



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

February 17, 2022

4:30 PM

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

- **Welcome**

Attendees:

Jessica Dirks

Lori Lovstad

Lori SchraderBachar

Heather Stephenson

Jenny Wirtz

Katy Kauffman

Jen Lindaman

Jodie Graham

Ashley Rullestad

Darin Haack

Emily Archer

Sarah Barthole

- **Minutes**

- 1. Policy Committee Meeting Minutes - January 2021**

- The January 20, 2022 Policy Committee minutes were approved.

- **Updates**

- 1. Proposed Policy Updates**

- 405.3 Resignations - Classified - *Five-year review: changes for clarity & consistency; amendment to meet demands of labor market*
- 1001.60 Examination of District Public Records - *Five-year review: changes for clarity & consistency*

- 602.02 Instructional Practices - *Five-year review: changes for clarity, consistency, & alignment with current practices*
- 1001.10 Board Communications - *Five-year review: changes for clarity & consistency*
- 1004.70 Online Fundraising Campaigns - Crowdfunding - *Five-year review: changes for clarity & consistency*
- 604.05 Religion-Based Excuse from District Program - *Five-year review: changes for clarity & consistency*
- 802.55 Post-Issuance Compliance Regulations for Tax-Exempt Obligations -*Five-year review: changes for clarity & consistency*
- 803.51 Construction Change Orders -*Five-year review: changes for clarity & consistency*
- 804.65 Governmental Accounting Practices and Regulations - Statement 54 -*Five-year review: changes for clarity & consistency*
- 102.00 Equal Educational Opportunity- *Annual review: changes for clarity & consistency; addition of language related to non-discrimination in federal Child Nutrition Program*
- 501.33 Student Building Assignments- *Changes for clarity, consistency, & alignment with current practices*

- **Discussion**

1. **Feedback on Instructional/ Library Materials Review Process, Continued**

- **Adjournment**

The Policy Committee adjourned at 5:32pm.

Future Meetings Dates

1. **Future Meeting Dates**

- March 31, 2022
- April 21, 2022
- May 19, 2022



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Policy Committee Meeting Minutes - January 2021

ATTACHMENTS:

File Name	Description	Type	Upload Date
Minutes - agenda only.pdf	Policy Committee Minutes 1.20.22	Support Document	2/16/2022



ANKENY COMMUNITY SCHOOL DISTRICT

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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

Title: Policies - First of Two Readings

Extended Information:

- 405.3 Resignations - Classified - *Five-year review: changes for clarity & consistency; amendment to meet demands of labor market*
- 1001.60 Examination of District Public Records - *Five-year review: changes for clarity & consistency*
- 602.02 Instructional Practices - *Five-year review: changes for clarity, consistency, & alignment with current practices*
- 1001.10 Board Communications - *Five-year review: changes for clarity & consistency*
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- 501.33 Student Building Assignments- *Changes for clarity, consistency, & alignment with current practices*

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policies First of Two Readings 2.17.22.pdf	Policies - First of Two Readings	Support Document	2/16/2022

400 SERIES - STAFF PERSONNEL

405.30 Resignations – Classified

~~Classified staff wishing to resign from their positions~~ Resignations of classified personnel must submit resignations ~~be submitted~~ to Human Resources using the process specified in the staff handbook and on the staff intranet. ~~electronic system or in writing directly to the supervisor.~~

~~Whenever possible, classified staff wishing to resign should submit~~ Such resignations ~~should no less than~~ be filed ~~fourteen (14) calendar~~ days in advance of the date of intended resignation. ~~effective date.~~ Failure to provide adequate notice of intended resignation may be reflected in references provided by the district to the classified staff member's ~~to~~ future employers.

~~To the extent permitted by law, the district will consider the circumstances surrounding a classified staff member's resignation if that employee seeks employment with the district following the resignation. If an employee resigns from the District, rehiring will be conditioned based on the circumstances surrounding the resignation.~~ Reasons for not rehiring may include, but are ~~would~~ not be limited to, the following: failure to provide adequate notice of resignation, termination for performance, and/or habitual absences or tardiness. ~~attendance issues.~~

~~Unless the district, in its discretion, identifies a compelling reason for deviation, Otherwise, for the district shall not rehire for any non-substitute position a classified employees who that voluntarily resigned from the district for at least shall not be rehired for non-substitute positions, a six months following the effective date of the employee's resignation.~~ waiting period will be implemented before the classified personnel can be hired back into a permanent part-time or full-time position. The resigning employee may be eligible for consideration for the applicable substitute pool(s) at any following resignation without any waiting period.

Legal Reference:

Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9)

Cross Reference:

405.00 Classified Employee Qualifications, Recruitment & Selection

405.40 Dismissal-Classified

407.00 Substitutes

Adopted:

March 7, 1988

Reviewed:

March 31, 2003

January 17, 2011

April 18, 2016

July 17, 2017

Revised:

May 9, 1994

January 17, 2011

April 18, 2016

July 17, 2017

1000 SERIES - DISTRICT-COMMUNITY RELATIONS

1001.60 Examination of District Public Records

~~Members of the public may view non-confidential district p~~Public records at the district administration offices of the District may be viewed by the public during ~~the~~ regular business hours (8:00 a.m. - 4:30 p.m., Monday through Friday, except for holidays and recesses, ~~of the administration offices of the District. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.~~

Persons wishing to view the ~~d~~District's ~~s~~ public records shall ~~will~~ contact the Board Secretary and make arrangements for the viewing of said documents. The Board Secretary shall ~~will~~ make arrangements for the viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of district public records by telephone or in writing, including electronically. ~~The d~~District ~~may require pre-payment of the costs for these records prior to copying and/or mailing the requested records.~~

~~The district shall charge p~~Persons requesting ~~wanting~~ copies of public records ~~will be assessed a fee of for the copy;~~ 10 cents per copy and, if the request requires more than 30 minutes of employee time to prepare, plus the cost of the relevant employee's time for preparing the records. ~~for any request that requires more than wage of employee after 30 minutes of work to person.~~ ~~The district may charge P~~persons requesting ~~wanting~~ compilation of public information ~~may be assessed a fee for the employee time needed to of the employee to compile the requested information.~~ The district shall only bear the cost of Pprinting of materials for the public at the expense of the District will only occur when the materials are needed for a district-sponsored event is sponsored by the District. The district may require pre-payment of the costs for records prior to compiling, copying, and/or sending the requested records.

Pursuant to Iowa law, the ~~b~~Board has determined certain records shall remain ~~need to be~~ confidential and not be subject to public records requests as their disclosure could jeopardize the safety of persons or property. These records and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords
- Non-directory student information
- Personal ~~p~~Personnel ~~r~~Records

~~The board secretary shall~~ It is the responsibility of the Board Secretary to maintain accurate and current district records and shall of the District. ~~It is the responsibility of the Board Secretary to~~ respond in a timely manner to requests for viewing and or receiving public district information ~~of the District.~~

Legal Reference:

Iowa Code §§ 21.4; 22; 291.6 ~~(2007).~~

1980 Op. Att'y Gen. 88.

1972 Op. Att'y Gen. 158.

1968 Op. Att'y Gen. 656.

Cross Reference:

204.12 Minutes of Meetings

400.30 Employee Records

506.01 *Student Records Access*

~~605.50 *Permanent Records*~~

805.10 ~~*Preservation of School District Records*~~

~~805.21 *Personnel Records Management*~~

805.30 *Student Records Access*

~~805.22 *General Access to Employees Personnel Files*~~

Reviewed:

October 6, 2003

April 21, 2008

January 20, 2014

March 20, 2017

July 17, 2017

Revised:

October 6, 2003

April 21, 2008

January 20, 2014

March 20, 2017

600 SERIES - EDUCATIONAL PROGRAM

602.02 Instructional Practices

~~To carry out the district's educational program, As part of the Board's duties, it board shall~~ approves a curriculum consistent with ~~s~~State and ~~f~~Federal requirements, ~~building. Building~~ principals shall administer and monitor the ~~adopted~~ curriculum ~~by ensuring through~~ quality instruction and ongoing assessment ~~in the buildings they lead, and teachers shall. Teachers~~ deliver quality instruction for all students. In furtherance ~~therefore of these goals,~~ the ~~b~~Board adopts beliefs and instructional practices ~~that aligned align~~ to ~~those~~ foundational aspects of the ~~desired~~ learning experience ~~and the, as well as the~~ ~~district's strategic plan. District's Strategic Plan.~~

The ~~district acknowledges that the~~ following beliefs and practices are consistent with ~~implementation of an educational program designed to prepare all students for a lifetime of personal success: a high level of learning for~~ all students:

- All students are capable of high levels of learning.
- Learning develops over time, and students will have multiple opportunities to demonstrate learning.
- The ~~district must clearly articulate the~~ expectations, learning targets, and behavioral goals associated with the standards at each grade level ~~must be clearly articulated~~ to students and parents.
- ~~The district must consistently \There must be District-wide consistency in the~~ reporting and ~~measure progress measurement of progress~~ toward ~~the~~ designated standards.
- Teachers must gather ongoing evidence of ~~student~~ progress toward the ~~relevant~~ standards so instruction can be differentiated and include descriptive feedback for ~~the~~ students.
- Teachers must use data to evaluate the effectiveness of ~~their~~ practice.
- Assigned work must support student's attainment ~~of and/or progress toward~~ ~~toward the relevant~~ standards.
- ~~The district shall communicate Communication~~ about student's performance as measured against the standards ~~whenever possible is an expectation.~~

The ~~s~~Superintendent/designee will develop rules and regulations for the implementation of this policy.

Rules and Regulations can be found here.

Cross-Reference:

603.14 Homework

505.01 Reporting of Student Progress Reports & Conferences

604.00 Interventions to Support Individual Student's Educational Improvement

Adopted:

January 19, 2015

Reviewed:

October 3, 2016

July 17, 2017

Revised:

October 3, 2016

July 17, 2017

1000 SERIES - DISTRICT-COMMUNITY RELATIONS

1004.70 Online Fundraising Campaigns – Crowdfunding

The ~~A district shall nkeny Community School District Board of Education will~~ not approve ~~c~~Crowdfunding campaigns initiated by ~~d~~District employees and/or volunteers on behalf of the building or ~~D~~district. Therefore, employees and/or volunteers are prohibited from ~~establishing online~~setting online fundraising campaigns to w ~~sites to raise funds for district benefit, including, but not limited to, funds for d~~District activities, programs, equipment, or academies. ~~The District does allow fund raising consistent with Policy 503.06 Student Fund Raising.~~

~~This policy shall not be construed to prohibit online payments for~~ For purposes of this policy, note that district fundraisers that have been approved ~~pursuant to district consistent with the~~ fundraising policies and that have been approved by the superintendent/designee, ~~y,~~ may use an online payment option. Using an online payment option is different than crowd funding. Any online payment mechanism utilized as part of the fundraising campaign should be reviewed.

In determining whether to approve an online payment option for an approved fundraiser, the district shall ensure that: (1) ~~T~~the fundraising company or entity will ~~must~~ assume responsibility for providing the security of credit card information, bank routing information, email addresses, phone numbers, and any other personal information exchanged in the transaction; (2) ~~fundraising campaign materials provide the online payment security information to those participating in the fundraiser; and (3) This is not the responsibility of the District.~~ ~~p~~Parents/community members who that participates in the fundraiser must have this information in the campaign materials. ~~M~~money earned through an online payment option ~~is~~must be remitted to building and/or ~~d~~District accounts using the established business office protocols ~~in the business office.~~

Legal Reference:

Iowa Code §§ 279.8; 279.42; 565.6.

Cross Reference:

~~505.30 Public Gifts to the Schools~~

503.076 Student ~~Fundraising~~Fund-Raising

807.01 District-Approved Memorials or Services for Deceased Students or Staff or Community

1003.20 Gifts to Unit Personnel

1004.60 Community ~~Fund-Raising~~ Fundraising

1004.20~~1~~ Advertising and Promotion

Adopted:

October 17, 2016

Reviewed:

September 18, 2017

Revised:

September 18, 2017

600 SERIES - EDUCATIONAL PROGRAM

604.05 Religion-Based Excuse from ~~District School~~ Program

Students, and/or parents on behalf of their minor children, who wish to be excused and/or have their children excused from a district school program because of ~~conflicts with~~ religious beliefs must file a written request for excusal with the student's principal to be considered by the principal and approved by the Superintendent/designee. ~~Requests on behalf of minor students must be made by the parent/guardian.~~

The board authorizes the administration to approve the request for religious-based excusal if the request it is not disruptive to the education program, does not infringe on a compelling state or educational interest, and does. ~~Further, the excuse must~~ not interfere with other district operations. Students who are allowed to be excused from a program or activity, ~~which is~~ contrary to their religious beliefs, shall be required to do a related alternate activity or study ~~which is~~ approved by administration.

Legal Reference:

U.S. Const'n amend. I

Lemon v. Kurtzman, 403 U.S. 602, 91 S. Ct. 2105 (1971)

Graham v. Central Community Schools 608 F. Supp. 531 (Iowa 1985)

Iowa Code §256.11(6), 279.8 (2007), 279.50

281 I.A.C 12.5(6) (new standards)

Cross Reference:

602.41 Instructional Program

603.06 Physical Education

603.70 Teaching Controversial Issues

603.80 Religious Expression

605.02 Objections to Instructional Materials

605.05 Objection to Library Materials

Approved:

October 9, 1989

Reviewed:

February 11, 2009

November 17, 2014

October 16, 2017

Revised:

March 23, 2009

November 17, 2014

R.R. for Policy #604.05

A request for religious-based excusal from a district program shall meet the following parameters: In filing a the request, the parent/guardian/student shall abide by the following:

- The request shall be in writing; and
- The request shall be based on documented religious beliefs; and
- The request shall state which activities or studies are contrary to the their religious beliefs; and
- The request shall state why these activities and/or studies violate their religious beliefs; and
- The request shall state a proposed related alternate activity or study. The relevant teacher and/or administrator(s) ~~ion~~ may assist in finding an alternate activity.

When determining whether to approve a religious-based excusal from an activity and when determining the appropriateness of an alternate activity to replace the program from which a student is seeking excusal, administrator(s) shall consider factors including, but not limited to, in approving or denying a request to be excused shall include but not be limited to: (1) ~~whether~~ if staff is available to supervise the alternate activity; (2) ~~if whether~~ space is available to accommodate the student in the approved alternative course of study or activity; (3) the numbers of students who will participate in the alternate activity; (4) ~~if whether~~ allowing the excuse will place the district school in a position where that it is unlawfully supporting and/or discouraging a particular religion; (5) ~~if whether~~ the program or activity from which excusal is requested is required for promotion to the next grade level or for graduation; and (6) ~~if whether~~ the activity from which excusal is sought is a significant expectation of the course curriculum.

800 SERIES - BUSINESS PROCEDURES

802.55 Post-Issuance Compliance Regulations for Tax-Exempt Obligations

Issuers of tax-exempt governmental bonds must comply with federal tax rules pertaining to expenditure of proceeds for qualified costs, rate of expenditure, use of bond financed property, investment of proceeds in compliance with arbitrage rules, and retention of records.

As an issuer of such bonds, the ~~d~~District is required by IRS rules and regulations to take certain actions subsequent to the issuance of the bonds to ensure the continuing tax-exempt status of such bonds. Further, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations impose record retention requirements with respect to tax-exempt governmental bonds. The ~~d~~District ~~T~~reasurer shall ~~be responsible for~~ developing, implementing and ~~administer~~administering procedures to ensure ~~d~~District compliance with applicable tax regulations and requirements.

Legal Reference:

Internal Revenue Code of 1986

U.S. Treasury Regulations

Cross-Reference:

802.50 Bond Issues

Adopted:

March 26, 2012

Reviewed:

October 16, 2017

R.R. for Policy 802.55

Definitions

- “Advisors” means the Issuer’s ~~b~~Bond ~~c~~Counsel, ~~F~~financial ~~a~~Advisor, paying agent, and ~~r~~Rebate ~~a~~Analyst.
- “Bonds” mean bonds, notes, and/or other obligations subject to the Code, Rules and applicable securities regulations.
- “Code” means the Internal Revenue Code of 1986, as amended.
- “Governing Body” means the ~~district’s board~~ Board of Directors of the Issuer.
- “Issuer” means the Ankeny Community School District, in the County of Polk, State of Iowa.
- “Rules” means Sections 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

Purpose

These operating procedures, which, to the best knowledge and belief of the Governing Body and administrative staff, have heretofore been followed, although not set forth in formal written operating procedures, are intended to assure that the Issuer shall meet its compliance obligations as an issuer of tax-exempt bonds and particularly with respect to the expenditure of proceeds for qualified costs, rate of expenditure, use of bond financed property, investment of proceeds in compliance with arbitrage rules, and retention of records.

These operating procedures are designed to implement Issuer’s Policy 802.55 and ensure that the Issuer complies with its tax compliance obligations under applicable provisions of the Rules and the Code.

Effective Date and Term

The effective date of these procedures shall be the date of approval by the Governing Body, and shall remain in effect until superseded or terminated by action of the Governing Body. The Issuer shall comply with these procedures upon issuance of Bonds and as long as the Bonds remain outstanding. These procedures may be revised to comply with amendments to the Rules during the period the Bonds are outstanding.

Responsible Parties

The ~~d~~District ~~T~~Treasurer shall be ~~the party~~ primarily responsible for ensuring that the Issuer successfully carries out its tax compliance requirements under applicable provisions of the Rules with regard to all obligations of the Issuer. The ~~d~~District ~~T~~Treasurer is referred to as the “Compliance Officer” for purposes of this policy. The Compliance Officer shall be assisted by other staff and officials when appropriate and at the Compliance Officer’s discretion. The Compliance Officer shall also be authorized to retain and consult with the Advisors during the time the Bonds are outstanding for assistance in carrying out post-issuance tax compliance requirements.

The Compliance Officer shall be responsible for assigning post-issuance tax compliance responsibilities to other staff. The Compliance Officer shall consult Advisors or such other professional service organizations as are necessary to ensure compliance with the post-issuance tax compliance requirements of the Issuer. The Compliance Officer shall provide training and educational resources to staff responsible for ensuring compliance with any portion of the tax compliance requirements of this policy.

Expenditure of Bond Proceeds – Review Process

The Compliance Officer shall review the resolution authorizing issuance for each tax-exempt obligation, and shall:

1. obtain a computation of the yield on such issue from the Issuer’s financial advisor;
2. create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;

3. review all requisitions, draw schedules, draw requests, invoices, and bills requesting payment from the Project Fund;
4. determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
5. maintain records of the payment requests and corresponding evidence of payment;
6. maintain records showing the earnings on, and investment of, the Project Fund;
7. ensure that investments acquired with proceeds are purchased at fair market value;
8. identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
9. in the event the Issuer seeks to utilize bond proceeds for costs that were incurred prior to the issuance of the Bonds, the Compliance Officer shall consult with the Advisors to ensure that such expenditures are within the sixty (60) day period prior to the date in which the Issuer made a “declaration of intent” to reimburse such costs or are preliminary expenditures under the Code. If proceeds are used for such reimbursement, a copy of the declaration of intent shall be obtained and included in the records for the Bonds if not already part of the transcript; and
10. if not otherwise provided for in the Tax Exemption Certificate executed by the officers of the Issuer at closing, the Compliance Officer shall prepare an “allocation memorandum” for each issue of Bonds that accounts for the allocation of the proceeds of the Bonds to expenditures not later than the earlier of:
 - A. Eighteen (18) months after the later of:
 - I. the date the expenditure is paid, or
 - II. the date the project that is financed by the Bonds is placed in service; or
 - B. Sixty (60) days after the earlier of:
 - I. the fifth (5th) anniversary of the issue date of the Bonds, or
 - II. the date sixty (60) days after the retirement of the Bonds.

Rate of Expenditure

The Compliance Officer shall ensure that the expenditure of bond proceeds will be monitored against the expenditure expectations represented in the tax exemption certificate for such bond issue to ensure that:

- Five percent (5%) of the net sale proceeds were spent or committed within six (6) months of the issue date;
- Eighty-five percent (85%) of the net sale proceeds were spent within three (3) years of the issue date; and
- the Issuer proceeded with due diligence to complete the project and fully spend the net sale proceeds; or
- One hundred percent (100%) of proceeds used for current refunding within ninety (90) days of issuance.

Failure to meet the expected expenditure expectations represented in the tax exemption certificate for such bond issue shall be documented and retained by the Compliance Officer in the records for the bond issue.

Arbitrage Rules and Rebate Requirements

The Compliance Officer shall review the Tax-Exemption Certificate for each tax-exempt obligation, and the expenditure records, and shall:

1. monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
2. if the “small issuer” exception does not apply (not more than \$15 million issued in a calendar year, of which not more than \$5 million was for non-construction purposes), monitor and ensure that the proceeds are spent in

accordance with one or more of the applicable exceptions to rebate as set forth in such certificate (e.g. six month exception, eighteen month exception, two year “construction issue” exception);

3. not less than sixty (60) days prior to a required expenditure date within applicable rebate exception(s), confer with bond counsel if it appears expenditures will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate;
4. in the event of failure to meet a temporary period or rebate exception:
 - A. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - B. arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable;
5. ensure that the investment of bond proceeds is made only in permitted investments of the Issuer as outlined in Iowa Code chapters 12B and 12C, and any official policy;
6. consult with the Advisors to ensure that the investment of bond proceeds is performed in compliance with the arbitrage rules and rebate requirements;
7. consult with the Advisors to identify bond proceeds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
8. contact the Rebate Analyst (and, if appropriate, bond counsel) prior to the fifth anniversary of the date of issuance of each issue of bonds of the Issuer and each fifth anniversary thereafter to arrange for calculations and reports of the rebate requirements with respect to such bonds;
9. if a rebate payment is required to be paid by the Issuer, the Compliance Officer shall prepare or cause to be prepared the appropriate form to be filed with the IRS (Form 8038-T);
10. ensure that guaranteed investment contracts (GIC) will be purchased only using the three-bid “safe harbor” of applicable Treasury regulations, in compliance with fee limitations on GIC brokers in the regulations. The Compliance Officer shall ensure that all other investments will be purchased only in market transactions.

Filings with Internal Revenue Service

The Compliance Officer, with assistance from **bBond cCounsel**, shall ensure that each issuance of Bonds is properly reported with the Internal Revenue Service (IRS) as required by Section 149(e) of the Code. On the issue date of each series of Bonds, the Compliance Officer shall consult with the Advisors to identify the deadline to file the requisite IRS form for such issue.

If a bond issue consists of tax-exempt Bonds, the Issuer must report the tax-exempt portion on Form 8038-G or 8038-GC.

Reporting the Issuance of Tax-Exempt Bonds

The original issuance of a tax-exempt bond issue with an issue price of one-hundred thousand dollars (\$100,000) or greater shall be reported on Form 8038-G. The original issuance of a tax-exempt bond issue with an issue price less than one-hundred thousand dollars (\$100,000) shall be reported on Form 8038-GC.

- Forms 8038-G and 8038-GC shall be filed by the Compliance Officer or Bond Counsel no later than the 15th day of the 2nd calendar month following the quarter in which the Bonds were issued.
- The Compliance Officer shall consult with the Advisors to ensure the Form 8038-G is accurately filled out.

Rebate Reporting Requirements

The Compliance Officer shall contact the rebate analyst prior to the 5th anniversary of the issue date on each series of Bonds and each 5th anniversary thereafter to arrange for calculations of the rebate requirements with respect to such Bonds. If a rebate payment is required to be paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment.

If the Issuer is authorized to recover a rebate payment previously paid, the Compliance Officer shall prepare or cause to be prepared a Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

Use of Bond-Financed Property

The Compliance Officer shall monitor the use of all bond-financed facilities in order to determine whether private business uses of bond-financed facilities have exceeded the de minimis limits set forth in Section 141(b) of the Code (generally 10% of bond proceeds) as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements or other arrangements that provide special legal entitlements to nongovernmental persons. Prior to entering into such leases or other contracts, the Compliance Officer shall consult with Bond Counsel to ensure appropriate action is taken with respect to the bond-financed facilities.

To this end, the Compliance Officer shall:

1. maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
2. with respect to each bond financed asset, the Compliance Officer will monitor and confer with bond counsel with respect to all proposed:
 1. management contracts,
 2. service agreements,
 3. research contracts,
 4. naming rights contracts,
 5. easements or sub-leases,
 6. joint venture, limited liability or partnership arrangements,
 7. sale of property;
 8. any other change in use of such asset; or
 9. output contracts (including retail and wholesale requirements contracts);
3. maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to the proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets, or obligations issued to refund those obligations;
4. provide training and educational resources to any staff member that has the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use and on the private security or payments with respect to bond-financed facilities;

5. ensure that no item of bond-financed property will be sold or transferred to a nonexempt party without advance arrangement of a “remedial action” under the applicable Treasury Regulations and the Compliance Officer shall consult with bond counsel prior to the sale or transfer of any bond-financed property; and
6. In the event of an action with respect to a bond financed asset, which may cause the private business tests or private loan financing test to be met, the Compliance Officer shall contact bond counsel for advice and ensure timely remedial action under IRS Regulation Sections 1.141-12.

Advance Refundings

The Compliance Officer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- Identify and select bonds to be advance refunded with advice from internal financial personnel, and/or the Issuer’s Financial Advisor;
- Identify, with advice from Advisors, any possible federal tax compliance issues prior to structuring any advance refunding;
- Review the structure with the input of the Advisors, of advance refunding issues prior to the issuance to ensure;
 - that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; and
 - that the proposed issuance will not result in the Issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.
- Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Compliance Officer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- Ensure, whenever possible, the purchase of demand deposit Treasury securities from the State and Local Governmental Series (“SLGS”) to size each advance refunding escrow. The Financial Advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Compliance Officer shall, in consultation with Bond Counsel and the Financial Advisor, comply with IRS regulations.
- To the extent as Issuer elects to the purchase a guaranteed investment contract, the Compliance Officer shall ensure, after input from Bond Counsel, compliance with any bidding requirements set forth by the IRS regulations.
 - In determining the issue price for any advance refunding issuance, the Compliance Officer shall obtain and retain issue price certification by the purchasing underwriter at closing.
 - After the issuance of an advance refunding issue, the Compliance Officer shall ensure timely identification of violations of any federal tax requirements and engage Bond Counsel in attempt to remediate same in accordance with IRS regulations.

Record Retention

Management and retention of records related to the Issuer's bond issues shall be supervised by the Compliance Officer. Records and documents pertaining to cancellation, transfer, redemption or replacement of Issuer bonds shall be preserved by the Issuer or its agent for a period of not less than 11 years, as set forth in Iowa Code Section 76.10. Other records shall be retained during the period in which the bonds remain outstanding (plus any refunding bonds) plus three (3) years. Records may be in the form of documents and electronic copies of documents, appropriately indexed to specific bond issues and compliance functions.

The Compliance Officer shall collect and retain the following records with respect to each issue of Bonds of the Issuer and with respect to the facilities financed with the proceeds of such Bonds:

- audited financial statements of the Issuer;
- appraisals, demand surveys, or feasibility studies, if any, with respect to the facilities to be financed with the proceeds of such Bonds;
- publications, brochures, and newspaper articles, if any, related to the bond financing;
- trustee or paying agent statements;
- records of all investments and the gains (or losses) from such investments;
- paying agent or trustee statements regarding investments and investment earnings;
- reimbursement resolutions, if any, and expenditures reimbursed with the proceeds of such Bonds;
- allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including any requisitions, expenditure/draw schedules, expenditure/draw requests, invoices, bills, and canceled checks with respect to such expenditures);
- contracts entered into for the construction, renovation, or purchase of bond-financed facilities;
- an asset list or schedule of all bond financed depreciable property and any depreciation schedules with respect to such assets or property;
- records of the purchases and sales of bond-financed assets;
- private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; arbitrage rebate reports and records of rebate and yield reduction payments, if any; resolutions or other actions, if any, taken by the Board of Education subsequent to the date of issue with respect to such Bonds;
- formal elections authorized by the Code or Treasury Regulations that are taken with respect to such Bonds
- relevant correspondence relating to such Bonds;
- documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue;
- copies of any and all forms filed with the IRS for each series of Bonds including, as applicable, Form 8038-G, Form 8038-GC; and
- the official transcript prepared by Bond Counsel with respect to each series of Bonds of the Issuer.

Identification of Violations and Corrections

If, during the period the Bonds remain outstanding, it is determined that a violation of federal tax requirements has occurred, the Compliance Officer shall immediately consult with the Advisors to ensure that corrective or remedial action is taken. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the de minimus limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program, described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Rules with respect to its outstanding Bonds.

Continuing Disclosure Obligations

In addition to its post-issuance compliance requirements under applicable provisions of the Rules, the Issuer has agreed to provide continuing disclosure, such as annual financial information and event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Certificate”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of Bonds of the Issuer that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents shall be executed by the Issuer to assist the underwriters of the Issuer’s Bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the Issuer shall be governed by the Continuing Disclosure Certificate and by the terms of Rule 15c2-12. The Compliance Officer shall be primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.

Other Post-Issuance Actions

If, in consultation with the Advisors, the Compliance Officer determines that any additional action not identified in this policy must be taken by the Compliance Officer to ensure the continuing tax-exempt status or “qualified” status of any issue of the Issuer’s Bonds, the Compliance Officer shall take such action if the Compliance Officer has the authority to do so. If, after consultation with the Advisors, the Compliance Officer determines that this policy shall be amended or supplemented to ensure the continuing tax-exempt status or “qualified” status of any issue of the Issuer’s Bonds, the Compliance Officer shall follow the appropriate Issuer policy that this document be so amended or supplemented.

Taxable Governmental Bonds

Most of the provisions of this policy, other than the provisions Continuing Disclosure Obligations subsection of this policy, are not applicable to governmental Bonds the interest on which is includable in gross income for federal income tax purposes (i.e. “taxable governmental Bonds”). If an issue of taxable governmental Bonds is later refunded with the proceeds of an issue of tax-exempt governmental Bonds, then the uses of the proceeds of the taxable governmental Bonds and the uses of the facilities financed with the proceeds of the taxable governmental Bonds shall be relevant to the tax-exempt status of the refunding Bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental Bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental Bonds then, for purposes of this policy, the Compliance Officer shall treat the issue of taxable governmental Bonds as if such issue were an issue of tax-exempt governmental Bonds and shall carry out and comply with the requirements of this policy with respect to such taxable governmental Bonds. The Compliance Officer shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental Bonds to refund an issue of taxable governmental Bonds.

800 SERIES - BUSINESS PROCEDURES

803.51 Construction Change Orders

Purpose

~~The board has the authority to approve construction contract change orders pursuant to the process outlined herein. To specify the authority for the approval of construction contract change orders.~~

Process and Content

~~The superintendent/designee shall provide the board with~~ The Board of Education will receive a report on all construct project change orders at the first available regular board meeting after the details of the change are known and ready to be finalized. ~~The board shall take action on such change orders at that meeting.~~

Changes in Work in Excess of \$25,000

~~The superintendent/designee(s) shall not grant a contractor permission to proceed on a “change in work” in excess of \$25,000 until the board has approved the change.~~

~~The superintendent/designee(s) shall present such requested “changes in work” as “change orders” to the board at the next regular board meeting for consideration. When possible, change orders shall first be presented to the Facilities & Finance Committee for discussion.~~

Changes in Work of No More Than \$25,000

The superintendent/designee(s) shall not grant a contractor permission to proceed on a “change in work” in excess of \$25,000 until the board has approved the change. The superintendent/designee(s) may approve “changes in work” without a board vote on approved projects for contractors already engaged in work with the district subject to the following parameters:

- The cost of the change in work is no more than \$25,000;
- Waiting for board approval of the change in work would be reasonably likely to result in a delay of the contracted project;
- The change in work does not provide facilities not included in the standards for facilities as approved by the board;
- The change in work does not authorize bid alternatives specifically excluded in the award of the original contract;
- The change in work does not extend the contract completion date;
- The change in work does not significantly alter the design and/or extent of facilities provided for in the original contract; and/or
- The change in work does not cause accumulated changes to be in excess of the contingency authorized by the board for that project

The superintendent/designee(s) shall present such pre-approved “changes in work” as “change orders” to the board at the next regular board meeting. The board shall approve all pre-approved “changes in work” that adhere to the parameters outlined above. When possible, change orders shall be presented to the Facilities & Finance Committee for discussion prior to being presented to the board.

~~The superintendent/designee shall not grant a contractor permission to proceed on a All change order in excess of \$25,000 until the be submitted to the bBoard of eEducation has approved the change order. for approval prior to the Superintendent or his/her designated representative granting a contractor permission to proceed.~~

Adopted:
February 7, 2011

Reviewed:
September 10, 2012
October 16, 2017

Revised:
September 10, 2012

800 SERIES - BUSINESS PROCEDURES

804.65 Governmental Accounting Practices and Regulations – Statement 54

District accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP), and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the ~~d~~District's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the ~~b~~B~~o~~ard identifies the order of spending unrestricted resources applying the highest level of classification of fund balance – restricted, committed, assigned, and unassigned – while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal ~~b~~B~~o~~ard action is required to establish, modify and/or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the ~~b~~B~~o~~ard chooses to make changes or rescind the committed fund balance, formal ~~b~~B~~o~~ard action is required.

The ~~b~~B~~o~~ard authorizes the ~~b~~B~~o~~ard ~~s~~S~~e~~cretary/designee to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

~~It is the responsibility of the s~~Superintendent/designee ~~shall to~~ develop administrative regulations implementing this policy ~~and. It is also the responsibility of the Superintendent/designee to~~ make recommendations to the ~~b~~B~~o~~ard regarding fund balance designations.

Legal Reference:

Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A ~~(2011)~~

Cross References:

[805 Series - Records](#)

[801 Series - Budget](#)

[802 Series - Revenue](#)

Adopted:

June 20, 2011

Reviewed:

March 26, 2012

October 16, 2017

100 SERIES - EDUCATIONAL PHILOSOPHY

102.00 Equal Educational Opportunity

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact Ken Morris, Jr., Director of Equity Director at 306 SW School Street, Ankeny, IA 50023, 515/965-9600 or kenneth.morris@ankenyschools.org. The grievance will then be directed to the appropriate administrator charged with managing the program or department specified in the grievance.

Board policies, rules, and regulations affect students while they are on school district property and/or on property within the jurisdiction of the school district; while on school owned and/or operated school and/or chartered vehicles; while attending and/or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The bBoard requires all persons, agencies, vendors, contractors, and/or other persons and organizations doing business with or performing services for the dDistrict to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance, and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by contacting Ken Morris, Jr., Affirmative Action Coordinator, Ankeny Community School District, 306 SW School Street, Ankeny, IA 50023, 515/965-9600 or kenneth.morris@ankenyschools.org.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal References:

20 U.S.C. §§ 1221 et seq.

20 U.S.C. §§ 1681 et seq.

20 U.S.C. §§ 1701 et seq.

29 U.S.C. § 206 et seq.

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 et seq.

34 C.F.R. Pt. 100.

34 C.F.R. Pt. 104.

Iowa Code §§ 216.6; 216.9; 256.11, 280.3.

281 I.A.C. 12.

Cross References:

100.00 Statement of Educational Philosophy

107.00 Discrimination and Harassment Based on Sex Prohibited

401.01 Equal Employment Opportunity

Adopted:

December 21, 2015

Reviewed:

December 17, 2018

March 25, 2019

March 23, 2020

Revised:

December 17, 2018

March 25, 2019

March 23, 2020

102.00 E1

ANNUAL NOTICE OF NONDISCRIMINATION

The Ankeny Community School District offers career and technical programs in the following areas of study:

- Applied Science, Technology, Engineering, and Manufacturing
- Arts, Communication, and Information Systems
- Business, Finance, Marketing, and Management
- Human Services

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kenneth Morris, Jr., [Director of Equity](#) ~~Director~~, at 306 SW School Street, Ankeny, Iowa 50023, (515) 965-9600, kenneth.morris@ankenschools.org. For further guidance, visit the Iowa Department of Education website-Equity Guidance.

Reviewed:

March 19, 2018

December 17, 2018

March 25, 2019

March 23, 2020

Revised:

March 19, 2018

December 17, 2018

March 25, 2019

March 23, 2020

102.00 E2

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact [Ken Morris, Jr. Josie Lewis](#), Equity Coordinator, at 306 SW School Street, Ankeny, IA 50023, 515/965-9600 or kenneth.morris@ankenyschools.org.

102.00 E3

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Ankeny Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact [Kenneth Morris, Jr., Director of Equity](#), ~~Director~~ at 306 SW School Street, Ankeny, IA 50023, 515/965-9600 or kenneth.morris@ankenyschools.org.

Reviewed:

March 25, 2019

March 23, 2020

Revised:

March 25, 2019

March 23, 2020

102.00 E4

NOTICE OF NON-DISCRIMINATION IN FEDERAL CHILD NUTRITION PROGRAM

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

102.00 R&R 1

GRIEVANCE PROCEDURE

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Kenneth Morris, Director of Equity, ~~Director~~ at 306 SW School Street, Ankeny, IA 50023, 515/965-9600 or kenneth.morris@ankenyschools.org.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal and/or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the Equity Director (Investigator). The alternate is Jessica Dirks, Chief Officer of ~~Human Resources and Legal Affairs~~ and Strategic Initiatives, at jessica.dirks@ankenyschools.org. An alternate will be designated in the event it is claimed that the Investigator or ~~s~~Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 20 days (twenty) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Investigator shall assist the Complainant as needed.

Investigation

Within 2 (two) working days from receipt of the complaint unless there are extenuating circumstances, the ~~E~~equity ~~C~~oordinator will begin the investigation of the complaint and/or appoint a qualified person to undertake the investigation (hereinafter “~~E~~equity ~~C~~oordinator”). If the Complainant is under 18 years of age, the ~~E~~equity ~~C~~oordinator shall notify ~~the Complainant’s his or her~~ parent(s)/~~guardian(s)~~ that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, and/or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, and/or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 (fifteen) working days unless there are extenuating circumstances, the Investigator shall complete the investigation and issue a report with respect to the findings.

The Investigator shall notify the Complainant and Respondent of the decision within 5 (five) working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the Investigator has issued the report, unless within 10 (ten) working days after receiving the decision, either party appeals the decision to the ~~s~~Superintendent/~~designee~~ by making a written request detailing why ~~the Complainant he/she~~ believes the decision should be reconsidered. The Investigator shall promptly forward all materials relative to the complaint and appeal to the ~~s~~Superintendent/~~designee~~. Within 10 (ten) working days, the ~~s~~Superintendent/~~designee~~ shall affirm, reverse, amend the decision, or direct the Investigator to gather additional information. The ~~s~~Superintendent/~~designee~~ shall notify the Complainant, Respondent, and the Investigator of the decision within 5 (five) working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the ~~s~~Superintendent/~~designee~~ shall be final.

The decision of the ~~s~~Superintendent/~~designee~~ in no way prejudices a party from seeking redress through state or federal agencies as provided ~~by~~ in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated ~~time frame~~~~timeframes~~ cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Reviewed:

March 25, 2019

March 23, 2020

Revised:

March 25, 2019

March 23, 2020

500 SERIES - STUDENT PERSONNEL

501.33 Student Building Assignments

Resident Students: The ~~B~~Board ~~has set~~ establishes boundaries for district attendance centers ~~throughout the District~~. All ~~elementary~~ resident elementary students shall attend school ~~at in~~ their board-designated neighborhood attendance center elementary school building, and all resident secondary students shall will attend school at the grade-appropriate attendance center a building within their board-designated feeder system as assigned ~~by the Board of Directors according to the attendance area in which they reside~~, except that:

- a. The ~~district administration~~ may assign a students to a another building other than the student's designated attendance center, as needed, to adjust class size. Siblings shall be kept together unless a separation is needed to address programming and/or student/parental needs ~~have to be met~~.
- b. The ~~district administration~~ may assign a student to a another building other than the student's designated attendance center for the student's educational benefit ~~of the student~~.
- c. The ~~district administration~~ may assign a student to a building other than the student's designated attendance center another building when, pursuant to Iowa law, there has been a proven allegation of harassment and reassignment it is in the best interest of the student.
- ~~e-d.~~ The board may adjust an attendance center's geographic parameters. aAttendance areas may be adjusted as determined by the Board of Education.
- e. The district may assign a student to a feeder system other than the student's designated feeder system if the student's designated feeder system is at capacity.
- ~~d-f.~~ The district administration may assign a student to a building other than the student's designated attendance center another building when, pursuant to Iowa law, there has been a proven allegation of harassment and reassignment it is in the best interest of the student.
- ~~e-g.~~ The administration may assign a student to another feeder system if the student's home feeder system is at capacity.

Changes of Residence within the District: If, during the school year, a student's official residence changes from the attendance area of one is changed to another building attendance center area in the district to the attendance area of another attendance center also in the dDistrict during the school year, the student may complete the school year at the attendance center the student building he/she was attending prior to the change in residence, provided that the administrative staff approves parental the arrangements made by the parents or guardians for transportation and attendance. If, at the start of the school year, a student knows that the student's residence will change from the attendance area of one attendance center in the district to the attendance area of another attendance center in the district during the school year, to another building attendance area in the District, the student may start the school year in the attendance center aligned to the student's building of his/her new residence, provided the family owns, has signed a valid offer to buy, or has signed a rental agreement for a residence in the new building attendance area and the administrative staff approves parental the arrangements made by the parents or guardians for transportation and attendance.

Nonresident Students/Open Enrollment: All nonresident students shall attend the attendance center school building as assigned by the district administration. A sStudents open enrolling into the dDistrict for any reason shall will be assigned to an attendance center school that has available space as determined by policy 606.06 Insufficient Classroom Space. The district may also change an attendance center Aassignments will also change if there is a student's residence change in residence within the Ankeny Community School District changes. Students currently residing and attending school in the dDistrict may be subject to building reassignment if they move out of the district and open enroll into it, but moving to another school district, who open enroll to continue in the Ankeny School District may be subject to a building reassignment. All open enrolled students will attend a south feeder system school building.

Overcrowding: Without limiting the bBoard's determination of available space under policy 606.06 Insufficient Classroom Space, a maximum class size of 25 students in kindergarten and 27 students ~~in~~for-grades one through five will be considered. Class size will be determined by counting students in the general education program and integrated special needs students. When calculating class size and overcrowding, the district administration may reserve places for growth in the class as a result of anticipated new resident students.

Legal References:

279.8, 279.11, 280.3, 280.14, 282.18, *Code of Iowa*; 281 I.A.C. 17.6(4)

Cross Reference:

501.20 *Entrance Requirements-Evidence of Age*
501.30 *School Attendance Areas*
501.31 *Approval of Open Enrollment Transfers In*
501.32 *Open Enrollment Transfers*
501.35 *Intra-District Open Enrollment*
606.06 *Insufficient Classroom Space*
702.30 *Student Eligibility for Transportation*

Adopted:

June 7, 1993

Reviewed:

March 1, 2010
January 17, 2011
December 19, 2011
March 25, 2013
August 19, 2013
June 15, 2015
March 21, 2016
March 19, 2018
October 15, 2018

Revised:

May 17, 2010
January 17, 2011
December 19, 2011
March 25, 2013
August 19, 2013
March 21, 2016
March 19, 2018
October 15, 2018

R.R. for Policy 501.33

Elementary Students

~~Due to enrollment shifts, any newly-enrolled elementary student(s) newly enrolling in the district to the District may be assigned to a school other than which their is not their neighborhood school but is within the feeder system. In making attendance center assignments for newly-enrolled elementary school students, the district shall: registrar will do the following:~~

- ~~1. Determine if there is~~ Check for availability of space in the relevant neighborhood school for all elementary-aged students within the newly-enrolling family.
- ~~2. If there is space at the neighborhood school, assign students to the neighborhood school. placement made. If there is not space for all elementary-aged students in the family members at the neighborhood school, assign the newly-enrolling students placement to the attendance center school with lowest class ratios, which can accommodate all elementary-aged members of the family, and that, where possible, corresponds within the North feeder system (Ashland Ridge, Northeast, Northwest, Westwood, Rock Creek) or South feeder system (Crocker, East, Southeast, Terrace and Prairie Trail), according to the current Board-approved boundary map.~~
- ~~3. Notify parents that transportation will be provided for students if the family lives farther than 2 miles from the assigned elementary school.~~
- ~~4. If/when space becomes available at the neighborhood school, contact impacted families will be contacted and offer them have the choice of to a) having students remain in the assigned school for the remainder of the year and transferring to the neighborhood school at the beginning of the next school year, or b) returning to the neighborhood school immediately.~~

Kindergarten

~~The district shall typically conduct K kindergarten registration will typically occur during the first week of February and shall communicate a specific date will be communicated via multiple venues including, but not limited to, the district's website, local newspaper, and/or building newsletters. No kindergarten registrations will be accepted taken prior to the opening registration that date.~~

~~Due to increased enrollment at the elementary level and limited space, parents are encouraged to enroll their rising upcoming kindergartners using based on the district's established process set forth by the District.~~

~~The number of enrolling kindergarteners may exceed capacity in some schools. may have more kindergarten students enroll than there is space available. To address this issue, If this occurs, the district will assign students, where possible, will be placed in their neighborhood school using the following priorities: based on:~~

- ~~1. classroom space availability,~~
- ~~2. enrollment of siblings in the school, and/or~~
- ~~3. date and time the student's online registration was completed and all other necessary along with appropriate registration paperwork was submitted to the district.~~

~~Generally, the district will communicate building placements for kindergarten students during the second week of June.~~

~~Kindergarten R registrations received on or after the first business day in June will be considered late. Late registrations will not be processed considered until all other placements have been made. If there is not space for the kindergarten student at the neighborhood school, the student will be assigned placement will be made to the school with the lowest class ratios, that which that can accommodate the kindergarten student. Placement will be based on the North feeder system and each school's classroom availability (Ashland Ridge, Northeast, Northwest, Westwood, Rock Creek) or the South feeder system and each school's classroom availability (Crocker, East, Southeast, Terrace, Prairie Trail).~~

If the student needs special services, including but not limited to LIEP (English Language Learning) or special education, (such as English as a Second Language, Special Education), the student may be placed at an elementary school that which may not be their neighborhood school to ensure the district can best serve the student's needs, regardless of whether it is the student's neighborhood school.

Transportation will be provided if the family lives farther than 2 miles from the assigned school.

Special Education

For special education students the District will use the formula for caseload determination specified in the District Developed Special Education Service Delivery Plan.

Adopted:

June 7, 1993

Reviewed:

March 1, 2010

January 17, 2011

December 19, 2011

March 25, 2013

August 19, 2013

June 15, 2015

March 21, 2016

March 19, 2018

October 15, 2018

Revised:

May 17, 2010

January 17, 2011

December 19, 2011

March 25, 2013

August 19, 2013

June 15, 2015

March 21, 2016

November 20, 2017

March 19, 2018



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Feedback on Instructional/ Library Materials Review Process, Continued

ATTACHMENTS:

File Name	Description	Type	Upload Date
Library Materials Discussion Part III.pdf	Library Materials Discussion	Support Document	2/16/2022

Library Materials / Instructional Materials Discussion

Policy Committee Question	Relevant Policy & Procedural Language
<p>What is the process for selection of books for the media center / use in the classroom?</p>	<p><u>605.00 Selection of Instructional Materials</u>: <i>The Board has the sole discretion to approve instructional materials for the District. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The Superintendent/designee shall establish a process for regular review and selection of instructional materials that will be recommended to the Board for approval.</i></p> <p><u>605.03 Library Materials</u>: <i>The Board has the sole discretion to approve library materials for the District. This authority is delegated to licensed teacher librarians 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 selection policy that embodies the philosophy and procedures set forth in national, state, and district documents. Teacher librarians 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. 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. Books potentially controversial will be reviewed by colleagues for appropriate placement. A collaborative procedure for collection development will be established to enhance the district library collections.</i></p>
<p>Should parents have an opportunity to be informed and approve books their children check out from the media center? As part of their in-class instruction?</p>	<p><u>605.01 Instructional Materials Inspection</u>: <i>Parents and other members of the Ankeny Community School District community may view the instructional materials available to students. 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, must be available for inspection by parents.</i></p> <p><u>605.04 Library Materials Inspection</u>: <i>Parents and citizens of the Ankeny Community School District may view the library materials available to students. 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 committee for review of library materials (upon receipt of objection form) chosen? Specifically, how are students selected to be involved – and should they always be involved? What is parental permission like for this involvement?</p>	<p>605.02 Objections to Instructional Materials (Incorporated by Reference for Library Materials via 2021-2022 District Handbook): <i>Upon receipt of the completed form, the principal will request review of the challenged material by an ad hoc committee. The Chief Academic Officer will be notified that such a review is being conducted. The principal will appoint the Review Committee within ten (10) calendar days of receipt of the written complaint. The 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). The Director of Curriculum, Assessment, and Professional Development will facilitate the committee. The complainant may present to the committee (if requested), but will not be a member of the committee.</i></p>
<p>Should we use the same process for review of instructional materials (that all students read) and for review of library materials (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 timeline for review appropriate (e.g., how much time should be provided if multiple items are simultaneously under review)?</p>	<p>605.02 Objection to Instructional Materials: <i>The 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 appeal of the Review Committee's decision may be filed, within ten (10) calendar days by the complainant with the Chief Academic Officer. Within 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...</i></p>
<p>How frequently 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 remain on the shelves / in the curriculum during review?</p>	<p>605.2 Objection to Instructional Materials: <i>If a resolution cannot be reached informally, the 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.</i></p>

Proposed Process for Reconsideration of Media Center Material

The procedure for handling reconsideration of challenged instructional materials in response to questions concerning the appropriateness is as follows:

1. The relevant staff member will hold an informal meeting with the complainant via phone, web conference, and/or in person to hear ~~listen to the concerns of~~ the complainant's concerns, inform the complainant of the selection procedure and the relevant board policies, provide information on the purpose and context for the use of the materials, and attempt to resolve the situation informally. If the challenged item is an item in a district media center collection, a librarian and/or principal from the attendance center attended by the complainant's child(ren) shall be the staff member charged with holding this initial, informal conversation with the complainant.
2. If step 1 does not ~~the initial informal conversation does not~~ resolve the complainant's concern issue, the complainant shall, within one week of the informal meeting outlined in step 1, notify the relevant building principal in writing that the concern remains and that further consideration is needed.
3. Within two calendar weeks of receiving notice of ongoing concerns from the complainant, the superintendent/designee shall convene a committee of the district's teacher librarians to conduct a preliminary ~~will~~ review of the ~~book-challenged material~~ and to determine next steps. The ~~group~~ committee may decide the ~~book material~~ has merit and should remain in the library or they may determine that a modification to the district's media collection should be made. The ~~group~~ committee ~~will~~ shall communicate their decision, ~~and~~ rationale, and information about the formal Reconsideration Process to the complainant in writing within three weeks of receiving notice of the desire for further review from the complainant.
3. The complainant may appeal the teacher librarian ~~group's~~ committee's decision by filing a formal reconsideration request by filling out the form in Board Policy 605.05F. This form shall be filed as directed within two calendar weeks of receiving the decision of the librarian committee.
4. Upon receipt of a Reconsideration Request Form ~~the completed form~~, the principal will initiate the following process for Objections to Instructional Materials Media Center Materials shall commence:
 1. Within three calendar days of the receipt of the Reconsideration Request Form, the relevant principal will contact the ~~will request review of the challenged material by an ad hoc committee. The~~ Chief Academic Officer to arrange for appointment of an ad hoc committee ("Review Committee") to review the challenged material. ~~will be notified that such a review is being conducted. The Review Committee will be appointed by the~~ The Chief Academic Officer/designee ~~principal shall appoint members of the Review Committee~~ within ten (10) calendar days of receipt of the written complaint and, to the greatest extent possible, ~~The~~ committee will be comprised of the following:
 - ~~another~~ One principal other than the principal to whom the complaint was reported
 - Two ~~a~~ elementary school teacher librarians
 - ~~a~~ Two secondary school teacher librarians, ~~two teachers (including a member from the grade level or department where the instructional materials are being used),~~
 - ~~three~~ Three parents/guardians of students in the building where the challenge was raised community residents, and
 - ~~two~~ Two high school (10th – 12th grade) secondary students whose parents have given written consent for their children to participate on the Review Committee for the item in question (students grades ten through twelve).

- The Chief Academic Officer/designee ~~Director of Curriculum, Assessment, and Professional Development~~ will facilitate the committee.-

The complainant may present to the ~~committee~~ Review Committee (if requested-), but ~~will~~ shall not be a member of the committee.

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

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

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

- ~~5. 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.~~

2. Within one calendar week of their appointment, the Review Committee shall hold an initial meeting will and take the following steps after receiving the challenged materials form: Set establish a timeline for a date for completion of the review process. The Review Committee shall aim to complete a review within two calendar weeks of their initial meeting but shall have discretion to account for the size and complexity of the challenged material, and shall be entitled to an extended review period if multiple items are challenged contemporaneously.
 - ~~Read, view, and/or listen to the material in its entirety;~~
 - ~~Listen to the complainant's presentation (if requested);~~
 - ~~Check the general acceptance of the material by reading reviews and consulting recommended lists; and~~
 - ~~Determine the extent to which the material supports the curriculum.~~

3. Within three calendar days of their initial meeting, the facilitator of the Review Committee shall provide written notice to the complainant of the anticipated timeline for review.

4. Following the timeline established in their initial meeting, the Review Committee shall conduct the review process. The review process shall include, but need not be limited to, reading, viewing, and/or listening to the challenged material in its entirety; studying the general acceptance of the material by reading review(s) and consulting recommended list(s); determining the extent to which the material supports the curriculum and/or is needed to support the goals of the district's media collection; and (if requested by the committee) hearing from the complainant.

7. Following the timeline established in their initial meeting, the facilitator of the Review Committee shall, in writing, provide the Complainant and the Chief Academic Officer with The Review Committee will present one of the following recommendations, ~~within (ten) 10 calendar days, to the complainant and the Chief Academic Officer:~~ (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the ~~educational~~-use of and/or access to the challenged material.
8. Within five calendar days of receipt of the written recommendation of the Review Committee, the complainant may ~~An appeal of the recommendation Review Committee's decision may be filed, within ten (10) calendar days by the complainant by~~ submitting a written statement to ~~with~~ the Chief Academic Officer appealing the recommendation and setting forth the reasons for the appeal. Failure to file an appeal by this deadline shall constitute a waiver of appeal of the Review Committee's recommendation, and the matter shall be considered resolved.
9. Within ten (10) calendar days of receipt of an appeal, the Chief Academic Officer ~~will~~shall - convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee; a quorum of SIAC members shall not be necessary for this group to meet and act upon the appeal. The available members of the School Improvement Advisory Committee (SIAC) ~~will~~shall meet to discuss the appeal and determine which present one of the following recommendations to present to the ~~Superintendent~~superintendent/designee ~~in a timely manner:~~ (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the ~~educational~~-use of and/or access to the challenged material. The Chief Academic Officer shall present this recommendation the superintendent/designee within two calendar days of the SIAC meeting.
10. Within fifteen calendar days, The Superintendent-superintendent/designee will shall review the SIAC's recommendation and provide a written decision ~~and will respond~~ to the Review Committee Facilitator, the Chief Academic Officer, and the complainant ~~within fifteen (15) calendar days. A decision will be rendered to~~ This decision shall be either to: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the ~~educational~~-use of and/or access to the challenged material.
11. Within five calendar days of receiving written notification of ~~Following the Superintendent's superintendent/designee's~~ decision, the complainant and/or the chairperson-facilitator of the Review Committee may appeal the decision to the Board of Education by submitting a written request for board review. ~~for review.~~ The ~~Board of Education~~board ~~will~~shall conduct an appeal hearing the appeal within one month following the filing of the appeal and shall. ~~Following the appeal hearing, the Board of Education will~~ decide whether to sustain or ~~to~~-overrule the Superintendent's-superintendent/designee's decision.
12. Pursuant to state law, any person dissatisfied with the board's decision ~~of the Board~~ may appeal said decision to the Iowa Department of Education.
5. Under unusual circumstances, the ~~Board~~board of Education may waive the timelines ~~as stated~~outlined herein.
6. Challenged materials ~~will~~shall remain available in the media center collection(s) be used during the reconsideration process, with-to students other than the student involved in the challenge (if his/her parent or guardian has requested alternative materials ~~limited access thereto~~) unless the Review Committee, in its discretion, requests temporary removal ~~for unusual circumstances.~~

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

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ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Future Meeting Dates

Extended Information:

- No March Meeting
- April 21, 2022
- May 19, 2022

ATTACHMENTS:

File Name	Description	Type	Upload Date
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No Attachments Available