



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**

May 19, 2022

4:00 PM

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

- **Welcome**

Attendees:

Katie Claeys
Sarah Barthole
Emily Archer
Heather Stephenson
Ashley Rullestad
Lori Lovstad
Corissa Thompson
Darin Haack
Lori SchraderBachar

- **Approval of Minutes:**

- 1. Policy Committee Meeting Minutes - April 2022 - Amended**

With a correction to the spelling of "SchraderBachar" the minutes from the April 2022 Policy Committee meeting were approved as amended.

- **Updates:**

- 1. Proposed Policy Updates**

- 202.10 Code of Ethics - *Five-year review; changes for consistency & clarity*
- 503.70 Student Performances - *Five-year review; changes for consistency & clarity*
- 505.08 Parent and Family Engagement - *Five-year review; changes for consistency, clarity & alignment with current practice*

- 606.06 Insufficient Classroom Space - *Annual review; changes for consistency & clarity*
- 606.10 Class Size - *Annual review; changes for consistency & clarity*
- 910.00 Crisis Management & Emergency Operations Plans - *Annual review; changes for consistency & clarity*
- 503.20 Student Organizations - *Changes for clarity, consistency & alignment with law*
- 101.00 Mission Statement and Essential Learnings - *PENDING BOARD APPROVAL: Changes to align with new strategic plan*
- 605.05 Objections to Library Materials - *Changes to clarify process for review of challenged materials*

- **Adjournment**

The meeting was adjourned at 5:10pm.

Future Meetings Dates:

1. Future Meeting Dates

- June 16, 2022
- July Meeting?



ANKENY COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Policy Committee Meeting Minutes - April 2022

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policy_Minutes_Only_4.21.22.pdf	Policy Minutes 4.21.22	Support Document	5/16/2022



ANKENY COMMUNITY SCHOOL DISTRICT

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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: Proposed Policy Updates

Extended Information:

- 202.10 Code of Ethics - *Five-year review; changes for consistency & clarity*
 - 503.70 Student Performances - *Five-year review; changes for consistency & clarity*
 - 505.08 Parent and Family Engagement - *Five-year review; changes for consistency, clarity & alignment with current practice*
 - 606.06 Insufficient Classroom Space - *Annual review; changes for consistency & clarity*
 - 606.10 Class Size - *Annual review; changes for consistency & clarity*
 - 910.00 Crisis Management & Emergency Operations Plans - *Annual review; changes for consistency & clarity*
 - 503.20 Student Organizations - *Changes for clarity, consistency & alignment with law*
 - 101.00 Mission Statement and Essential Learnings - *PENDING BOARD APPROVAL: Changes to align with new strategic plan*
 - 605.05 Objections to Library Materials - *Changes to clarify process for review of challenged materials*
-

ATTACHMENTS:

File Name	Description	Type	Upload Date
Policy Updates 5.19.22.pdf	Policy Updates 5.19.22	Support Document	5/16/2022

200 SERIES
202.10 Code of Ethics

The Ankeny Community School District Board of Education is committed to ensuring the public, staff, and students that school board members will be consistent, reliable, principled, and fair in ~~the~~ governance of the district. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Ethics.

Board Members:

- Will listen and respect the opinion of others.
- Will be motivated only by an earnest desire to serve the school district as a whole and their community's students in the best possible way.
- Will recognize that authority rests with the board in legal session and not with individual members of the board, except where authorized by law.
- Will abide by majority decisions of the board.
- Will expect, in board meetings, to focus time on providing the best possible learning for district students.
- Will remain open-minded and objectively listen to facts presented at the board table prior to voting.
- Will recognize ~~our~~ their responsibility is governance and not management.
- Will abide by all policies adopted by the board, including the chain of command and meeting procedures.
- Will recognize the superintendent as executive officer of the board and empower him or her to administer the educational program and student learning.
- Will provide oversight for the financial stability of the district balanced with the need for an effective educational program.
- Will respect confidentiality, when required by law.
- Will be trustees of public education and do their best to protect it, conserve it, and advance it.
- Will abide by the oath of office, federal law, and state law.
- Will assure the opportunity for high quality education for every student.

Legal Reference:

~~Iowa Code § 21; (Open Meetings)~~
~~Iowa Code § 68B; (Government Ethics and Lobbying)~~
~~Iowa Code § 69; (Vacancies—Removal—Terms)~~
~~Iowa Code § 71.1; (Employments prohibited)~~
~~Iowa Code § 277.28; (Oath Required)~~
~~Iowa Code § 279.7A; (Interest in public contracts prohibited—exceptions)~~
~~Iowa Code § 279.8; (General rules—bonds of employees)~~
~~Iowa Code § 301.28~~

~~(Officers and teachers as agents for books and supplies—penalty)~~

Cross Reference:

200 Statement of Guiding Principles
202 Series Specific Duties of the Board
202.60 Conflicts of Interest
Policy Primer, Vol. 26, Number 1, October 5, 2017

Adopted:

January 5, 1987

Reviewed:

November 17, 1997

December 1, 2008

October 21, 2013
December 18, 2017
[May 19, 2022](#)

Revised:
March 10, 2003
December 1, 2008
December 18, 2017
[June 20, 2022](#)

500 SERIES
503.70 Student Performances

Students, as part of the education program and as representatives of the district, may participate in contests and/or other public and private events approved by the Superintendent/designee that will be of benefit to the student(s) and the education program if approved by the superintendent/designee.
~~Performance at such events is a privilege.~~

~~Performance at such events is a privilege, and the~~ It is within the discretion of the Superintendent/designee shall have sole discretion to determine whether the event at which the student(s) may perform or participate will benefit the education program and the participating student(s). Contests or other performances by students not approved by the Superintendent/designee are the responsibility of the parent and the student. Students will be allowed to perform in these events as district representatives only with proper permission and supervision and when the events do not disrupt the education program and/or other district operations. Student participation as district representative(s) in events that involve out-of-state travel and/or significant district expense must be approved by the board.

~~Students~~ who perform at ~~such~~ events as representatives of the district, serve as ambassadors of the ~~District-district~~ and must conduct themselves in the same manner as required in the regular school day and/or at school-sponsored events. Students who fail to abide by this policy may be subject to disciplinary measures according to to Policy 503.60 Good Conduct Rule and Policy Series 502 Behavior and Discipline.~~policy and handbooks, including the Good Conduct Rule.~~

If the superintendent/designee does not approve a student to participate in an outside event as a district representative, all aspects of the student's participation in the event shall be responsibility of the student and their parent(s).

~~Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other District operations. The events must be approved by the Superintendent/designee, unless it involves unusual travel and expense, in which case the Board must approve of the performance.~~

~~It is within the discretion of the Superintendent/designee to determine whether the event will benefit the education program and the participating students. Contests or other performances by students not approved by the Superintendent/designee are the responsibility of the parent and the student.~~

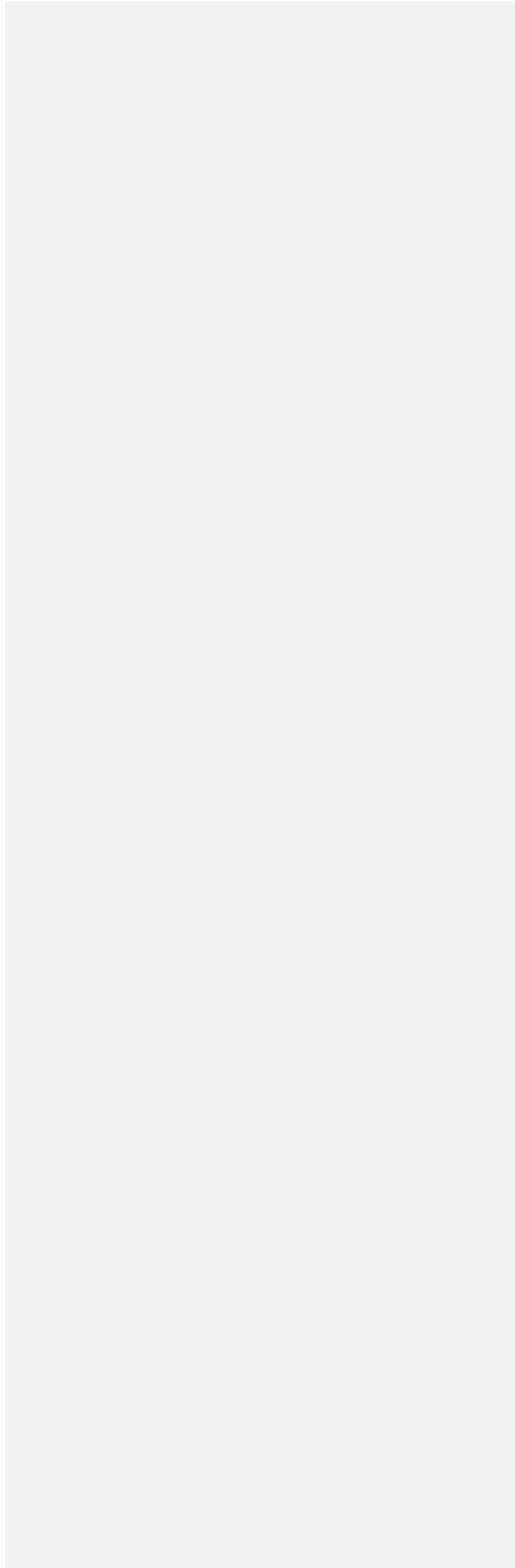
Legal Reference:
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2007).
281 I.A.C. 12.6.

Cross Reference:
502 Series: Student Behavior and Discipline
503 Series: Student Activities
503.60 Good Conduct Rule

Reviewed:
May 1, 2000
February 15, 2010
March 25, 2013
December 18, 2017
May 19, 2022

Revised:
May 1, 2000

February 15, 2010
March 25, 2013
December 18, 2017
June 20, 2022



500 SERIES
505.08 Parent and Family Engagement

Parent/guardian and family engagement is an important component in a student's success in school. The ~~Board-board~~ encourages parents/guardians and families to become involved in their child(ren)'s education to ensure the child(ren)'s academic success. Therefore, the ~~Board-board~~ will:

- (1) ~~Involve parents/guardians and families in the development of the Title I plan,~~ the process for District review of the plan and the process for improvement;
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent/guardian and family involvement activities to improve student academic achievement and school performance in ways that align to the ~~District's-district's~~ strategic plan and that hold a high bar for all students.
- (3) To the extent feasible, coordinate and integrate parent/guardian and family engagement strategies under Title I with parent/guardian and family engagement strategies outlined in other relevant federal, state, and local laws and programs by creating opportunities for families to learn strategies to support the education of their child(ren) in multiple areas of the education program (e.g., reading, math, ~~English Language Learners~~ESOL), providing materials in additional languages, as necessary, to meet the needs of students and families.
- (4) Collaborate with parents/guardians and families to conduct an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the school served including by identifying barriers to greater participation by parents/guardians and families in Title I activities (with particular attention to low-income parents/guardians and families, ~~Limited English Proficient (LEP)~~parents/guardians and families of students who are LIEP participants, parents/guardians and families of students of any racial or ethnic minority, parents/guardians or family members with disabilities and/or parents/guardians or family members with low literacy); needs of parents/guardians and families to assist with their child(ren)s' learning; and strategies to support successful school and family interactions.
- (5) Use the findings of the annual evaluation to inform Title I programming and policy, update recommendations, design strategies for more effective parent/guardian and family engagement, and to revise, as necessary, the parent/guardian and family engagement policies.

(6) Involve parents/guardians and families in Title I activities through the following: -Title I parent meeting, family literacy night, parent/teacher/student led conferences, and classroom visits.

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The ~~Board-board~~ will review this policy annually. The ~~Superintendentsuperintendent~~/designee is responsible for notifying parents/guardians of this policy annually or within a reasonable time after it has been amended during the school year. ~~It is the responsibility of T~~the ~~Superintendentsuperintendent~~/designee ~~to shall~~ develop administrative regulations regarding this policy.

Legal References:
20 U.S.C. §6318

Commented [JD1]: NOTE: This is a mandatory policy and accompanying regulation. The intent of this portion of Every Student Succeeds Act is that districts will uniquely tailor this policy in a manner and format that suits the needs of their individual community. This policy is not complete without the necessary description of how each district intends to implement the policy.

Commented [JD2]: Required to explain how we will do this or the mandatory policy is not complete.

Cross References:

[606.70 Community Resources](#)

1003.40 School Improvement Advisory Council (SIAC)

1004.30 Visitors to District Buildings & Sites

Adopted:

Reviewed:

December 21, 2009

March 25, 2013

October 3, 2016

June 18, 2017

[May 19, 2022](#)

[Revised:](#)

[June 20, 2022](#)

600 SERIES EDUCATIONAL PROGRAM
606.06 Insufficient Classroom Space

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy, goals/objectives, and programs of the ~~District~~district. The ~~Board of Education~~board shall determine insufficient classroom space on a case-by-case basis. In making this determination, the ~~Board~~board shall use criteria including, but not be limited to: available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities being planned and/or currently under construction, sharing agreements in fore~~place~~, bargaining agreements in force, and ~~District~~district goals and objectives.

When possible, the ~~District~~district will aim to reserve spaces to allow for additional resident students. Open enrollment students ~~will~~shall receive consideration aligned with ~~directed by~~ the policy on open enrollment, transfers and student assignments. Building assignments for open enrollment students will be completed in July preceding the school year in which they will open enroll into the ~~District~~district. Open enrolled students may be reassigned attendance centers on a yearly basis based on available space. The ~~B~~board shall not hire additional staff or add space in order to accommodate open enrolled students.

The district shall maintain ~~T~~eacher/student ratios ~~shall be maintained~~ in alignment with policy and law.

Legal References:

Iowa Code §§282.18(13)
281 I.A.C. 17.6(3)

Cross References:

~~501.31 Approval of Open Enrollment Transfer In~~501.05 Enrollment and Attendance
501.31 Open Enrollment

~~501.32 Open Enrollment Transfers~~
~~501.33 Elementary Students Assignments~~

Adopted:

August 7, 1989

Reviewed:

December 10, 2008
January 17, 2011
June 15, 2015
June 20, 2016
June 18, 2017
July 16, 2018
July 20, 2020
June 20, 2021
May 19, 2022

Revised:

February 16, 2009
January 17, 2011
June 15, 2015
June 20, 2016
July 6, 2021
June 20, 2022

600 SERIES EDUCATIONAL PROGRAM
606.10 Class Size

The ~~Board-board~~ shall have sole discretion in determining the class size. The ~~Board-board~~ shall review the class size guidelines annually.

~~It shall be the responsibility of the~~The superintendent shall ~~to~~ make a recommendation to the ~~Board-board~~ on class size based upon the budget of the ~~District-district~~, the qualifications and number of personnel, and other factors deemed relevant by the ~~Board-board~~.

Without limiting the ~~Board's-board's~~ determination of available space under policy 606.06 *Insufficient Classroom Space*, a maximum class size of 25 students in kindergarten and 27 students 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 administration may reserve places for growth in the class as a result of anticipated new resident students.

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

Legal Reference:
Iowa Code §§279.8, 280.3

Cross Reference:
602.01 Curriculum Development, Implementation and Evaluation
~~501.15-05 Enrollment Eligibility and Attendance Center Assignment: Resident and Non-Resident Students~~
~~606.06 Insufficient Classroom Space~~

Adopted:
August 7, 1989

Reviewed:
January 14, 2009
July 21, 2014
October 3, 2016
June 18, 2017
July 16, 2018
July 20, 2020
November 16, 2020
June 20, 2021
May 19, 2022

Revised:
February 2, 2009
October 3, 2016
July 20, 2020
November 16, 2020
July 6, 2021
June 20, 2022

900 SERIES BUILDINGS & SITES
910.00 Crisis Management & Emergency Operations Plans

~~It is the~~The S superintendent/designee's responsibility to ~~shall~~ have plans in place to manage emergency and crisis situations that occur during school hours and that involve ~~District-district~~ students, staff, and/or facilities. The plans will include a process to communicate relevant information to appropriate audiences.

An emergency plan provides procedures to follow ~~at the time~~when an emergency situation takes place. This may include, but is not limited to, responding to fire, tornado, a bomb, threats of violence, and/or terrorist acts.

A crisis management plan provides procedures to follow in the aftermath of a traumatic incident that affects the population at an individual site and/or across the ~~District~~district. This may include emergency situations as well as tragedies impacting or involving an employee or student.

Relevant ~~District~~district and building administrators are responsible for assessing incidents or situations to determine if an emergency and/or crisis exists.

The ~~Board~~board will review this policy annually.

Legal Reference:
Iowa Code §§280.30

Cross Reference:
507.50 Emergency Plans and Drills
900.00 Parent Reunification
907.00 District Operation During Public Emergencies
911.00 Emergency Management Planning
Crisis Management Plan

Approved:
December 21, 2009

Reviewed:
September 9, 2009
July 21, 2014
June 17, 2019
June 20, 2021
May 19, 2022

Revised:
July 21, 2014
June 17, 2019
July 6, 2021
June 20, 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 curricular and noncurricular organizations.

The Student Organization shall be considered Curricular if it directly relates to the body of courses offered by the school, as determined by 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 meetings will shall not interfere with the orderly conduct of the education program or other District district operations. It is within the discretion of the principal. The relevant principal shall apply a consistent standard to determine whether if the meetings are likely to will interfere with the orderly conduct of the education program and/or other District 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). Curricular Student Organizations Activities relating to and part of the education program will shall have priority for scheduling and use of facilities over the activities of another Noncurricular Not Curriculum Related Student Organizations..
- **Student Participation:** Only students may attend and participate in meetings of noncurriculum related groups. Student uch attendance at meetings and activities for Not-Curriculum-Related Student Organizations shall be is strictly voluntary and student initiated. As a means of determining whether a student’s attendance is voluntary, the principal/designee may. When appropriate, the principal/designee 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 designate an 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 Noncurricular Student Organizations shall serve primarily in custodial roles and shall will not participate in the meeting or assign in planning, criticizing, or encouraging criticize and/or 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

Commented [JD3]: Yellow highlighting in this policy indicates an update since the April review.

~~students may be involved in and attend the noncurriculum group's meetings. Employees assigned to monitor Curricular Student Organizations may 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:** Subject to the parameters below, students and/or employees monitoring Student Organizations may enlist the input and support of parent and community partners:
- All non-district personnel must adhere to all relevant district policies, including but not limited to the policies related to Visitors and Volunteers, Community Resources, and Fundraising.
- No non-district person may direct, conduct, control, and/or regularly attend a Noncurricular Student Organization.

~~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.~~

~~It is the responsibility of the 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.

Iowa Code §§ 287.1-.3; 297.9

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

[May 19, 2022](#)

Revised:

November 16, 2009

May 19, 2014

July 15, 2019

[June 20, 2022](#)

100 SERIES EDUCATIONAL PHILOSOPHY
101.00 Mission Statement and Essential Learnings

Mission (Our Core Purpose and Distinction)

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

Core Values (Drivers of Our Words and Actions)

- ~~• Community — Learn and work together experiencing belonging, respect and collaboration~~
- ~~• Challenge — Develop high expectations and rigor with accountability~~
- ~~• Excellence — Pursue passionately world-class learning and continuous improvement~~
- ~~• Inspiration — Nurture the diverse aspirations of all learners~~
- ~~• Leadership — Model accountability to the district strategic road map, by acting intentionally, disciplined and compassionate in words and action~~

Vision (What We Intend to Create)

~~Ankeny Community Schools will establish a culture known for:~~

~~Achievement and Responsiveness whereby:~~

- ~~• All students are engaged in and accountable for their learning~~
- ~~• All students are achieving their potential and prepared for success beyond PK-12~~
- ~~• All students are accessing individualized and challenging programming~~

~~Innovation and Professionalism whereby:~~

- ~~• All staff are high quality and engaged with a clear focus on students and learning~~
- ~~• All students and staff are integrating technology innovations which accelerate learning and assure success for all~~

~~Leadership and Unity whereby:~~

- ~~• All embrace and are engaged and are utilizing the comprehensive strategic roadmap to guide every priority and decision~~

~~Strategic Directions (Prioritized Allocation of Resources)~~

- ~~• Align all internal and external partnerships, works and interests to the Strategic Roadmap and Operational Plan~~
- ~~• Implement fully a defined and aligned district core curriculum~~
- ~~• Embed technology as a core asset and tool for learning, teaching, communicating and managing~~
- ~~• Attract, develop, reward, and retain highly effective staff~~
- ~~• Differentiate the core curriculum, instruction, assessments and interventions to better meet student needs~~
- ~~• Increase learning for all students and reduce the achievement gap through individualized learning plans~~

Cross Reference:
103.00 Strategic Plan

Adopted:
March 1, 1999
Reviewed:
September 9, 2010
February 16, 2015
December 21, 2020
May 19, 2022

Revised:
November 15, 2010
February 16, 2015
December 21, 2020
June 20, 2022

Commented [JD4]: Pending board approval of the strategic plan on May 16, Policy Committee will consider the replacement text (as presented to be the board) at the Policy Committee meeting on May 19th. This language will be publicly available via the May 16th board agenda.

600 SERIES EDUCATIONAL PROGRAM
605.05 Objection to Library Materials

~~Citizens Students and/or parents of students enrolled in~~ the Ankeny Community School District may object to materials located in the ~~district's~~ media center(s) ~~of District facilities despite the selection process. It is the responsibility of the~~ Superintendent/designee ~~shall to establish determine~~ administrative regulations for reconsideration of media center materials.

R.R. for Policy #605.05

The procedure for handling reconsideration of challenged media center material 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 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 resolve the complainant's concern 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 review of the challenged material and to determine next steps. The committee may decide the 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 committee shall communicate their decision, 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.
4. The complainant may appeal the teacher librarian 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.
5. Upon receipt of a Reconsideration Request Form, the following process for Objections to Media Center Materials shall commence:
 - A. Within three calendar days of the receipt of the Reconsideration Request Form, the relevant principal will contact the Chief Academic Officer to arrange for appointment of an ad hoc committee ("Review Committee") to review the challenged material. The Chief Academic Officer/designee shall appoint members of the Review Committee within ten (10) calendar days of receipt of the written complaint and, to the greatest extent possible, will be comprised of the following:
 - One principal other than the principal to whom the complaint was reported
 - Two elementary school teacher librarians and/or digital literacy teachers
 - Two secondary school teacher librarians
 - Three parents/guardians of students in the building where the challenge was raised

- 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. To support objectivity in the review process, these students will be selected to serve on the Review Committee at the start of the year, regardless of whether any challenges have been raised. Parent permission for participation on the committee will be sought each time a review is requested.

- The Chief Academic Officer/designee will facilitate the committee.

The complainant may present to the Review Committee (if requested), but 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.

A-B. Within one calendar week of their appointment, the Review Committee shall hold an initial meeting and establish a timeline for 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.

B-C. 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.

C-D. 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.

D-E. 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 one of the following recommendations: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material.

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Commented [JD5]: How do we avoid having students of one viewpoint on the committee (e.g., are some students "self-selected" in or out based on parent permission)?

Do we keep a record of the number of students whose parents decline the opportunity for them to participate in the committee and consider this as part of the review process?

Should the high school students be 18?

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Commented [JD6]: Consider streamlining some of the appeals – are there too many rounds of appeal?

E.F. Within five calendar days of receipt of the written recommendation of the Review Committee, the complainant may appeal the recommendation by submitting a written statement to 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.

F.G. Within ten (10) calendar days of receipt of an appeal, the Chief Academic Officer 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) shall meet to discuss the appeal and determine which of the following recommendations to present to the superintendent/designee: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the 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.

G.H. Within fifteen calendar days, superintendent/designee shall review SIAC's recommendation and provide a written decision to the Review Committee Facilitator, the Chief Academic Officer, and the complainant. This decision shall be either to: (1) retain the challenged material, (2) withdraw all or part of the challenged material, or (3) limit the use of and/or access to the challenged material.

H.I. Within five calendar days of receiving written notification of the superintendent/designee's decision, the complainant and/or the facilitator of the Review Committee may appeal the decision to the Board of Education by submitting a written request for board review. The board shall conduct an appeal hearing within one month following the filing of the appeal and shall decide whether to sustain or overrule the superintendent/designee's decision.

J. Pursuant to state law, any person dissatisfied with the board's decision may appeal said decision to the Iowa Department of Education.

6. Under unusual circumstances, the board may waive the timelines outlined herein.

4-7. Challenged materials shall remain available in the media center collection(s) during the reconsideration process, to students other than the student involved in the challenge (if his/her parent or guardian has requested limited access thereto) unless the Review Committee, in its discretion, requests temporary removal.

8. 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.

Commented [JD7]: One possible approach to streamlining would be to remove the SIAC review (and/or to merge the SIAC review with the formal review with the Review Committee).

Legal Reference:

*Iowa Code §§ 256.7(24); 279.8; 301
281 Iowa Administrative Code 12.3(11), (12).*

Cross Reference:

*602 Series: Curriculum Development
605 Series: Instructional Materials*

Approved:

June 15, 2009

Reviewed:

May 11, 2009

November 17, 2014

February 17, 2020

October 19, 2020

Revised:

June 15, 2009

November 17, 2014

February 17, 2020

October 19, 2020



ANKENY

COMMUNITY SCHOOL DISTRICT

Item Cover Sheet

Title: Future Meeting Dates

Extended Information:

- June 16, 2022
- July Meeting??

ATTACHMENTS:

File Name	Description	Type	Upload Date
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No Attachments Available