



ANKENY COMMUNITY SCHOOL DISTRICT

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

Policy Committee Meeting

MINUTES

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

April 21, 2022

4:30 PM

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

- **Welcome**

Attendees:

Jessica Dirks

Lori Lovstad

Katie Claeys

Emily Archer

Ashley Rullestad

Heather Stephenson

Tom Honz

Lori SchraderBachar

Jen Lindaman

Corissa Thompson

Jodie Graham

- **Approval of Minutes:**

- 1. Policy Committee Meeting Minutes - March 2022**

- The committee reviewed minutes from the March 2022 meeting.

- **Updates:**

- 1. Proposed Policy Updates**

- 807.10 Display & Retirement of Athletic/Activity Awards *Five-year review; changes for consistency, clarity, and additional flexibility to align with current practice*
- 902.10 Use of Tobacco at School Facilities *Five-year review; changes for consistency and clarity*
- 501.13 Truancy – Unexcused *Five-year review; changes for consistency and*

clarity

- 502.05 Student Lockers *Five-year review; changes for consistency and clarity*
- 503.03 Fines – Fees – Charges *Five-year review; changes for consistency and clarity*
- 504.10 Health Certificate *Five-year review; changes for consistency and clarity*
- 504.42 Identifying & Reporting Child Abuse *Five-year review; changes for consistency and clarity*
- 507.04 Communicable Diseases – Student *Five-year review; changes for consistency, clarity, & alignment with law*
- 805.10 School District Records *Changes for consistency, clarity, & alignment with law & practice*
- 503.20 Student Organizations *Changes for clarity and consistency*

- **Discussion:**

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

2. **Theft Policy**

- **Adjournment**

The meeting adjourned at 5:40pm.

Future Meetings Dates:

1. **Future Meeting Dates**

- May 19, 2022
- June 16, 2022



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Policy Committee Meeting Minutes - March 2022

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policy Committee Minutes Only 3.31.22.pdf	Policy Committee Minutes 3.31.22	Support Document	4/18/2022



ANKENY COMMUNITY SCHOOL DISTRICT

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

Policy Committee Meeting

MINUTES

Northview Middle School, 1302 N Ankeny Blvd, Conference Room 1900,

Door W22

March 31, 2022

4:30 PM

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

- **Welcome**

Attendees:

Jessica Dirks

Sarah Barthole

Lori Lovstad

Katie Claeys

Darin Haack

Jennifer Jamison

Emily Archer

Ashley Rullestad

Heather Stephenson

- **Approval of Minutes:**

1. **Policy Committee Meeting Minutes - February 2022**

- **Updates:**

1. **Proposed Policy Updates**

- 501.07 Student Transfers Out or Withdrawals - *Updating to align with the streamlining of other enrollment-related policies included herein*
- 501.31 Open Enrollment Transfers into the District - *Consolidation and streamlining into 501.31 Open Enrollment to ensure clarity and consistency with current practice*
- 501.32 Open Enrollment Transfers Out of the District - *Consolidation and streamlining into 501.31 Open Enrollment to ensure clarity and consistency with current practice*

- 501.06 Student Transfers In - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.15 Student of Legal Age - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.20 Entrance Requirements - Evidence of Age - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.30 School Attendance Areas - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.33 Student Building Assignments - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.35 Intra -District Open Enrollment - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.50 Resident Students - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 501.60 Non-Resident Students - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 505.09 Enrollment - *Consolidation and streamlining into 501.05 Enrollment & Attendance Center Assignment to ensure clarity and consistency with current practice*
- 802.55 Post-Issuance Compliance Regulation - *Updated to align with legal requirements*
- 802.56 Bond Disclosure Policy - *NEW Policy to align with legal requirements*

- **Additional Items:**

- **Adjournment**

Future Meetings Dates:

1. Future Meeting Dates

- April 21, 2022
- May 19, 2022



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Proposed Policy Updates

Extended Information:

- 807.10 Display & Retirement of Athletic/Activity Awards *Five-year review; changes for consistency, clarity, and additional flexibility to align with current practice*
- 902.10 Use of Tobacco at School Facilities *Five-year review; changes for consistency and clarity*
- 501.13 Truancy – Unexcused *Five-year review; changes for consistency and clarity*
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- 805.10 School District Records *Changes for consistency, clarity, & alignment with law & practice*
- 503.20 Student Organizations *Changes for clarity and consistency*

ATTACHMENTS:

File Name	Description	Type	Upload Date
Proposed Policy Updates 4.21.22.pdf	Policy Updates 4.21.22	Support Document	4/18/2022

800 SERIES – BUSINESS PROCEDURES

807.10 Display and Retirement of Student Athletic/Activity Awards

~~In most cases, an award won for an accomplishment in a school-sponsored activity or athletic competition shall be the district's property. The district, in its discretion, may display within its facilities. The Board of Directors is proud to display awards highlighting student the accomplishments, of students in athletics and activities at the high school level if space permits. Generally, The district will endeavor to display any awards given for success in school-sponsored activities and athletics, or trophy won at a competition sanctioned by the Iowa Athletic Association or Iowa Activities Association will be displayed as space permits either in the appropriate high school trophy or awards cases or in other places within the school or District.~~

~~After ten years, or when space is no longer available, whichever occurs first, the district shall retire the displayed trophy or award will be retired, unless the award represents a national or state championship or national or state runner up designation. Once retired, the The district shall digitally preserve a record of retired awards and awards unable to be displayed. will be digitally preserved on the District website, or other electronic display kiosks.~~

~~At any time a physical award can be retired/not displayed. Below are the options for disposition in this order:~~

- ~~1. If possible the head coach for the activity at the time of receipt, will be contacted, or~~
- ~~2. A general advertisement will be run and make the award/trophy available to members of the team. If more than one team member requests award/trophy, there will be a random selection from a drawing, or~~
- ~~3. If no team members come forward it will be offered to members of the alumni association, historical society or foundation.~~
- ~~4. Lastly, award/trophy will be disposed according to Policy 803.01 Disposition of Obsolete Equipment.~~

Cross Reference:

803.01 Disposition of Obsolete Equipment
503 Series: Student Activities

Adopted:
May 21, 2012

Reviewed:
October 16, 2017
April 21, 2022

Revised:
October 16, 2017
May 16, 2022

R.R. 807.10

~~The principal/designee of each attendance center serving students in 9th, 10th, 11th, and/or 12th grade shall identify appropriate location(s) for display of The awards earned by students for participation in school-sponsored activities and athletics and shall establish a procedure for consistently and fairly determining whether and where each award shall be displayed. principal/designee of the building will work with support services personnel in creating and maintaining display cases throughout the building.~~

~~Displaying trophies and awards may not be feasible in all situations due to limitations in space. In displaying trophies in the school, the preference is to display the trophies by activity. Banners will display conference and state titles by activity and year in the gymnasium. When the district retires and/or is unable to display a physical award, it shall dispose of the physical award as follows:~~

- ~~5.1. If possible, the principal/designee shall contact the individual who served as the head coach or lead sponsor for the activity or athletic team at the time the award was earned and present the award to that individual;~~
- ~~2. If the head coach and/or lead sponsor cannot be reached and/or is not interested in the award, the district shall run a general advertisement in the media outlet(s) typically used by the district for public notifications indicating that the award is to be retired and is available to member(s) of the team to which it was awarded. If more than one team member requests the award, the district will randomly select the team member who shall receive the award via a drawing;~~
- ~~3. If no team member(s) comes forward to express interest in the award, the district will, in its discretion, offer the award to either the Ankeny Alumni Association, the Ankeny Area Historical Society and/or the Ankeny Schools Foundation;~~
- ~~4. Should none of the disposal methods above be possible, the district shall dispose of the award according to Policy 803.01 Disposition of Obsolete Equipment.~~

900 SERIES – BUSINESS PROCEDURES

902.10 Use of Tobacco at School Facilities

~~The use of tobacco and all nicotine products is prohibited by all people at all times on District property facilities and grounds, including and in district school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This requirement extends to students, employees and visitors. This policy applies at all times, including District sponsored and non District sponsored events. The district shall request that visitors and volunteers Persons failing to abide by this request policy are required to extinguish their smoking material, dispose of the tobacco product, and/or leave the District district premises immediately. Additional disciplinary action may be taken for staff and/or students who violate this policy. It is the responsibility of the administration to enforce this policy.~~

Legal Reference:

Goals 2000: Educate America Act, Pub.L.No. 103-227,108 Stat. 125 (1994)

House File 2212, Iowa General Assembly (2008)

Iowa Code §§ 142B; 279.8, .9;297 (2007)

Adopted:

December 4, 1989

Reviewed:

October 8, 2008

February 18, 2013

October 16, 2017

April 21, 2022

Revised:

November 3, 2008

February 18, 2013

May 16, 2022

500 SERIES – STUDENT PERSONNEL

501.13 Truancy – Unexcused

Regular ~~school~~ attendance ~~by the students at school~~ is essential for students to maximize learning from the ~~obtain the maximum opportunities from the~~ education program. Parents and students ~~alike~~ are encouraged to ensure any student absence ~~from school~~ is a necessary ~~absence~~. Students ~~will~~ shall attend school unless excused by the principal of their attendance center.

Truancy is defined as the failure to attend school for the minimum number of days established by the ~~Board~~ board or the act of being absent without a reasonable excuse and shall not be tolerated. The district shall not consider reasonable ~~These a~~ absences ~~will include, but not be limited to, for situations including but not limited to~~ senior pictures, procurement of driver's licenses, tardiness, shopping, hunting, concerts, preparation and/or participation in parties and other celebrations, and/or and/or employment. ~~Truancy will not be tolerated by the Board.~~

Students ~~are~~ shall be subject to disciplinary action for truancy, provided, however, that. ~~S~~students receiving special education services ~~will~~ shall not be assigned to supervised study hall and/ or in-school suspension ~~unless if such action will prevent~~ the goals, objectives, and/or the least restrictive environment requirements ~~and~~ of the student's Individualized Education Program from ~~are capable of~~ being met.

It is ~~the responsibility of the Superintendent~~ superintendent/designee's responsibility, ~~in conjunction with the principal,~~ to develop administrative regulations for this policy, including for disciplinary action related to truancy regarding this policy. ~~The administrative regulations will indicate the disciplinary action to be taken for truancy. Grade level regulations shall be adopted and published in student handbooks.~~

Legal Reference:

*Iowa Code §§ 294.4; 299 (2007).
281 I.A.C. 12.2(4).*

Cross Reference:

~~202.40 Board Secretary/Treasurer~~
501 Series Student Attendance
502 Series Student Behavior and Discipline
503 Series Student Activities
506.01 ~~Student Education~~ Records Access
~~501.10 Student Absences Excused~~
~~District Student Handbooks~~

Adopted:

December 2, 1991

Reviewed:

July 20, 2009
March 25, 2013
November 20, 2017
April 21, 2022

Revised:

July 20, 2009
March 25, 2013
November 20, 2017

May 16, 2022

500 SERIES – STUDENT PERSONNEL

502.05 Student Lockers

Student lockers are ~~district the~~ property ~~of the District~~. Students ~~will shall~~ use ~~the~~ lockers assigned to them by the ~~D~~istrict for storing their school materials and personal belongings necessary for attendance at school. It is ~~students' the~~ responsibility ~~of students~~ to keep their assigned lockers clean and undamaged.

To ensure students ~~are~~ properly maintaining their assigned lockers, the ~~relevant~~ principal/~~designee of the building~~ may periodically inspect ~~all or a random~~ any or all selection ~~of~~ lockers. ~~Except as otherwise provided by policy,~~ ~~Either the relevant~~ student(s) ~~and/-or another an additional district employee shall individual will~~ be present during ~~the a locker~~ inspection ~~of lockers~~. Student lockers may also be searched, at any time and without advance notice, in compliance with ~~policies Board Policy 502.15 Searches and Seizures,~~ regulating search and seizure.

~~The individual conducting the locker inspection shall complete the designated district documentation and submit a~~ A copy ~~of the completed checklist shall be sent~~ to the ~~Superintendents~~superintendent/designee.

Legal Reference:

Iowa Code §§ 279.8; 280.14; 808A ~~(2007)~~.

Cross Reference:

502 Series Student Behavior and Discipline
502.15 Searches and Seizures

Adopted:

November 16, 2009

Reviewed:

March 25, 2013

November 20, 2017

April 21, 2022

Revised:

March 25, 2013

May 16, 2022

500 SERIES – STUDENT PERSONNEL

503.03 Fines – Fees – Charges

~~Students~~The district may assess student fines, charges, and/or fees for the materials needed in a course, for overdue school materials, ~~for participating in activities, and/or for misuse of District property.~~ The Superintendent/superintendent/designee ~~will~~shall annually inform the ~~Board~~board of the dollar amount the district will be charged to students and/or others for fines, charges, and/or fees ~~annually~~. Parents of students meeting specific financial eligibility standards ~~will~~shall be eligible for a waiver ~~of student fees and/or a~~ reduction of student fees based upon district's review of the parent requests ~~of the parent.~~ ~~The Board believes students should respect District property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of District property. It is the responsibility of the Superintendent/designee, in conjunction with the principal, to develop administrative regulations regarding this policy.~~

Following unsuccessful collection of unpaid account balances, the district may forward parents/guardians may be subject to having unpaid individual student account balances greater than \$150 unpaid account balances greater than \$250 forwarded to an outside collections agenc(ies)y for action.

The superintendent/designee shall develop administrative regulations regarding this policy.

Legal Reference:

*Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2007).
281 I.A.C. 18.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532.*

Cross Reference:

*501.51 Homeless Children and Youth
502 Series: Student Behavior and Discipline
503 Series: Student Activities*

Adopted:

December 21, 2009

Reviewed:

March 25, 2013
November 20, 2017
April 21, 2022

Revised:

March 25, 2013
November 20, 2017
May 16, 2022

R.R. 1 #503.03

The ~~Board~~ board recognizes that, while ~~certain some student~~ fees ~~charged students~~ are appropriate and authorized, ~~certain~~ students and their families ~~are may~~ not have the financial means financially able to pay ~~the said~~ fees. The ~~District~~ district will shall grant ~~either full-waivers, partial, and/-waivers~~ or temporary waivers to students and families depending upon the circumstances and the student or student's parents' ability to meet the financial criteria as outlined below.

~~Fines and/or charges assessed for damage or loss to District property are not fees and will not be waived.~~

• Waivers

- Full Waivers – the district shall, upon full and accurate completion of the relevant application(s), grant a student will be granted a full waiver of district-charged fees ~~charged by the District if to any student the student or who student's parents~~ meets the financial eligibility criteria for free meals under the ~~District's~~ district's Nutrition Services program, Family Investment Program, and/or transportation assistance criteria under open enrollment. Students in foster care ~~are also shall also be~~ eligible for full waivers of district-charged fees.
- Partial Waivers – the district shall, upon full and accurate completion of the relevant application(s), grant a student will be granted a partial waiver of district-charged fees to any charged by the District if the student or the student's par who ents meets the financial eligibility criteria for reduced-price meals offered under the ~~District's~~ district's Nutrition Services program.
- Temporary Waivers – the district may, upon full and accurate completion of the relevant application(s), grant a student may be eligible for a temporary waiver of district-charged fees ~~charged by the District in the event the student's parents to a student are whose family is~~ facing financial difficulty. Temporary waivers may be applied for at any time ~~throughout the school year and will shall~~ not extend beyond the end of the school year in which they are granted without the submission of a new application and new determination of eligibility for a temporary waiver.

- Application – Parents or students seeking eligible for a fee-waiver of district-charged fees will shall apply for the requested waiver by fully and accurately completing the relevant district-provided form (make an application on the form provided by the District). Applications for waiver may be made at any time, but shall not last beyond the school year in which they are requested without completion of a new eligibility application and a new determination by the district of eligibility for waiver must be completed and submitted annually.

- Confidentiality – The ~~District~~ district will shall treat ~~the any~~ application(s) and documentation required for fee waivers and application process as any with the level of confidentiality and access applied to other other student record sand student confidentiality and access provisions will be followed.

- Appeals – A student or parent whose request for a fee waiver is denied may appeal that denial to the superintendent/designee. Such appeal shall be in writing and delivered to the superintendent/designee within ten (10) school days of the denial. The superintendent/designee shall issue a written response to the appeal within a reasonable period of time; this decision shall be final. Denials of a waiver may be appealed to the Superintendent/designee.

~~Fines or charges assessed for damage or loss to District property are not fees and will not be waived.~~

- Notice – ~~the~~ The District district will shall annually notify parents and students of the availability of waivers by including the below in registration materials:

~~The following information will be included in registration materials.~~

Students whose families meet the income guidelines for free and/or reduced-price lunch, the Family Investment Program (FIP), and/or transportation assistance under open enrollment, and/or who are in foster care are eligible for a full or partial waiver of district-charged ~~to have their~~ student fees ~~waived or partially waived~~. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of district-charged student fees. Parents and/or students who believe they may qualify for temporary financial hardship should contact ~~the~~the relevant principal, ~~secretary, etc.~~ for a waiver form. The waiver may be applied for at any time during the school year but ~~This waiver~~ does not carry over from year-to-year and must be completed annually each year a waiver is sought.

Reviewed:

March 25, 2013

November 20, 2017

April 21, 2022

Revised:

March 25, 2013

November 20, 2017

May 16, 2022

500 SERIES – STUDENT PERSONNEL

504.10 Health Certificate

Immunization requirements apply to all persons enrolled or attempting to enroll in a licensed childcare center or a public or nonpublic elementary or secondary school in Iowa including those who are provided competent private instruction. ~~Unless a relevant exemption as outlined herein applies, Each student's parent(s) or guardian(s) must submit a fully completed and signed an up-to-date current~~ Iowa Department of Public Health Certificate of Immunization to the ~~school district in accordance with the processes established by the district. It is the parents' responsibility to see that this certificate of immunization is completed and signed.~~

~~Exemptions-In keeping with law, the district may grant the following exemptions from the immunization requirements to the Immunization Law include:~~

1. A medical exemption may be granted to ~~an applicant a student~~ when, in the opinion of a physician, nurse practitioner, or physician assistant, the required immunization(s) would be injurious to the health and well-being of the ~~applicant student~~ or any member of the ~~applicant's student's~~ family or household. A medical exemption may apply to a specific vaccine(s) ~~and/or to~~ all required immunizations. A certificate for medical ~~reasons exemption~~ is valid only when signed by a physician, nurse practitioner, or physician's assistant.
2. A religious exemption may be granted ~~to a student~~ if immunization(s) conflict with a genuine and sincere religious belief ~~of the student / parent(s)~~. ~~An~~ Iowa Department of Public Health Certificate of Exemption shall be signed by the child's parent or guardian or legally authorized representative and attest that immunization conflicts with a genuine and sincere religious belief and be notarized to an applicant if immunizations conflicts with a genuine and sincere religious belief. The certificate of immunization exemption for religious reasons ~~is shall only be~~ valid ~~only~~ when notarized.

~~The district may grant a~~ A Provisional Certificate ~~may be granted~~ for children who have begun but not completed the ~~required~~ immunizations ~~requirements~~. The amount of time allowed for provisional enrollment ~~based on a~~ Provisional Certificate shall be as soon as medically feasible but ~~shall not more than exceed~~ 60 calendar days.

Cross Reference:

District Student Handbook – Immunizations

Approved:

May 11, 1998

Reviewed:

November 14, 2005

March 25, 2013

November 20, 2017

April 21, 2022

Revised:

November 14, 2005

November 20, 2017

May 16, 2022

500 SERIES – STUDENT PERSONNEL

504.42 Identifying and Reporting Child Abuse

~~It is the policy of the Ankeny Community School District that any~~All certificated or licensed employees are mandatory reporters as provided by law and shall report any alleged incidents of child abuse they become aware of within the scope of their professional duties. ~~When a mandatory reporter who~~ has a reasonable belief that a child under ~~the age of 18~~ years of age has been abused by a person responsible for the care of the child, as defined by law, the mandatory reporter shall report the suspected abuse verbally to the Iowa Department of Human Services (DHS) within 24 hours of becoming aware of the allegedly abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the mandatory reporter shall also notify local law enforcement. ~~sand follow the verbal report with a written report on the appropriate form.~~ The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary action ~~sanctions~~ up to and including discharge.

The ~~district encourages reporting by classified or non~~certificated and nonlicensed employees to report suspected child abuse using the process above. ~~of suspected abuse of children is encouraged.~~

~~It is also the policy of the District that reports~~ Reports of child abuse shall remain confidential, as required by law.

The ~~District-district~~ shall provide required the training required by law in on the identification and reporting of child abuse; to all mandatory reporters employed by the ~~District-district~~ within six months of their initial employment and at required ~~employment~~ intervals thereafter. The ~~District-district~~ shall also provide each new employee who is a mandatory reporter with the legal requirements related to ~~of~~ child abuse reporting within one month of initial employment.

The ~~District-district shall administration and staff will~~ cooperate fully with DHS personnel with regard to in ~~conducting a~~ child abuse investigation(s), including but not limited to by providing confidential interview access to the child named in the report; and/or to other children alleged to have relevant information, ~~for the purpose of interviews.~~ The ~~District-district~~ recognizes no obligation to contact the parents/guardians of a child suspected to be a victim of abuse.

Legal Reference:

Iowa §280.17

Iowa Administration, Code 281-102

Cross Reference:

504.41-Abuse of Students by District Employees

Reviewed:

April 21, 2003

July 21, 2008

December 21, 2009

March 25, 2013

November 20, 2017

April 21, 2022

Revised:
December 21, 2009
November 20, 2017
May 16, 2022

500 SERIES – STUDENT PERSONNEL

507.03 Communicable Diseases – Student

The district shall allow students with communicable diseases to attend school provided their presence does not create a substantial risk of illness and/or transmission to other students or employees. “Communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. The health risk to immunosuppressed students shall be determined by their personal physician(s). The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by public health officials.

Prevention and control of communicable diseases is included in the district's bloodborne pathogens exposure control plan, which shall be reviewed annually by the superintendent/designee and designated school nurse(s).

The superintendent/designee shall develop administrative regulations for implementation of this policy.

~~The District recognizes and supports the need for proper health practices.~~ The District operates under the direction of Iowa Department of Public Health and Polk County Health Department for procedures and practices with communicable diseases.

[Click here for the Reporting Form for Communicable Diseases.](#)

Legal Reference:

School Board of Nassau County v. Arline, 480 U.S. 273 (1987).

29 U.S.C. §§ 701 et seq. ~~(2004).~~

45 C.F.R. Pt. 84.3 ~~(2004).~~

Iowa Code ch. 139A ~~(2007).~~

641 I.A.C. 1.2-5, 7.

Cross Reference:

406.50 Communicable Diseases ~~Including HIV/AIDS-Employees~~

506.01 Student Records Access

507 Series Student Health and Well-Being

Approved:

September 21, 1987

Reviewed:

September 9, 2009

February 18, 2013

November 20, 2017

[April 21, 2022](#)

Revised:

December 21, 2009

February 18, 2013

November 20, 2017

[May 16, 2022](#)

800 SERIES – BUSINESS PROCEDURES

805.10 School District Records

The superintendent/designee shall oversee the maintenance and accuracy of district records according to the schedule below:

To be Maintained **Permanently**

- Annual Statistical Reports
- FICA & IPERS Reports
- Job Applications of Those Hired for Employment in the District
- Individual Payroll Records
- Articles of Incorporation
- Legal Cases
- Attendance Records
- Local Education Agency – Certified Annual Report
- Audit Reports
- Oath of Office for Board Members
- ~~Applications of those hired~~
- ~~Individual Payroll Records~~
- Board Minutes
- ~~& Monthly Bills Lists~~
- Employee Termination & Resignation Records, including Reasons for Termination
- Bond & Coupon Register Student
- Accident Reports (Challenged in court)
- Budgets (Certified)
- Student Permanent Records
- Certified ~~enrollment~~ Enrollment
- Transportation Reports
- Real Property Records, Including Easements, Abstracts, & Deeds
- Treasurer's Annual Reports
- Employee Record Summary
- Union/Association Master Contracts
- Medicaid Files and Claims
- Secretary's Financial Records
- Treasurer's Financial Records
- ~~School District Election Results~~

To be Maintained for **Twenty years** Years

- Workers Compensation Injury Report
- Student Accident Reports
- Payment of Judgments Against School District

To be Maintained for **Ten years** Years

- ~~Bonds and Coupons (Paid)~~
- Iowa Schools Cash Anticipation Program (ISCAP)
- Check Registers/Vendor Checks
- Iowa School Joint Investment Trust (ISJIT)

- Employee Contracts
- Construction Contracts & Files
- Written Contracts & Agreements
- SES Reports
- ~~SPED Counts~~

To be Maintained for Five Years

- Affidavits of Publication
- Invoices (Paid)
- Bank Statements & Cancelled Checks
- Investment Records
- Board Correspondence
- Iowa Workforce Reports
- Budget Estimate Worksheets
- Pentamation-Live data for Finance & Human Resources
- EEO-5 Reports
- Phase I, II, and III Reports
- Federal Program Files
- Receipt Copies
- Financial Correspondence
- Sales Tax Refund Claims
- Flexible Spending Account Enroll. Forms
- Secretary's Monthly Financial Reports
- Flexible Spending Account Payments
- Tuition Applications
- Fixed Asset Addition & Deletion Cards
- Unemployment Claims
- Food Service Financial Reports
- Vandalism Reports
- Free and Reduced Lunch Applications
- Vehicle List Updates
- Fuel Tax Refund Claims
- W-2, W-3, W-4, 941 and 1099 Forms
- Insurance Policies including fidelity bonds of officials
- Nursing Daily Log and Medication Administration Records
- Recordings and Livestreams of Open Meetings of the Board

To be Maintained for Three Years

- Building Administrative Minutes
- Garnishment Records
- Bid Files
- Iowa Child Labor Forms (Work Permits)
- Cabinet Minutes
- Nomination Papers
- Citizen Petitions
- ~~Rental Contracts~~
- Elementary Field Trip Permission Slips Signed by Parents

To be Maintained for Two Years

- Annual Requisitions
- Time Sheets
- Annuity Company Monthly Invoices
- Field Trip Requests
- Board Agendas
- Work Orders & Supply Requisitions
- Payroll Authorizations (Green Sheets)
- Bus Pre-Trip Inspection Forms
- Student Cumulative Records

To be Maintained for One Year

- Minutes & ~~Audio Tapes~~ Recordings of Closed Session Board Meetings
- Payroll Job Stream Reports

To be Maintained As Described Below Miscellaneous

- Bond and bond coupons – maintain for 11 years after maturity, cancellation, transfer, redemption, and/or replacement
- Board policies – retained until superseded with new policy
- Enrollment for insurance, direct deposit – ~~as long as~~ while current
- Job Applications – minimum one year following submission of application
- Maintenance & Warranty Agreements – maintain for the life of the relevant agreement
- Property Accounting Printouts – ~~destroy when~~ maintain until superseded by new property accountings ~~one~~
- Savings Bond Forms
- ~~Forms – destroy when superseded by new one~~
- Underground Storage Tank Level Sensor Records – ~~keep~~ maintain for one year after the life of the tank
- I-9 – maintain until ~~Minimum of three years or~~ one year following termination of ~~Employment~~ employment
- Program grants – maintain for the period of time as determined by the grant
- Non-Payroll Personnel Records – maintain for ten years following the employee’s departure from the district

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period for as long as is required for the resolution of the issue by the federal or state agency.

The superintendent/designee may digitize and/or otherwise electronically retain district records and may destroy paper copies of records. An electronic record that accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

~~Appropriate District officials, as determined by the~~ The Superintendent/designee, ~~are authorized to~~ may destroy District ~~district~~ records ~~when District records have been preserved~~ in accordance with the above schedule. Paper records containing protected confidential or personal information ~~shall be destroyed by shredding~~ will be shredded and electronic records ~~will~~ shall be ~~destroyed by~~ electronically erased. ~~erased.~~

Legal Reference:

City of Sioux City v. Greater Sioux City Press Club., 421 N.W. 2d 895 (Iowa 1988).

City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 253 (Iowa 1980).

281 I.A.C. 12.3(6).

Cross Reference:

400.30 Employee Records

500 Series Appendix A Regulations on Student Records

~~*805.21 Personnel Records Management*~~

805.30 Student Records

1001.60 Examination of School District Records

Approved:

February 20, 1989

Reviewed:

November 7, 2007

January 20, 2014

July 16, 2018

April 21, 2022

Revised:

December 13, 2007

January 20, 2014

July 16, 2018

May 16, 2022

500 SERIES – STUDENT PERSONNEL

503.20 Student Organizations

The district shall maintain a process for consistent consideration and establishment of clubs and organizations for secondary students (“Student Organizations”). These may include curriculum and non-curriculum related organizations.

The principal/designee shall determine if an approved Student Organization is Curriculum-Related or Not-Curriculum-Related. The Student Organization shall generally be considered Curriculum-Related if it meets one or more of the following criteria:

- The Student Organization’s subject matter is taught or will soon be taught in a regularly offered course;
- The Student Organization’s subject matter is an area of concern for the body of courses as a whole;
- Participation in the Student Organization is required for a particular course; and/or
- Participation in the Student Organization results in academic credit

Upon designation as an official Student Organization by the principal/designee, a Student Organization shall be subject to the following parameters and have access to the following supports:

- **Timing of Meetings and Activities:** Student Organization ~~M~~meetings ~~will~~shall not interfere with the orderly conduct of the education program or other ~~D~~district operations. ~~It is within the~~ The relevant principal shall apply a consistent standard ~~discretion of the principal to determine if whether the meetings will~~are likely to interfere with the orderly conduct of the education program or other ~~D~~district operations.
- **Use of District Facilities:** Upon receipt of permission from the principal/designee, Student Activities may use district facilities for group meetings during non-instructional time (time before the first period of the school day and after the last period of the school day). Curriculum-Related Student Organizations ~~Activities relating to and part of the education program will~~shall have priority for scheduling and use of facilities ~~over Not-Curriculum-Related the activities of another Student Organizations.~~organization.
- **Student Participation:** ~~Only students may attend and participate in meetings of noncurriculum-related groups. Such Student attendance at meetings and activities for Not-Curriculum-Related Student Organizations is shall be strictly voluntary and student initiated. As a means of determining~~When appropriate, the principal/designee ~~whether a student’s attendance is voluntary, the principal/designee may~~may require parental consent for ~~the a~~ student to attend the meetings and/or participate in the activities of a Not-Curriculum-Related Student Organization. The principal/designee shall apply a consistent standard for determining if parental consent will be required for participation in a Not-Curriculum-Related Student Organization.
- **Employee Engagement with Student Organizations:** The relevant principal/designee shall assign an ~~e~~Employee(s) ~~will be assigned to~~ monitor approved meetings of Student Organizations. Employee monitors shall be permitted to interact with and support students with the Student Organizations which they monitor subject to the parameters of law and policy.

Employees ~~monitoring Not-Curriculum-Related Student Organizations shall will not participate in the meeting or assist in planning, criticiezing, criticize and/or eneouraging encourage student attendance and/or engage in any activity that would cause a reasonable student to believe participation and/or attendance in the Student Organization was required. Only students may be involved in and attend the noncurriculum group’s meetings. Employees assigned to monitor Curriculum-Related Student Organizations may criticize and/or encourage student attendance at Student Organization-related meetings and events and/or take other actions~~

that would cause a reasonable student to believe participation and/or attendance in the Student Organization was required.

- Community Involvement with Student Organizations: Employees monitoring Student Organizations may enlist the input and support of parent and community partners, provided they adhere to all relevant district policies, including but not limited to the policies related to Visitors and Volunteers, Community Resources, and Fundraising.
- ~~Secondary school student initiated, noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use District facilities for group meetings during non-instructional time. non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings will not interfere with the orderly conduct of the education program or other District operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other District operations. Activities relating to and part of the education program will have priority over the activities of another organization.~~

~~It is the responsibility of the Superintendent/superintendent/designee(s), in conjunction with the principal/designee, to shall~~ develop administrative regulations regarding this policy.

Legal Reference:

Westside Community Board of Education v Mergens, 496 U.S. 226.

Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), vacated and remanded on other grounds, 475 U.S. 534 (1986).

20 U.S.C. §§ 4071-4074 (2004).

Iowa Code §§ 287.1-.3; 297.9 (2007).

Cross Reference:

[503.07 Student Fundraising](#)

[504 Series: Student Activities](#)

[606.70 Community Resources](#)

[1004.30 Visitors and Volunteers](#)

[1004.60 Community Fundraising](#)

Adopted:

December 21, 1998

Reviewed:

November 16, 2009

May 19, 2014

July 15, 2019

[April 21, 2022](#)

Revised:

November 16, 2009

May 19, 2014

July 15, 2019

[May 16, 2022](#)



ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Instructional/ Library Materials Review Process, Continued

ATTACHMENTS:

File Name

Description

Type

Upload Date

No Attachments Available



ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Theft Policy

ATTACHMENTS:

File Name	Description	Type	Upload Date
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No Attachments Available



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Future Meeting Dates

Extended Information:

- May 19, 2022
- June 16, 2022

ATTACHMENTS:

File Name	Description	Type	Upload Date
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No Attachments Available