instructional/Library Materials Review Process, Part II**

- **Adjournment**

The Policy Committee adjourned at 5:30pm.

**Future Meetings Dates:**

1. **Future Meetings Dates:**

- February 17, 2022
- No March Meeting
- April 21, 2022



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** Policy Committee Minutes - December 2021

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### ATTACHMENTS:

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">2021.12.16_Minutes_Only.pdf</a>	Policy Committee Minutes - December 2021	Support Document	1/17/2022



# ANKENY COMMUNITY SCHOOL DISTRICT

*Ankeny Community Schools is unified in its commitment, passion, and vision  
so every learner is prepared to achieve a lifetime of personal success.*

## **Policy Committee Meeting**

### **MINUTES**

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

**December 16, 2021**

**4:30 PM**

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

- **Welcome**

Attendees:

Jessica Dirks

Jodie Graham

Darin Haack

Lori Schrader-Bacher

Emily Archer

Lori Lovstad

Jen Lindaman

Katie Claeys

Sarah Barthole

- **Approval of Minutes:**

1. **Policy Committee Minutes- November 2021**

- The November 18, 2021 Policy Committee Minutes were approved.

- **Updates:**

1. **Policies Scheduled for Review**

- 302.23 Collective Bargaining/Negotiations Team - *Five-year review; changes for clarity & consistency*
- 802.10 Local, State, & Federal Income - *Five-year review; changes for clarity & consistency*
- 802.30 Educational Material Fees - *Five-year review; changes for clarity & consistency*
- 804.71 Internal Controls - *Five-year review; changes for clarity & consistency*
- 302.30 Administrator Code of Ethics - *Five-year review; changes for clarity &*

*consistency*

- 303.10 Administrator Professional Development - *Five-year review; changes for clarity & consistency*
- 303.40 Development & Enforcement of Administrative Regulations - *Five-year review; changes for clarity & consistency*
- 303.50 Monitoring of Administrative Regulations - *Five-year review; elimination via consolidation into 303.40*
- 303.80 Administrator Civic Activities - *Five-year review; changes for clarity & consistency*
- 304.20 Authority to Spend - *Five-year review; changes for clarity & consistency*
- 307.00 Communication Channels -*Five-year review; changes for clarity, consistency, & alignment with current practice*
- 404.60 Jury Duty - *Five-year review; changes for clarity, consistency, & alignment with current practice*
- 400.33 Transporting of Students by Employees - *Five-year review; changes for clarity, consistency, & alignment with current practice*

- **Additional Items:**

1. **Discussion: Feedback on Instructional/Library Materials Review Process**

- **Adjournment**

- The Policy Committee meeting adjourned at 5:32 p.m.

**Future Meetings Dates:**

1. **Future Meetings:**

- January 20, 2022
- February 17, 2022



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** Policies - First of Two Readings

**Extended Information:**

- 902.12 Regulation of Parking - *Five-year review; changes for clarity & consistency*
  - 902.13 Access to District Buildings & Grounds - *Five-year review; changes for clarity & consistency*
  - 1000.00 Principles & Objectives for Community Relations - *Five-year review; changes for clarity & consistency*
  - 1001.10 Board Communications - *Five-year review; changes for clarity & consistency*
  - 303.30 Administrative Personnel Employment - Individual Contracts - *Five-year review; changes for clarity & consistency*
  - 304.10 Resignations - Administrative - *Five-year review; changes for clarity & consistency*
  - 400.06 Gifts to Employees - *Five-year review; changes for clarity & consistency*
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  - 400.14 - Email Retention - *Five-year review; changes for clarity & consistency*
  - 400.58 Suspension - *Five-year review; changes for clarity & consistency*
- 

**ATTACHMENTS:**

**File Name**

[Policies for Review.012022.pdf](#)

**Description**

Policies - First of Two Readings

**Type**

Support Document

**Upload Date**

1/17/2022

## 900 SERIES – BUILDINGS AND SITES

### 902.12 Regulation of Parking

The ~~Superintendents~~superintendent/designee, shall designate ~~and publicly communicate, by posting signs,~~ those portions of ~~District~~district property where parking is prohibited. ~~Unauthorized~~ V-vehicles parked in ~~these restricted areas~~ violation of such signs shall be subject to ~~towing~~ being towed at the owner's expense.

*Cross Reference:*

*504.50 Use of Motor Vehicles*

*902.13 Access to District Buildings and Grounds*

*1004.35 Tailgating*

Adopted:

July 8, 2004

Reviewed:

June 20, 2011

March 20, 2017

Revised:

June 20, 2011

March 20, 2017

## 900 SERIES – BUILDINGS AND SITES

### 902.13 Access to District ~~Buildings and Grounds~~Property

The ~~Superintendents~~superintendent/designee, may restrict access to ~~District~~district buildings and/or grounds when, in the superintendent's/designee's discretion, permitting access to ~~said District~~property poses a risk to person(s), property, and/or orderly operation of district activities, provided that said restriction is not undertaken for any unlawful purpose. ~~will create a danger to persons or property or when the presence of one or more individuals is disruptive to the District's programs.~~

#### Cross Reference:

902.13 Access to District Buildings and Grounds

903.40 Public Conduct on School Premises

907.00 District Operation During Public Emergencies

910.00 Crisis Management

1004.30 Visitors and Volunteers

1004.50 Community Use of District Facilities

Adopted:

July 8, 2004

Reviewed:

June 20, 2011

March 20, 2017

Revised:

June 20, 2011



## 1000 SERIES – DISTRICT-COMMUNITY RELATIONS

### 1000.00 Principles and Objectives for Community Relations

~~The board believes that S~~successful education programs require the support of the school district community and, as such, ~~The Board addresses the importance of the role of the school district community in the District in this series of the policy manual. The Board recognizes this support is dependent on supports~~ the school district community's ~~understanding of~~ participation in the ~~efforts, goals, problems and programs of the District~~district.

~~In this section, the Board sets out its policies defining its relationship with the school district community. In striving to support the relationship between the district and obtain the support of the school district community, the Board will~~district, to the extent appropriate, engages in activities such as:

- ~~Provide~~Providing access to ~~District~~district records;
- Informing the school district community of ~~the District's~~district goals, objectives, achievements, and needs;
- Inviting the ~~input of the~~school district's community's input; and,
- Encouraging cooperation between the ~~District~~district and the school district community.

#### Cross Reference:

1000 Series – District-Community Relations

Adopted:  
May 7, 1987

Reviewed:  
October 6, 2003  
June 20, 2011  
March 20, 2017

Revised:  
June 16, 1997  
June 20, 2011

## 1000 SERIES – DISTRICT-COMMUNITY RELATIONS

### 1001.10 Board Communications

The ~~Board board~~ recognizes the community interests ~~of District citizens~~ in accurate, current information about the ~~District~~ district and so emphasizes: By emphasizing two-way communication, encourages community input, and , the District can gain the public understanding and support that is critical to providing excellent educational programs. For the same reason, the District should makes every reasonable effort to cooperate with the news media.

The ~~Board board~~ further recognizes that ~~a~~ proactive communications program is ~~are~~ essential to ~~the~~ constructive, active participation ~~of District personnel and patrons in~~ providing excellent educational programs ~~for the community~~. Therefore, the Board acknowledges a ~~that its~~ commitment to improving communications requires the allocating allocation of human and financial resources to this effort. ~~The District encourages citizens' input.~~

Cross Reference:

213.00 Public Participation in Board Meetings

1000.00 Principles and Objectives for Community Relations

Adopted:

February 18, 1991

Reviewed:

October 6, 2003

June 20, 2011

March 20, 2017

Revised:

June 20, 2011

March 20, 2017

## 300 SERIES – ADMINISTRATION

### 303.30 Administrative Personnel Employment – Individual Contracts

The ~~District~~ ~~district will shall~~ issue written employment contracts to those administrators required by law under ~~the provisions of the statute~~ to have a contract. ~~The Administrator employment contracts with administrators shall be in writing and~~ state the number of the administrator's contract days, the administrator's annual compensation ~~to be paid~~, and any other terms of employment and/or matters upon which the parties ~~as may be~~ mutually agreed ~~upon~~.

Such contracts shall be approved by the Board ~~board~~, signed by the President ~~board president~~, and filed with the Board ~~board~~.

Administrators employed under contracts governed by ~~under the terms of a Iowa Code~~ Chapter 279 ~~contract will shall serve be in a three (3) year~~ probationary period ~~for three (3) years that the board may not waive, and it cannot be waived by the Board. To the extent permitted by law, administrator employment contracts governed by Iowa Code Chapter 279 shall, following conclusion of the probationary period. The contract shall automatically continue in force for one year or for period(s) or as~~ ~~otherwise approved by the Superintendent superintendent consistent with what is allowed under Iowa Code, following expiration~~ unless mutually modified or terminated by the parties.

In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

The district shall issue employment agreements to ~~Administrators whose employment is not covered governed by Iowa Code the terms of Chapter 279, of the Iowa Code will be provided an employment agreement. These~~ agreements shall ~~will~~ provide the administrator's rate of pay and any other terms of employment and/or matters upon which the parties ~~as may be~~ mutually agree, ~~agreed upon~~.

The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, and/or to retire, must comply with applicable law and board policies.

#### Legal Reference:

Iowa Code § 279.

281 I.A.C. 12.4.

Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).

Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).

Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d 677 (Iowa 1979).

Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).

#### Cross Reference:

304.10 Resignations – Administrative

Adopted:

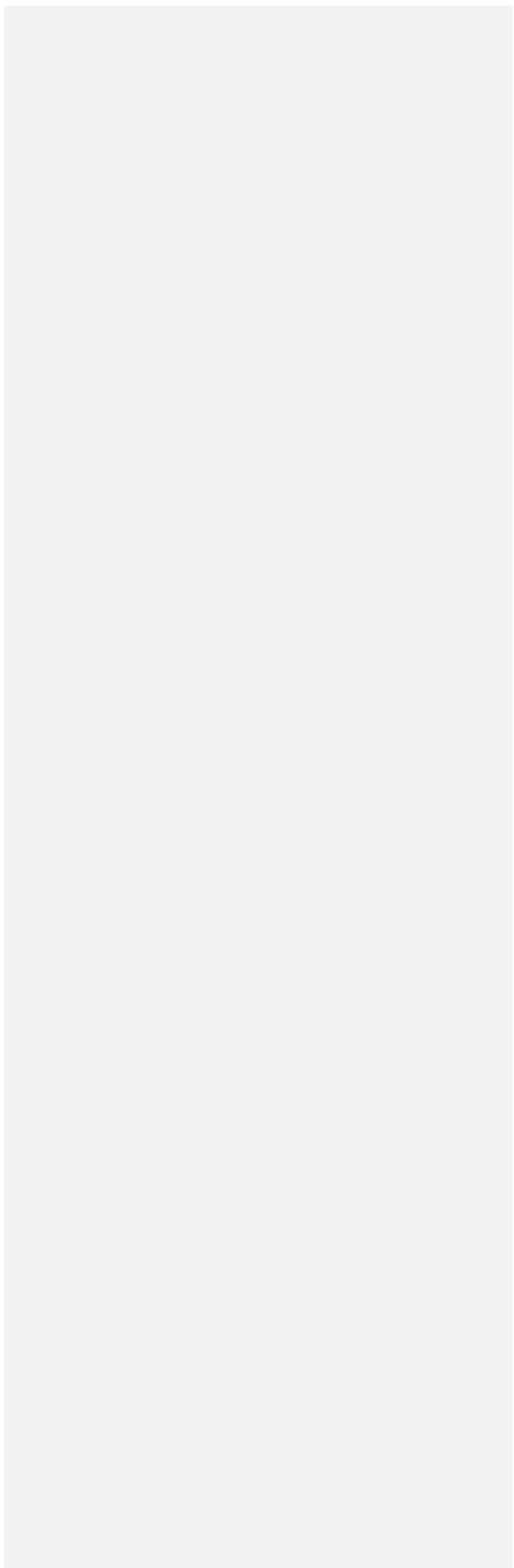
July 11, 1988

Reviewed:

March 10, 2003

March 26, 2012  
May 15, 2017

Revised:  
May 15, 2017



### 300 SERIES – ADMINISTRATION

#### 304.10 Resignations – Administrative

~~An Administrator wishing to resign from the district must follow the resignation submission process directed to the Superintendent/superintendent/designee; the Superintendent/designee will submit it to the Board with recommendations, as provided by law.~~

All ~~board shall accept all~~ resignations ~~from administrator employment contracts governed by Iowa Code Chapter 279 for the following school year that are~~ submitted within ~~twenty-one (21) days of the annual issuance of the contract for the following year.~~ ~~modifications form shall be accepted by the Board.~~ All other resignations ~~from administrative contracts governed by Iowa Code Chapter 279 shall~~ ~~must~~ be filed at least thirty (30) days prior to the requested ~~date of~~ release from ~~the~~ contract.

Except as otherwise provided ~~by law and/or policy, the board shall not release an administrator from a~~ ~~under~~ contract ~~governed by Iowa Code Chapter 279 will be released~~ until a suitable replacement ~~for the administrator~~ has been found.

~~Administrators resigning from contracts governed by Iowa Code Chapter 279 outside of the twenty-one (21) day resignation period following issuance of contracts for the following year. The resigning administrator may be required to reimburse the District-district \$1,000 for liquidated damages incurred in hiring a replacement administrator-certified personnel. These expenses shall be payable to the District by the resigning administrator as a condition for the Board-board to acceptance of the resignation. Payment of these-these expenses shall not be deducted from an employee's salary unless the employee provides written permission-is granted by the employee. Failure to provide-reimburse the district ment will-may result in a charge being filed in small claims court. The district shall not seek reimbursement for resignations due to This paragraph does not apply to resignations, including, but not limited medical disability, family medical issues, and/-or other reasons in the circumstances identified by the Superintendent in his/her's discretion.~~

~~The superintendent/designee shall file a complaint with the Iowa Board of Educational Examiners (BOEE) if an Administrator-administrator covered by the provisions of Iowa Code Chapter 279 and/or licensed under the by the Iowa Board of Educational Examiners (BOEE) leaves employment with the district without having been properly released., the Superintendent/designee is directed to file a complaint with the BOEE.~~

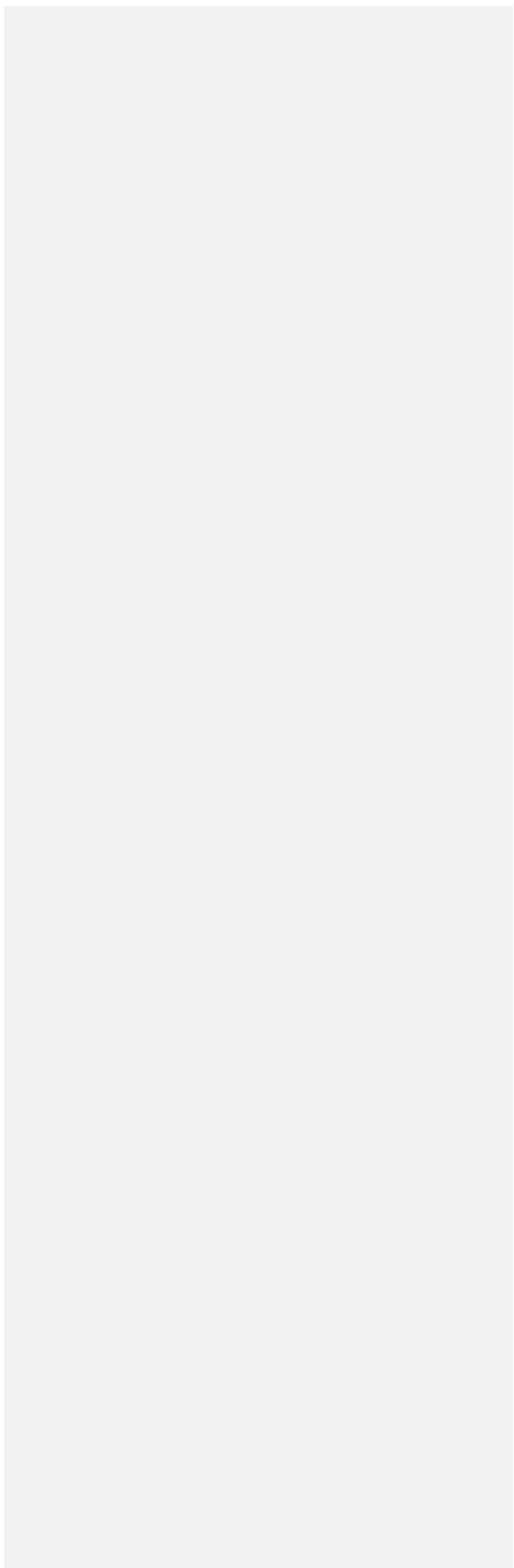
Legal Reference:  
Iowa Code § 279.  
281 I.A.C. 12.4.

Cross Reference:  
303.30 Administrative Personnel Employment – Individual Contracts  
304.20 Authority to Suspend

Adopted:  
July 11, 1988

Reviewed:  
February 28, 2008  
May 21, 2012  
May 15, 2017

Revised:  
April 7, 2008  
May 21, 2012  
May 15, 2017



## 400 SERIES – STAFF PERSONNEL

### 400.06 Gifts to Employees

~~A District employee, member of the Board of Education, Board officer, or candidate for the Board or those persons' immediate family members are prohibited from directly and/or indirectly soliciting, receiving, and/or accepting gift(s) and/or honoraria from a restricted donor.~~

~~It is the employee's responsibility to know when it is appropriate to accept or reject gifts and/or honoraria.~~

~~A "gift" is anything of value in given or received for which something of equal or greater value is not given or received. The following shall not be considered "gifts":~~

- ~~• Contributions to a candidate or a candidate's committee;~~
- ~~• Informational material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals and/or other information recorded in a written, audio or visual format;~~
- ~~• Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;~~
- ~~• An inheritance;~~
- ~~• Anything available or distributed to the general public free of charge without regard to the official status of the employee;~~
- ~~• Items received from a charitable, professional, educational and/or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;~~
- ~~• Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;~~
- ~~• Plaques and/or items of negligible resale value given as recognition for public service;~~
- ~~• Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;~~
- ~~• Items and/or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;~~
- ~~• Funeral flowers and/or memorials to a church or nonprofit organization;~~
- ~~• Gifts other than food, beverages, travel and/or lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee;~~
- ~~• Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;~~
- ~~• Items and/or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state~~

of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees:

- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions that assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value accepted by or on behalf of an employee as consideration for an appearance, speech, or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

A "restricted donor" is ~~any of the following:~~

1. A party to ~~and/or someone seeking to be a party to~~ a sale, purchase, lease, ~~and/or contract with a public agency in which the donee is employed or is an office holder; or the school district; and/or~~
2. Someone who will personally be directly and substantially affected financially by the performance ~~or nonperformance~~ of the ~~employee's donee's~~ official duty in a way greater than the public ~~generally~~ or a ~~substantial~~ class ~~or of~~ persons ~~to which the person belongs as a member of a profession, occupation, industry, and/or region; and/or~~
3. Someone who is personally the subject of or a party to a pending matter before a regulatory agency over which the ~~employee~~ has discretionary authority; or
4. A lobbyist or a client of a lobbyist within matters subject to ~~donee's district's~~ jurisdiction.

~~The acceptance of a token of appreciation is not to be considered in violation of this policy. It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.~~

*Cross References:  
217.00 Gifts to Board of Directors*

Adopted:  
June 21, 2010



Reviewed:  
June 21, 2010  
November 19, 2012  
May 15, 2017

Revised:  
November 19, 2012

## 200 SERIES – BOARD OF DIRECTORS

### 217.00 Gifts to Board Directors

Board members may receive a gift on behalf of the District. Board members ~~will~~ shall not, either directly or indirectly, solicit, accept and/or receive ~~a gift(s), series of gifts and~~/or an honorarium unless the donor does not meet the definition of “restricted donor” as defined in law and/or the gift or honorarium does not meet the definition of gift or honorarium as defined in law.

It is each board member’s the responsibility of each Board member to know when it is appropriate to accept or reject gifts and/or honorariums.

#### R.R. for Policy #217.00

A “restricted donor” is ~~defined as~~ a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the ~~Board-board~~ member’s official duty in a way that is greater than the effect on the public generally and/or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry and/or region; and/or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is ~~the giving of~~ anything of value given in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a ~~Board-board~~ member’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the ~~Board-board~~ recipient;
- Items received from a charitable, professional, educational or business organization to which the ~~Board-board~~ member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a ~~B~~board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the ~~b~~board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items and/or services solicited and/or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;

- Items and/or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a Board-board member's employer or the firm in which the Board member is a member for the cost of attending a meeting of a subunit of an agency when the Board-board member whose expenses are being paid serves on a Board-board, commission, committee, council or other subunit of the agency and the Board-board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a Board-board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the Board-board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by; and/or on behalf of; a Board-board member as consideration for an appearance, speech and/or article. An honorarium does not include any of the following:

- Actual expenses of a Board-board member for registration, food, beverages, travel and/or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the Board-board member has participation or presentation responsibilities;
- A non-monetary gift(s) ~~or series of non-monetary gifts~~ donated within thirty days to a public body, an educational or charitable organization, or the department of general services; or
- A payment made to a Board-board member for services rendered as part of a private business, trade or profession in which the Board-board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board-board member but, rather, because of some special expertise or other qualification.

~~It is the responsibility of each Board member to know when it is appropriate to accept or reject gifts or honorariums.~~

*Iowa Code ch. 68B  
1972 Op. Att'y Gen. 276.  
1970 Op. Att'y Gen. 319.*

*Cross References:  
206202.60 Conflicts of Interest*

802.70 Gifts, Donations, Grants, and Bequests  
~~1003.20 Gifts to Unit Personnel~~

Adopted:  
April 21, 2008

Reviewed:  
January 19, 2009  
March 24, 2014  
June 17, 2019

Revised:  
January 19, 2009  
March 24, 2014  
June 17, 2019

**1000 SERIES – DISTRICT-COMMUNITY RELATIONS**

~~1003.20 Gifts to Unit Personnel~~

**Commented [JD1]:** Recommend elimination of policy as language is redundant to language in *217.00 Gifts to Board Directors* and *400.06 Gifts to Employees*.

## 400 SERIES – STAFF PERSONNEL

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

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

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

District-provided telecommunications, electronic, and networked information resources are for the advancement and promotion of learning and teaching- ~~and their however, incidental personal use is allowed.~~ ~~The use of these resources~~ shall be consistent with the ~~d~~District's educational mission and policy, as well as ~~and~~ state and federal laws and regulations. ~~- Employees shall engage with telecommunications resources in a manner that does not disrupt the educational process. Incidental personal use of these resources by employees is permitted.~~

District-owned technology and district-maintained social media and e-mail accounts are district property. Therefore, users of the district's network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's network, including but not limited to web sites visited. The district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the district's network.

For purposes of this policy any website, other than the district website or district-sanctioned website, is an external website. Employees shall not post confidential or proprietary information, including but not limited to photographic images, about the district, its employees, students, agents and/or others on any external website without consent of the superintendent/designee. Employees shall adhere to all applicable privacy and confidentiality policies adopted by the district when on external websites.

Employees shall not use district logos, images, iconography, and/or other similar branding on external websites without express permission of the superintendent/designee. Employees shall not use district time or and/or use district property to access external websites for reasons not in direct relation to the employee's job.

Failure to abide by ~~District-district~~ policy, administrative procedures, and/or applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources, and/or disciplinary action up to and including termination. ~~Additionally, any staff violation may result in discipline in accordance with appropriate Board policies and administrative procedures. Fees, fines, or other charges assessed to the District may be imposed as a result of misuse of these technology resources by a staff member.~~

Iowa Code § 279.8,  
282 I.A.C. 25, 26.

*Cross Reference:*

*605.08 Technology and Instructional Materials*

*605.07 Technology Use by Students*

*400.03 Workplace Privacy and Searches*

*400.13 Staff Technology Use*

*400.14 Email Retention*

*400.24 Copyright Law*

*~~1004.40 Fees for Use of School Facilities~~*

*~~Related Administrative Rules and Regulations: Staff Handbooks~~*

Adopted:

June 5, 2000

Reviewed:

November 15, 2010

August 20, 2012

July 21, 2014

May 15, 2017

Revised:

November 15, 2010

August 20, 2012

## 400 SERIES – STAFF PERSONNEL

### 400.14 Email Retention

~~Staff are to be aware e~~Email messages sent and/or received via the district's network(s) are public records and may be subject to disclosure when they are created and/or received in the transaction of public business. ~~The District specifically finds email shall be is to~~ managed and deleted after the expiration of its useful life span has expired. This Email Retention policy is intended to help employees determine what information sent or received by email should be retained and for how long. All employees are expected to familiarize themselves with this Email Retention policy. This policy is meant to address typical records that may be contained in email and does not necessarily reference ~~to the~~ types of records, such as paper or other types of electronic forms or data, that may be subject to other retention policies. This policy shall not be construed to limit the district's ability to require extended email retention for business reasons including but not limited to litigation.

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

The sender ~~is responsible~~ shall for retaining ~~electronic and/or hard copies of emails that originate from the Ankeny Community School District, its agents, employees, and/or assigns in a specific folder/printed copy that originate with the Ankeny Community Schools.~~ The recipient is responsible for retaining emails that originate from outside the Ankeny Community School Districts.

Examples of Employees shall generally retain the following types of e-mail messages; which should be printed and retained or otherwise preserved:

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

Employees may generally delete transitory administrative records, those records that do not administrative, legal, fiscal, or archival requirements for retention, including personal messages and announcements not related to business, information-only copies of published materials; duplicate copies; preliminary drafts, internal requests for information; transmittal memos, reservations and confirmations; routine letters. Additionally, the following types email messages may generally be deleted without printing and/or otherwise preserving hard copies:

- Messages addressing routine administrative, curricular and co-curricular matters, such as announcements of meetings and schedules of events.
- Messages taking the place of informal discussion which, if they were printed, would not be retained in a school record.
- Messages transmitting generic information that are not specific to a student's educational program.
- Messages addressing personal matters unrelated to the district.



Email retention is generally subject to the following retention periods:

- **Routine correspondence** below the executive level, involving day-to-day office administration and activities that do not concern policies and procedures shall be retained for (30 days). Routine correspondence is correspondence concerning day-to-day office administration and activities. These records include but are not limited to intra-agency correspondence, routine correspondence with other agencies, and/or correspondence with the public on routine matters. This category does not include executive level correspondence or correspondence concerning policies and procedures.
- **Executive level documentation** including but not limited to meeting minutes, agendas, organizational charts, reports, studies, news releases, and/or other associated correspondence shall be retained for 4 years. (4 years) Executive level documentation includes correspondence and memos at the executive level to and from public officials, the public, and others, concerning policy issues, concerns, actions, or issues.
- **Non-executive level planning and working files** shall be retained for (2 years). Non-executive planning and working files include, but are not limited to, project design plans, survey forms, and charges, diagrams, and statistics, preliminary analysis reporting, research materials, drafts, and other documentation related to management studies, non-fiscal audits surveys, and planning studies.
- **Any current public record request for specific public records and/or any litigation hold notices** for records in response to active, pending, and/or threatened potential litigation. (retain shall be retained until the relevant employees are notified that the destruction is permissible. can occur)

Cross References:

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

Resources

400.13 Staff Technology Use

805 Series: Records

Adopted:  
May 21, 2012

Reviewed:  
May 15, 2017

Revised:  
May 15, 2017

## 400 SERIES – STAFF PERSONNEL

### 400.58 Suspension

Employees ~~will shall~~ perform their assigned jobs, ~~respect and~~ follow ~~Board-board~~ policy, and obey the law. The ~~Superintendents~~superintendent/designee is authorized to suspend an employee ~~with or without~~ ~~pay~~ pending ~~Board-board~~ action on a discharge, ~~or~~ during ~~an~~ investigation of charges against the employee, ~~and/or~~ for disciplinary purposes. ~~Subject to the parameters of law, It is within the discretion of~~ the ~~Superintendent~~superintendent/designee ~~to may~~ 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, ~~will shall~~ be required to reimburse the district.

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

#### *Legal Reference:*

~~Iowa Code §§ 20.7, .24 (2009); 279.13, .15-.19, .27~~

*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:*

[304.20 Authority to Suspend Employees](#)

[400.15 Employee Conduct and Appearance](#)

[405.40 Dismissal-Classified](#)

#### Adopted:

January 17, 2011

#### Reviewed:

January 16, 2012

May 15, 2017

#### Revised:

January 16, 2012



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** Discussion Topic: Feedback on Instructional/Library Materials Review Process, Part II

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### ATTACHMENTS:

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">Library Materials Discussion.Part II.pdf</a>	Library Materials Review Process	Support Document	1/17/2022

## Library Materials / Instructional Materials Discussion

Policy Committee Question	Relevant Policy & Procedural Language
<p>What is the <b>process for selection</b> of books for the media center / use in the classroom?</p>	<p><b>605.00 Selection of Instructional Materials:</b> <i>The <u>Board has the sole discretion</u> to approve instructional materials for the District. The <u>board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees.</u> The <u>Superintendent/designee shall establish a process for regular review and selection</u> of instructional materials that will be <u>recommended to the Board for approval.</u></i></p> <p><b>605.03 Library Materials:</b> <i>The <u>Board has the sole discretion</u> to approve library materials for the District. <u>This authority is delegated to licensed teacher librarians</u> to determine which library materials will be utilized and purchased by the District. Teacher librarians are responsible for the review, evaluation, maintenance, development, and selection of the school library media collection. They are guided by the system-level <u>selection policy that embodies the philosophy and procedures set forth in national, state, and district documents.</u> Teacher librarians <u>work cooperatively with administrators and teachers to provide resources that represent diverse points of view, stimulate growth in thinking skills, and promote the overall educational program.</u> Library media collections are developed to meet both curricular and student needs. To ensure these needs are met, teacher librarians apply selection criteria and use recommended selection tools....</i></p> <p><i>Teacher librarians review the most current challenged book list and evaluate appropriateness for inclusion in the library as it relates to the District's selection criteria. A system for regular review of materials will be established by teacher librarians. <u>Books potentially controversial will be reviewed by colleagues for appropriate placement.</u> A collaborative procedure for collection development will be established to enhance the district library collections.</i></p>
<p>Should <b>parents have an opportunity to be informed and approve books</b> their children check out from the media center? As part of their in-class instruction?</p>	<p><b>605.01 Instructional Materials Inspection:</b> <i>Parents and other members of the Ankeny Community School District community <u>may view the instructional materials available to students.</u> All instructional materials, including teacher manuals, films, tapes, and/or other supplementary materials which will be used in connection with any available survey, analysis, or evaluation as part of any federally-funded program, <u>must be available for inspection by parents.</u></i></p> <p><b>605.04 Library Materials Inspection:</b> <i>Parents and citizens of the Ankeny Community School District <u>may view the library materials available to students.</u> All library materials must be viewed on District premises or via the District's internet access to online library catalog. Copies may be obtained according to Board policy.</i></p>

Policy Committee Question	Relevant Policy & Procedural Language
<p>How is the <b>committee for review of library materials (upon receipt of objection form) chosen</b>? Specifically, how are <b>students</b> selected to be involved – and should they always be involved? What is parental permission like for this involvement?</p>	<p><a href="#">605.02 Objections to Instructional Materials (Incorporated by Reference for Library Materials via 2021-2022 District Handbook)</a>: <i>Upon receipt of the completed form, the <u>principal</u> will request review of the challenged material by an <u>ad hoc committee</u>. The Chief Academic Officer will be notified that such a review is being conducted. The <u>principal will appoint the Review Committee within ten (10) calendar days of receipt of the written complaint. The <u>committee will be comprised of another principal, an elementary teacher librarian, a secondary teacher librarian, two teachers (including a member from the grade level or department where the instructional materials are being used), three community residents, and two secondary students (students grades ten through twelve).</u> The Director of Curriculum, Assessment, and Professional Development will facilitate the committee. The <u>complainant</u> may present to the committee (if requested ), but will not be a member of the committee.</u></i></p>
<p>Should we use the same <b>process for review of instructional materials</b> (that all students read) <b>and for review of library materials</b> (that students may choose to read)?</p>	<p>See above. Currently, the same process is used for instructional materials and library/media center materials.</p>
<p>Is the <b>timeline</b> for review appropriate (e.g., how much time should be provided if multiple items are simultaneously under review)?</p>	<p><a href="#">605.02 Objection to Instructional Materials</a>: <i>The <u>Review Committee will be appointed by the principal within ten (10) calendar days of receipt of the written complaint...The Review Committee will...Set a date for completion of the review process....The Review Committee will present one of the following recommendations, within (ten) 10 calendar days, to the complainant and the Chief Academic Officer....An <u>appeal</u> of the Review Committee’s decision may be filed, within ten (10) calendar days by the complainant with the Chief Academic Officer. Within <u>ten (10) calendar days of receipt of an appeal, the Chief Academic Officer will convene the School Improvement Advisory Committee (SIAC) ...The Superintendent will review the SIAC’s recommendation and will respond to the Review Committee Facilitator, the Chief Academic Officer, and the complainant within fifteen (15) calendar days...The Board of Education will hear the appeal within one month following the filing of the appeal...Under unusual circumstances, the Board of Education may waive the timelines...</u></u></i></p>
<p>How <b>frequently</b> should a particular item be eligible for a review based on objection?</p>	<p>Policy is currently silent on this.</p>
<p>Should materials under review <b>remain on the shelves / in the curriculum</b> during review?</p>	<p><a href="#">605.02 Objection to Instructional Materials</a>: <i>If a resolution cannot be reached informally, the <u>student involved in the challenge will be provided alternative materials and not be required to participate in lessons or activities involving the challenged materials during the challenge process if his/her parent or guardian so requests...Challenged materials will be used during the reconsideration process, with students other than the student involved in the challenge (if his/her parent or guardian has requested alternative materials) unless the Review Committee requests temporary removal for unusual circumstances.</u></i></p>