



# ANKENY COMMUNITY SCHOOL DISTRICT

*The Ankeny Community School District engages all students in an educational experience that equips them with the skills to flourish in and contribute to an ever-changing world.*

## Policy Committee Meeting MINUTES

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

June 16, 2022

4:15 PM

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

- **Welcome**

Attendees:

Jessie Dirks

Sarah Barthole

Emily Archer

Katie Claeys

Lori Lovstad

Erick Pruitt

Jen Lindaman

Heather Stephenson

- **Approval of Minutes**

1. **May 19, 2022 Policy Committee Minutes**

The committee reviewed the May 19, 2022 Policy Committee Meeting Minutes.

- **Updates**

1. **Proposed Policy Updates**

**Policies for Annual Review and/or Annual Notice**

- 103.00 Long-Range Needs Assessment: *Mandatory policy. Annual review; changes for consistency, clarity and alignment with requirements.*
- 104.00 Anti-Bullying/Anti-Harassment Policy: *Mandatory Policy. Annual publication required; minor changes for consistency.*

- 406.50 Communicable Diseases; *Annual review; minor changes for clarity.*
- 406.30 Hazardous Chemicals: *Annual review; minor changes for clarity and compliance.*
- 403.80 Licensed Employee Compensation for Extra Duty: *Annual review; minor changes for clarity.*
- **505.05 Graduation Requirements: *Annual review; minor changes for clarity and compliance.***
- 505.60 Student Directory Information: *Mandatory policy. Annual publication required; minor changes for consistency.*
- 504.32 Administration of Medication to Students: *Annual review of form; minor changes for clarity.*
- 507.80 Student with Special Health Needs: *Annual review; minor changes for clarity.*
- **600.00 Statement of Guiding Principles: *Annual review; changes for clarity and compliance.***
- 601.01 School Calendar: *Mandatory policy. Annual review; changes for consistency and clarity.*
- 601.02 School Day: *Annual review; minor changes for clarity and consistency.*
- 605.80 Technology & Instructional Materials: *Mandatory policy. Annual review; minor changes for clarity and consistency.*
- **605.02 Objections to Instructional Materials: *Mandatory policy. Annual review; minor changes for clarity and consistency.***
- 607.20 Student Health Services: *Mandatory policy. Annual review; minor changes for clarity and consistency.*
- 701.10 School Nutrition Program: *Mandatory policy. Annual review; minor changes for clarity and consistency.*
- 701.40 Free/Reduced Cost Meals Eligibility: *Annual notice; minor changes for clarity and compliance.*
- 702.50 Extracurricular & Other Transportation: *Annual review: minor changes for consistency.*
- 702.60 Summer School Program Transportation Services: *Annual review; addition of dates of review.*
- 702.30 Student Eligibility for Transportation: *Annual review; removal of procedural information re: Pay-to-Ride in order to maximize flexibility in*

*implementation.*

- 910.00 Crisis Management: *Annual review; minor changes for consistency.*
- 904.50 Stock Epinephrine Auto-Injector Supply: *Annual review; minor changes for clarity.*
- **804.10 Facilities Inspections: *Proposed new policy to align with model policy guidance; annual review.***

#### **Other Policies for Consideration (Legislative Changes, District Need)**

- 404.11 Personal Illness: *Removal of expired language related to COVID-leave; minor changes for consistency and clarity.*
- **501.31 Open Enrollment: *Removal of references to deadlines to align with newly-amended state law.***
- **703.12 Radon Testing and Mitigation: *Proposed new policy to align with requirements in newly-enacted state law.***
- **100.60 Examination of District Public Records: *Changes to align with revised parameters in state law.***

- **Adjournment**

The meeting adjourned at 5:32pm.

#### **Future Meetings**

##### **1. Future Meeting Dates**

- Supplemental Policy Committee Meeting - June 23, 2022 (4:30pm)
- July meeting?



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** May 19, 2022 Policy Committee Minutes

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">Policy_Minutes_Only_5.19.22.pdf</a>	May 2022 Policy Minutes	Support Document	6/13/2022



# ANKENY COMMUNITY SCHOOL DISTRICT

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

## **Policy Committee Meeting**

### **MINUTES**

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

**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

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**Title:** Proposed Policy Updates

**Extended Information:** Policies for Annual Review and/or Annual Notice

- 103.00 Long-Range Needs Assessment: *Mandatory policy. Annual review; changes for consistency, clarity and alignment with requirements.*
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- **703.12 Radon Testing and Mitigation:** *Proposed new policy to align with requirements in newly-enacted state law.*
- **100.60 Examination of District Public Records:** *Changes to align with revised parameters in state law.*
- **1004.40 Visitors and Volunteers:** *Changes to clarify distinction between visitors and volunteers and to more fully outline expectations for both.*

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**ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>	<b>Type</b>	<b>Upload Date</b>
<a href="#">Policies.June_2022.pdf</a>	June 2022 Policies	Support Document	6/13/2022



## 100 SERIES - EDUCATIONAL PHILOSOPHY

### **103.00 Long-Range Needs Assessment Strategic Plan**

The ~~b~~Board believes in establishing metrics to assess ~~the district's progress toward achieving its how well the District is doing in meeting its~~ mission and vision. Data from a variety of sources, including input provided by ~~These metrics will be reviewed by collecting data from its~~ community members, students, parents, and staff. When possible and appropriate, the board encourages solicitation of information from business, labor, industry, higher education, and community members regarding their expectations for student preparation.

In conjunction with the strategic plan, the ~~b~~Board shall authorize the appointment of committees, including but not limited the School Improvement Advisory Council (SIAC), comprised of ~~representatives from the following groups:~~ administrators, employees, parents, students, and community members to make recommendations and. ~~These committees will~~ assist the ~~b~~Board in evaluation of programs and in determining district ~~the priorities of the District and the educational program. Several of these committees will together compose the School Improvement Advisory Committee (SIAC). Other committees deemed necessary by the administration and Board will be created in order to specifically deal with issues relevant to the successful education of students. These committees work independently to obtain input from constituents. Committees then channel that input through to the Board.~~

~~It shall be the responsibility of~~ the superintendent/designee shall to ensure ~~that~~ the community is informed about student progress required by federal programs, state indicators and metrics, and locally-determined benchmarks. In addition, the superintendent/designee shall share annually with the ~~b~~Board the methods used to report the information listed above and the district's progress toward its goals.

As a result of the ~~b~~Board's and committees' work, the ~~b~~Board shall determine and prioritize major educational needs; develop long-range goals and plans to meet the identified needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain desired levels of student performance; evaluate progress toward meeting goals; ~~and~~ maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the district's progress made under the plan to the committees, community, and the Iowa Department of Education.

#### *Legal Reference:*

*Iowa Code §21,256.7(4), 280.12, .18 (1989).*

*281 I.A.C. Iowa Admin. Code-12.3 (3) (new standards)*

#### *Cross Reference:*

*200.00 Statement of Guiding Principles*

*203.40 Committees of the Board*

*204.10 Regular Meetings School Board Open Meetings*

*213.00 Public Participation in Board Meetings*

*Facilities Long Range Planning*

*School District Community Relations*

*Equal Education Opportunity*

*~~Goals and Objectives of the Education Program~~*

*Adopted:*

*March 13, 1989*

*Reviewed:*

*June 5, 2000*

*October 31, 2005*

*December 15, 2014*

*November 20, 2019*

*June 20, 2021*

*Jun3 16, 2022*

*Revised:*

*June 5, 2000*

*March 3, 2003*

*November 7, 2005*

*December 15, 2014*

*July 6, 2021*

*July 11, 2022*

## **100 SERIES - EDUCATIONAL PHILOSOPHY**

### **104.00 Anti-Bullying/Anti-Harassment Policy**

The Ankeny Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, staff, and volunteers is against federal and state law, as well as local policy, and is not tolerated by the board.

Therefore, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, in a school-owned or school-operated vehicle, while attending or participating in school-sponsored or sanctioned activities, ~~and~~ and/or while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment and/or is likely to do so.

Complaints may be filed with the superintendent/designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, student, or student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures outlined by the district, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

#### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” mean any electronic, written, verbal, or physical act or conduct toward an individual based on any trait(s) or characteristic(s) of the individual which creates an objectively hostile school or work environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual’s person or property.
  2. Has a substantial detrimental effect on the individual’s physical or mental health.
  3. Has the effect of substantially interfering with the individual’s academic or career performance.
  4. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from services, activities, or privileges provided by a school.
  
- “Trait or characteristic” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail him/herself of this procedure may do so by filing a complaint with the superintendent/designee. An alternate will be designated in the event it is claimed that the superintendent/designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant reasonably should have been aware of the complained-about occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent/designee shall name an investigator to handle ~~a~~ each complaint of bullying and/or harassment. Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate.

The named investigator shall consider the totality of circumstances presented in determining whether complained-of-conduct objectively constitutes bullying or harassment.

The superintendent/designee shall be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be subject to appropriate discipline, which may include but is not limited to suspension and/or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be subject to

appropriate discipline, which may include but is not limited to termination. If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate disciplinary action, which may include but is not limited to exclusion from school grounds.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site.

### *Legal References:*

20 U.S.C. §§ 1221-1234i.  
29 U.S.C. § 794.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 12101 *et. seq.*  
Iowa Code §§ 216.9; 280.28; 280.3.  
281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

### *Cross References:*

102 Equal Educational Opportunity  
402.13 Harassment  
502 Series Student *Behavior and Discipline Rights and Responsibilities*  
~~503 Series Student Discipline~~  
~~503.60 Good Conduct Rule~~  
504.45 *Inappropriate Student Interaction Bullying*  
~~506 Series Student Records~~

### *Adopted:*

July 1, 2016

### *Reviewed:*

June 18, 2018  
September 16, 2021  
June 16, 2022

### *Revised:*

June 18, 2018  
October 19, 2021  
July 11, 2022

## **COMPLAINT AND WITNESS FORMS**

104.00 R&R 1

### ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

### **Investigation**

The district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent/designee shall name an investigator to handle each complaint of bullying and/or harassment.

Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate.

The named investigator shall consider the totality of circumstances presented in determining whether complained-of-conduct objectively constitutes bullying or harassment.

If the Complainant is under 18 years of age, the investigator shall notify the Complainant's parent(s)/ guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, 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 (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings. The Complainant and the Respondent ~~alleged wrongdoer~~ will receive notice as to the conclusion of the investigation.

The principal will maintain a log of information necessary to comply with Iowa Department of Education's reporting procedures. If the complained-of behavior ~~it~~ does not meet the ~~definition of the~~ Iowa Department of Education's definition of Inappropriate Student Interaction and harassment-law, but meets the district's definition, the complaint will be reported in Infinite Campus.

## **Decision**

If, after an investigation, a student is found to be in violation of the policy, the student shall be subject to appropriate discipline, which may include but is not limited to suspension and expulsion.

If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be subject to appropriate discipline, which may include but is not limited to termination.

If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include but is not limited to exclusion from school grounds.

~~Adopted:~~  
~~July 1, 2016~~

~~Reviewed:~~

June 18, 2018  
September 16, 2021

Revised:  
June 18, 2018  
October 19, 2021

Legal References:

~~20 U.S.C. §§ 1221-1234i.~~  
~~29 U.S.C. § 794.~~  
~~42 U.S.C. §§ 2000d-2000d-7.~~  
~~42 U.S.C. §§ 12101-2 et. seq.~~  
~~Iowa Code §§ 216.9; 280.28; 280.3.~~  
~~281 I.A.C. 12.3(6).~~  
~~*Morse v. Frederick*, 551 U.S. 393~~

Cross References:

~~402.00 Equal Educational Opportunity~~  
~~503.01 Student Discipline~~  
~~503.60 Good Conduct~~  
~~506.01 Student Records Access~~  
~~402.13 Harassment~~

**400 SERIES - STAFF PERSONNEL**  
**406.50 Communicable Diseases**

Employees with a communicable disease will be allowed to perform their customary employment duties, provided they are able to perform the essential functions of their position and their presence in a District facility does not create a risk of illness or ~~transmission to others~~ ~~transmission others~~ in that facility. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

No person shall be asked or required as a condition of employment to take a test for the presence of the antibody to the human immunodeficiency virus, and no person shall have his/her terms, conditions, or privileges of employment affected solely because the employee had such a test.

Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

The health risk of a communicable disease to an individual employee shall be determined by the employee's personal physician.

The sSuperintendent/designee will collaborate with public health and dDistrict officials, as permitted by law, to determine the health risk, if any, posed to others in the dDistrict from the presence of an employee with a communicable disease. The team will consider the risk of transmission of a communicable disease and the danger to the person of infection. The dDistrict will follow all applicable law and policy if an employee with a communicable disease requires a reasonable accommodation to perform the essential functions of his/her job.

A dDistrict employee with a communicable disease that creates a substantial risk of harm to others at the workplace shall report the condition to the sSuperintendent/designee any time the employee is aware that the disease actively creates such risk. Employees with communicable diseases may be excluded from school and/or school assignments for the period of time that their conditions endanger the health or safety of others or during such period as they are physically unable to perform assigned tasks.

Upon learning of a communicable disease that requires reporting, the sSuperintendent/designee will make a report to the appropriate public health authorities.

The sSuperintendent/designee will ensure development and annual review of a dDistrict-wide exposure control plan to minimize dDistrict occupational exposure to bloodborne pathogen exposure control plan aligned with law. Prevention and control of communicable diseases, as well as scope, application, definitions, exposure control, methods of compliance, universal precautions, vaccinations, post-exposure evaluation, follow-up, communication of hazards, and record keeping shall be included in this plan. In handling body fluids, personnel will follow universal precautions in accordance with administrative guidelines.

*Cross Reference:*  
*406 Series Employees' Health and Well-Being*

*Adopted:*  
*October 9, 1989*

*Reviewed:*  
*June 17, 2002*



November 15, 2010  
August 17, 2015  
November 16, 2020  
June 16, 2022

Revised:  
June 17, 2002  
August 17, 2015  
November 16, 2020  
July 11, 2022

**400 SERIES - STAFF PERSONNEL**  
**406.30 Hazardous Chemical Disclosure**

The ~~b~~Board authorizes the development of a comprehensive hazardous chemical communication program for the ~~d~~District to disseminate information about hazardous chemicals in the workplace.

Each ~~District~~ employee shall review information about hazardous substances. When a new employee is hired or transferred to a new position or worksite, ~~this~~ information and training, if necessary, shall be included in the employee's orientation ~~of the employee~~. When an additional hazardous substance enters the workplace, information about it shall be distributed, and training shall be conducted for the appropriate employees. The superintendent/designee will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

District personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program.

~~It shall be the responsibility of the S~~uperintendent/designee shall ~~to~~ develop administrative regulations regarding this program.

Legal References:  
29 C.F.R. Pt. 1910; 1200 et seq.  
Iowa Code chs. 88; 89B.

*Adopted:*  
*December 4, 1989*

*Reviewed:*  
*February 19, 2001*  
*September 8, 2003*  
*June 20, 2011*  
*May 16, 2016*  
*June 16, 2022*

*Revised:*  
*June 21, 2010*  
*June 20, 2011*  
*May 16, 2016*  
*July 11, 2022*

**400 SERIES - STAFF PERSONNEL**  
**403.80 Licensed Employee Compensation for Extra Duty**

See Master Contract – Supplemental Pay, also Appendix Schedule D, Supplemental Pay

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The bBoard will establish a salary schedule for extra duty licensed employee positions, keeping in mind the financial condition of the dDistrict, the education and experience of the licensed employee, the educational philosophy of the dDistrict, and other considerations as determined by the bBoard.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the sSuperintendent/designee will assign the extra duty positions to qualified licensed employees. Under the law, teachers may be held to coaching positions for one year if a suitable replacement can not be found. Other extra duty positions may be assigned by administration. The licensed employee will receive compensation for the extra duty required to be performed.

~~The superintendent shall annually~~ ~~It is the responsibility of the Superintendent to~~ make a recommendation to the bBoard as to which licensed employees will have the extra dut(ies)y, and the salary schedule for extra duty, ~~for the Board's review.~~

~~The district will follow~~ ~~the requirements regarding extra duty compensation outlined stated in the Master Contract between the district and the certified staff union~~ ~~between employees in the certified collective bargaining unit and the bBoard regarding the compensation for extra duties of certified such employees will be followed.~~

*Legal Reference:*

*Iowa Code §§ 20.1; .4, .7, .9; 279.8, 13-.15, .19A-B*

*Iowa Code §§ 279.8, .13-.15, .19A-B.*

*Adopted:*

*Reviewed:*

*June 21, 2010*

*May 18, 2015*

*July 20, 2020*

*June 16, 2022*

*Revised:*

*June 21, 2010*

*May 18, 2015*

*July 20, 2020*

*July 11, 2022*

**500 SERIES - STUDENT PERSONNEL**  
**505.05 Graduation Requirements**

Students are eligible for graduation upon successfully completing the required academic credits ~~and~~, elective credits, and upon having met the state and local requirements, as they apply to all subject matter.

A credit is given for an academic course, one semester in length, that has been successfully completed at or through a state certified program. Students are required to earn a total of 48 credits in grades 9-12 and successfully complete the following courses.

Students graduating will be required to successfully complete the following:

- 6 credits of Mathematics
- 8 credits of Language Arts
- 6 credits of Science
- 8 credits of Social Studies, United States Government, American History, Economics – including Financial Literacy\*
- 1 credit of Health
- 15 credits of Electives
- 4 credits in Physical Education (at least one-half Physical Education credit earned per semester)

- 
- 48 Total Credits

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8th physical education credit for each semester the student is enrolled in the program.

~~\*Financial Literacy requirement is effective with the 2021 graduation class.~~

*Legal Reference:*

*Iowa Code §256.7; 11;.41; A, §279.8; 280.3; .14  
281 I.A.C. 12.3(5); 12.52;*

*Cross Reference:*

*#505.06 Early Graduation*

*#505.02 Student Retention and Promotion*

*Adopted:*

*January 18, 1988*

*Reviewed:*

*April 14, 2010*

*December 19, 2011*

*April 21, 2014*

*July 16, 2018*  
*November 20, 2019*  
*February 17, 2020*  
*June 16, 2022*

*Revised:*

*June 21, 2010*  
*December 19, 2011*  
*April 21, 2014*  
*July 16, 2018*  
*November 20, 2019*  
*February 17, 2020*  
*July 11, 2022*

**500 SERIES - STUDENT PERSONNEL**  
**505.60 Student Directory Information**

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent, including via the district website, if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information"

~~The District may disclose student "Directory Information" without consent; this disclosure may include publication on the District's website.~~ Directory Information may include but is not limited to a student's name, address, telephone number, date and place of birth, photograph or likeness, participation in officially recognized activities and sports, honors and awards, weight and height of members of athletic teams, the most recent previous educational agency or institution attended by the student, and dates of attendance. Student directory information designed to be used internally to assist certified personnel will not be made accessible to the public.

The ~~d~~District shall define Directory Information in the annual notice and include the definition in the Student Handbook.

"Student" is defined as an enrolled individual, PK-12 including children in school district-sponsored child-care programs.

Annually and prior to developing a student directory and/or giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the district) will be given notice of the district's intent to develop a directory and/or to give out general information and will have the opportunity to deny the inclusion of their child's information in the directory and/or in the general information about the students.

Parents/guardians who do not want their minor student's Directory Information published without their consent must notify the administration with the deadline set in the annual notice. These rights transfer to the student when he or she reaches 18 years of age.

*Legal Reference:*

*Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99)*

*20 U.S.C. §1232g.*

*~~3445~~ C.F.R. 99, 99.31(b)*

*Iowa Code Chap. 22; ~~622.10 (1989).~~*

*~~281~~ I.A.C. 12.3(4); 41*

*1980 Op. Att'y Gen. 720.*

*Cross Reference:*

506.01 Education ~~Student~~ Record Access

500 Series Appendix A - Regulations on Student Records

902.40 Live Broadcast, Video and Audio Recording, or Photography

1001.60 Examination of District Public Records

Approved:

January 3, 1989

Reviewed:

December 18, 2006

August 2, 2010

August 17, 2015

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June 16, 2022

Revised:

December 18, 2006

August 2, 2010

August 17, 2015

December 21, 2020

July 11, 2022

**500 SERIES - STUDENT PERSONNEL**  
**504.32 Administration of Medication to Students**

The ~~b~~Board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

“Medication” for purposes ~~of for~~ this policy can mean prescribed medications, non-prescribed medications, over the counter medications, food supplements, natural dietary supplements, and/or look alike medications.

**Administration of Medication to Students by District Employees**

Except for students with approved self-medication as provided below, the ~~d~~District will assist in administering medications; when the student’s parent/~~or~~ guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer’s container. Accordingly, except for emergency situations, only a licensed registered nurse, physician, and/or a staff member who has successfully completed a medication administration course will be permitted to administer these medications. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacists, and a record of course completion shall be maintained by the school.

Telephone permission for a one-time dose of prescription or non-prescription medication may be taken from parents/guardians under special circumstances and at the school nurse’s-/authorized practitioner’s discretion. If the medication is to continue for several days subsequent to the telephone permission, written authorization must accompany said medication the following day.

In accordance with the Nurse Practice Act, ~~d~~District nurses will exercise their professional discretion in determining whether to administer any medication. If a nurse determines to vary or not administer a medication, the nurse shall inform the parent/-guardian, prescribing physician, and building principal of the reason for declining administration. If the ~~d~~District determines not to assist in administering any lawfully prescribed medication to a student, the ~~d~~District may permit a parent, guardian, or other person identified in writing by the parent/guardian to administer the medication during school time in designated locations and in accordance with this policy and other policies related to visitors to ~~d~~District facilities.

Any request for medication administration will be reviewed annually. If, at any time, there exists reason to obtain information from the prescribing health care practitioner, the student’s parent/guardian will be responsible for any costs charged by the practitioner to assist the ~~d~~District in administering the medication.

When the administration of medication requires ongoing professional health judgment, an individual health plan (IHP) will be developed by the school nurse with the student and the student’s parent/guardian, as outlined in Board Policy 507.80.



## Self-Administration of Medication by Students

In some specific circumstances, students may self-administer their own medication and/or look-alike substances. Such self-administration may be authorized only when the student's parent/guardian has made a written request for co-administration of medication, when a licensed health care practitioner has prescribed the medication for the student, when the student's competence to self-administer has been demonstrated, and when the school nurse has granted approval.

By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional.

Students may only carry medications on school premises and at school events in accordance with this policy. It is a violation of this policy for students to carry, distribute, sell, and/or use medications or "look alike" medications except in the circumstances provided herein.

## Medication Storage and Record Keeping

These medications shall be stored in a secured area unless the student has been approved to self-administer the medication. Protocols shall be established by a dDistrict nurse for storing medication during school activities away from the school building. Emergency protocols for medication-related reactions will be established and posted.

A written confidential record of all medications administered must be kept on file at the school. The written confidential record of administration shall be treated in accordance with dDistrict policy on confidential student records. This record shall include:

1. Date
2. Individual student name
3. Prescriber or person authorizing administration
4. Medication
5. Medication dosage
6. Administration time
7. Administration method
8. Signature and title of the person administering the medication. Any unusual circumstances, actions, or omissions

Disposal of unused, discontinued/recalled, and/or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

## R.R. for 504.32

In implementing ~~this policy~~policy 504.32 Administration of Medication to Students, the dDistrict will defer to either the 504 plan or the Individual Health Plan (IHP) developed for each student.

Each relevant student's IHP will be reviewed annually by the appropriate school nurse, who may consult with the parent and/or the student. The nurse will annually advise and train applicable staff on

implementation of each IHP and safety needs that may arise for relevant students. The ~~d~~District will review vendor agreements to determine if outside agencies require any training to implement this policy.

*Legal Reference:*

*Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).*

*Iowa Department of Education Medication Administration Manual – 2019 (Second Revision)*

*Iowa Code §§124.101(1); 147.107; 152.1; 155A.4 (2); 280.16; 280.23.*

*281 IAC §41.404(3)*

*657 IAC §8.32(124); §8.32(155A)*

*655 IAC §6.2(152)*

*Cross Reference:*

*502.20 Tobacco Products, Alcohol, Drugs*

*#504.10 – Health Certificate*

*#504.31 – Student Injury or Illness at School*

*507 Series - Student Health and Well-Being*

*Approved:*

*November 6, 1989*

*Reviewed:*

*October 19, 2009*

*August 17, 2015*

*December 21, 2020*

*June 16, 2022*

*Revised:*

*October 19, 2009*

*August 17, 2015*

*December 21, 2020*

*July 11, 2022*

## **500 SERIES - STUDENT PERSONNEL**

### **507.80 Students with Special Health Needs**

#### **Definition of Services**

Students with special health needs are those who require medical treatments, procedures, use of a health device, and/or require professional health management in the school setting. These students may have chronic health conditions such as diabetes, asthma, attention deficit disorder, cerebral palsy, or more short-term needs, such as extensive illness or accident.

#### **Provision of Services**

Federal rules and regulations require the provision of health services for students who have health needs that interfere with learning. Although a student has special health needs, educational accommodations may or may not be required. It is up to the discretion of the Level II-III extended problem-solving team as to whether or not additional educational resources or accommodations are necessary and how to best support ongoing problem-solving. The school nurse is integral in the planning and execution of special health services in the school setting and is included as part of this team.

If the student's needs are immediate and/or extensive, a special health information meeting will be scheduled before the student attends school to provide the team with accurate information and to facilitate a safe transition ~~into~~ to the school environment. ~~A student~~ Keep in mind that a student cannot be denied immediate school entrance unless it can be proven that such enrollment would compromise the student's safety. At the informational meeting, the team should discuss the student's medical history, the possible need for emergency planning, the health services required in the school setting, additional personnel or staff training necessary to provide the required health services, and the level of intervention required. The team should ~~It is also crucial to~~ establish an ongoing communication network among the school, the parent/guardian, and the health care providers to ensure safe delivery of health services. The principal/designee is responsible for obtaining ~~P~~parental/guardian consent ~~should be obtained by the school nurse or principal~~ to allow sharing of medical information between the school and the health care providers ~~and~~ to protect confidentiality.

#### **School Nurse Responsibilities**

The school nurse ~~shall will~~ work with the educational team and the parent/guardian at all levels of the problem-solving process to identify the student's unique health needs and determine how to best meet those needs within the school setting. At times, health procedures may be prescribed that require a nursing license to administer. Some tasks may be prescribed that can safely be delegated, under the right circumstances, by a registered nurse to unlicensed personnel. Any time a nursing task is delegated, the school nurse must be able to provide supervision. Under the guidelines of the Iowa Board of Nursing, it is the professional decision of the nurse as to whether or not a nursing task may be safely performed in the school setting and under what circumstances it may be delegated.

#### **Individualized Health Plan**

Students whose health status requires professional nursing observation or intervention, administration of procedures, or the use of a health device need an individualized health plan (IHP). An IHP outlines the safe delivery of health services by the District to the student. The IHP must be written by either a registered nurse or a physician. To meet the Iowa Board of Nursing practice guidelines, registered nurses must document their assessment, nursing diagnosis, outcome, and/or goal statements, intervention strategies, and evidence of ongoing plan completion/evaluation. The IHP is the way in which school

nurses meet these requirements. IHP's are written for students who have health needs that may directly affect them in the educational setting or when the nurse is routinely performing professional tasks for a student that require a nursing license. Any IHP form may be used as long as the basic components previously mentioned are included.

When applicable, emergency planning will be done as part of the IHP for both individual medical needs and for safe evacuation of the student in case of disaster. For medically fragile students, the IHP may also include some or all of the following: a transportation plan; a field trip plan; and a staff training plan. All plans will be evaluated as needed but at least at the beginning and the end of each school year. The original IHP will be kept in the health office, and a copy will be placed with any team documents, such as an IEP or 504 Plan.

#### **Interaction Between the IHP and Section 504**

It is up to the discretion of the Level III problem-solving team-, in collaboration with the school nurse, to examine all student health concerns and decide what accommodations are needed. If there are any educational accommodations needed, such as reduced ~~workload~~~~work load~~, shortened school day, or building modifications, a standard 504 Plan will also be written in addition to an IHP.

#### **Interaction Between the IHP and the IEP**

The IHP is mandatory and considered part of the IEP for students whose health needs interfere with learning. Examples of possible health concerns requiring an IHP are asthma, diabetes, Tourette Syndrome, ADD/ADHD with medication prescribed, seizure disorder, and severe cerebral palsy. The school nurse is primarily responsible for ensuring the plan is written to meet the necessary criteria of an IHP, but the entire IEP team will have input. Nursing time spent working with a student on IEP goals should also be listed on the grid portion of the Program Description Form. Interventions on the IHP can be revised by the registered nurse without reconvening the problem-solving team, unless the interventions include other professional disciplines' practice.

Students whose primary reason for receiving special education services is health related should also have a health goal on the IEP. Health goals are written more broadly than IHP goals and should focus the entire team on improving or maintaining the student's health status. Possible areas to focus on for health goals are mastery of self help skills, independence, tolerance of procedures or activity, and school attendance. Health goals will not be revised without the input of the entire team.

[Board of Education v. Rowley, 458 U.S. 176 \(1982\).](#)  
[Springdale School District #50 v. Grace, 693 F.2d 41 \(8th Cir. 1982\).](#)  
[Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d  
173 \(Iowa 1979\).](#)  
[20 U.S.C. §§ 1400 et seq.](#)  
[34 C.F.R. Pt. 300 et seq.](#)  
[Iowa Code §§ 256.11\(7\); 256B; 273.2, .5, .9\(2\)-\(3\); 280.8.  
281 I.A.C. 14.2](#)

[Cross Reference:](#)  
[603.03 Special Education](#)

*Approved:*  
*February 1, 1999*

*Reviewed:*  
*January 14, 2009*  
*June 16, 2014*  
*July 15, 2019*  
*June 16, 2022*

*Revised:*  
*January 14, 2009*  
*June 16, 2014*  
*July 11, 2022*

**600 SERIES - EDUCATIONAL PROGRAM**  
**600.00 Statement of Guiding Principles**

The ~~board~~ Board of Education recognizes its obligation and duty to provide an educational program for all students of the ~~d~~District. The ~~b~~Board believes ~~that~~ all students should have the opportunity to be educated to the fullest extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for individual differences. Program innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

The district's goals and objectives are designed to achieve the district's mission statement. The district shall appoint an advisory committee of representatives of the community and the district, the School Improvement Advisory Committee (SIAC), to make recommendations for the education program's goals and objectives.

The board shall annually establish short- and long-term objectives for the education program. These objectives shall reflect the results of the needs assessment, recommendation(s) of the SIAC advisory committee, recommendation(s) from the superintendent, and changes in law.

Annually, the district will report on the district's progress toward the achievement of the education program's goals and objectives.

*Cross Reference:*

*100.00 Statement of Educational Philosophy*

*101.00 Mission Statement and Essential Learnings*

*203.40 Committees of the Board*

*Reviewed:*

*January 14, 2009*

*June 16, 2014*

*July 15, 2019*

*June 16, 2022*

*Revised:*

*February 2, 2009*

*June 16, 2014*

*July 11, 2022*

**600 SERIES - EDUCATIONAL PROGRAM**  
**601.01 School Calendar**

In keeping with Iowa Code 281.12, the superintendent/designee shall annually develop an official school calendar and recommend it to the board Board of Directors for approval and adoption. Prior to adoption, the bBoard of Directors shall hold a public hearing on any proposed school calendar.

The school calendar will be set for a minimum 1,080 hours for student instruction as defined by Iowa Code. Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The academic school year for students must fall within the date parameters established under state law and may not begin prior to August 23. Employees may be required to report to work at the school district prior to this date. Additional days may be scheduled for professional learning, clerical tasks, and/or parent-teacher conferences provided that such days align with law, other policy, and the terms of the bargained agreements.

The bBoard may amend the official school calendar when the bBoard considers the change to be in the best interests of the dDistrict's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

~~Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.~~

The bBoard, in its discretion, may excuse graduating seniors from up to 30 hours toward the 1,080 hours of instruction after the school district requirements for graduation have been met. The bBoard may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

*Legal Reference:*

Iowa Code §20.9, 279.10, 280.3  
670 Iowa Admin. Code 3.2 (11), 3.3(5).  
281 Iowa Admin. Code 12.1(7); ~~41.1062(1), -2(2)~~

*Cross Reference:*

501.11 Compulsory Attendance  
601.02 School Day  
603.03 Special Education Services

*Approved:*

February 20, 1989

*Reviewed:*

April 14, 2010  
August 17, 2015  
December 21, 2015  
December 21, 2020  
June 16, 2022

*Revised:*

June 21, 2010  
August 17, 2015  
December 21, 2015  
December 21, 2020  
July 11, 2022

**600 SERIES - EDUCATIONAL PROGRAM**  
**601.02 School Day**

The school day will maximize instructional learning time for students. It will be the responsibility of the ~~s~~Superintendent/designee to inform the ~~b~~Board annually of the length of the school day. The minimum school day will meet the requirements as established by Iowa Code.

Schedule revisions and changes in time allotments will be made by proper administrative authority, with the approval of the ~~s~~Superintendent/designee.

*Legal Reference:*

~~34 C.F.R. sec. 300~~

~~28 C.F.R. pt. 35~~

~~Iowa Code §20.9, 256.7 (3) (21) (32), 279.8, 10,~~

~~281 I.A.C. Iowa Admin. Code 12.2(1), .2(2) (*new standards*).~~

*Cross Reference:*

~~501.11 Compulsory Attendance~~

601.01 School Calendar

*Adopted:*

February 20, 1989

*Reviewed:*

February 2, 2009

January 19, 2015

March 23, 2020

June 16, 2022

*Revised:*

February 2, 2009

January 19, 2015

March 23, 2020

July 11, 2022



**600 SERIES - EDUCATIONAL PROGRAM**  
**605.80 Technology and Instruction Materials**

The ~~b~~Board supports the use of innovative methods and the use of technology in the delivery of the education program. The ~~b~~Board encourages ~~d~~District personnel to investigate efficient and effective ways to utilize multimedia, computers, and other technologies as a part of the curriculum.

~~The It shall be the responsibility of the~~ superintendent/designee ~~shall to~~ develop a plan for the use of technology in the curriculum and ~~to~~ evaluate it annually. The superintendent/designee will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

*Legal Reference:*

*Iowa Code §§256.17, 279.8, 282.14.*

*670 ~~I.A.C.Iowa Admin. Code~~ 3.5(21) .5(10).*

*281 ~~I.A.C.Iowa Admin. Code~~ 12.3(12), 12.5(10), 5(17) (~~new standards~~).*

*Cross Reference:*

*603 Series Instructional Arrangement*

*602 Series Curriculum Development*

*605.70 Technology Use by Students*

*Approved:*

*August 7, 1989*

*Reviewed:*

*January 13, 2010*

*July 21, 2014*

*July 15, 2019*

*June 20, 2021*

*June 16, 2022*

*Revised:*

*March 22, 2010*

*July 21, 2014*

*July 6, 2021*

*July 11, 2022*

**600 SERIES - EDUCATIONAL PROGRAM**  
**605.02 Objections to Instructional Materials**

~~Members Citizens~~ of the Ankeny Community School District ~~community~~ may object to instructional materials, including supplementary classroom materials, and content accessible from ~~d~~District-owned technology devices, ~~used in the district and ask for their use to be reconsidered, despite the selection process.~~ ~~The~~ It is the responsibility of the ~~S~~Superintendent/designee ~~shall to~~ determine administrative regulations for reconsideration of instructional materials.

*Legal Reference:*

*Iowa Code §§ ~~279.8; 280.3, .14; 301; 728.1.~~*  
*~~281 I.A.C. 12.3(12).~~*

*Cross Reference:*

*ALA's "Library Bill of Rights"*  
*~~Copyright Policy (TBD)~~*

*Approved:*

*June 7, 1976*

*Reviewed:*

*March 11, 2009*

*November 17, 2014*

*March 19, 2018*

*February 18, 2019*

*June 16, 2022*

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*June 15, 2009*

*November 17, 2014*

*March 19, 2018*

*February 18, 2019*

*July 11, 2022*

**R.R. for Policy #605.02**

The ~~district shall follow this process procedure~~ for handling reconsideration of challenged instructional materials ~~in response to questions concerning the appropriateness is as follows:~~

1. The staff member(s) ~~using the challenged instructional material~~ -will listen to the concerns of the ~~individual making the complaint ("eComplainant"), inform the C~~complainant of the selection ~~processprocedure, the purpose,~~ and context for the use of the materials, and attempt to resolve the situation informally.
- ~~1.2.~~ 2. If an informal resolution cannot be reached ~~informally and the Complainant is a student and/or the parent/guardian of a student(s) who would ordinarily be expected to engage with the material, the teacher will provide the relevant student(s) with,~~ ~~the student involved in the challenge will be provided~~ alternative materials and will not require the student ~~not be required~~ to participate in lessons and/or activities involving the challenged materials during the challenge process if his/her parent/ ~~or~~ guardian so requests.

Unless the Review Committee requests temporary removal for unusual circumstances, challenged materials will be used during the reconsideration process with students other than the student(s) involved in the challenge (if their parent/guardian has requested alternative materials).

3. If steps 1 and 2 do not result in satisfaction for the Complainant and/or if the request is to remove the materials from the curriculum entirely, the teacher with whom the Complainant has been working staff member will request that the complainant submit a formal “Reconsideration Request Form” to the relevant building principal. The staff member will inform his/her building principal that this request has been made of the Complainant.
4. Within ten (10) calendar days of receipt Upon receipt of the completed Reconsideration Request Form, the principal will notify the Chief Academic Officer and will appoint an ad hoc committee (“Review Committee”) to 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 Review Committee will be appointed by the principal within ten (10) calendar days of receipt of the written complaint. The Review eCommittee will be comprised of another principal, a content specialist in the content area of the challenged material, an elementary teacher librarian, a secondary teacher librarian, two teachers (including a member from the grade level and/or department where the challenged instructional materials are being used), three community residents, and two 10th - 12th grade students whose parents have consented to their participation in the review. two secondary students (students grades ten through twelve). The Director of Curriculum and Innovation, Assessment, and Professional Development will facilitate the committee. The Complainant may present to the committee (if the Complainant so requests requested), but shall will not be a member of the committee.

~~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.~~

- 2.5. The Review Committee will take the following steps after receiving the challenged materials form:
  - A. Set a date for completion of the review process
  - B. Read, view, and/or listen to the material in its entirety,
  - C. Listen to the Complainant’s presentation (if the Complainant requests the opportunity to make a presentation requested),
  - D. Check the general acceptance of the material by reading reviews and consulting recommended lists, and
  - E. Determine the extent to which the material supports the curriculum.
6. The Review Committee will present one of the following recommendations to the Complainant and the Chief Academic Officer; within (ten) 10 calendar days; to the complainant and the Chief Academic Officer:
  - (1) retain the material,
  - (2) withdraw all or part of the material, or
  - (3) limit the educational use of the challenged material.
7. Within ten (10) calendar days of the An appeal of the Review Committee’s decision, the Complainant may be filed, within ten (10) calendar days by the complainant an appeal with the Chief Academic Officer.

8. Within ten (10) calendar days of receipt of an appeal, the Chief Academic Officer will convene the School Improvement Advisory Committee (SIAC) to consider and review the recommendation received from the Review Committee. The absence of a quorum of the SIAC shall not invalidate any recommendations made by SIAC.

9. The School Improvement Advisory Committee (SIAC) will present one of the following recommendations to the sSuperintendent/designee in a timely manner:

- (1) retain the material,
- (2) withdraw all or part of the material, or
- (3) limit the educational use of the challenged material.

10. The sSuperintendent will review ~~the~~ SIAC's recommendation and respond to the Review Committee ~~F~~facilitator, the Chief Academic Officer, and the Complainant within fifteen (15) calendar days. A decision will be rendered to:

- (1) retain the material,
- (2) withdraw all or part of the material, or
- (3) limit the educational use of the challenged material.

11. Following the sSuperintendent's decision, the Complainant or ~~the chairperson of the~~ Review Committee facilitator may appeal the decision to the board ~~Board of Education~~ for review. The board ~~Board of Education~~ will hear the appeal within one month following the filing of the appeal. Following the appeal hearing, the board ~~Board of Education~~ will decide whether to sustain or to overrule the sSuperintendent's decision.

12. Pursuant to state law, any person dissatisfied with the decision of the bBoard may appeal to the Iowa Department of Education.

~~3-13.~~ Under unusual circumstances, the bBoard ~~of Education~~ may waive the timelines as stated.

**600 SERIES - EDUCATIONAL PROGRAM**  
**607.20 Student Health Services**

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The ~~d~~District's comprehensive school improvement plan, needs, and resources determine the linkages.

The ~~s~~Superintendent/designee, in conjunction with the ~~(~~school nurse, public health nurse, school health team, and any other ~~appropriate~~ individuals ~~deemed appropriate by the superintendent/designee, etc.)~~ shall will develop administrative regulations to ~~implementing~~ this policy. The ~~s~~Superintendent/designee shall will provide a written report on the role of health services in the education program to the ~~b~~Board annually.

*Legal Reference:*

~~No Child Left Behind, Title II, Sec. 1061, P.L. 107-110.~~

42 U.S.C. §§ 12101 et seq.

20 U.S.C. 1232g § -1400 -6301 et seq.

29 U.S.C. § 794(a)

28 C.F.R.35

34 C.F.R. pt. 99, 104, 200, 300 et seq.

Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23

281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.405.

282 I.A.C. 15.3(14); 22.

641 I.A.C. 7.

655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

~~2001 IASB Policy Primer~~

*Cross Reference:*

501.~~0520~~ ~~Enrollment and Attendance Entrance Requirements Evidence of Age~~

50~~47~~ Series: Student Health and Well-Being

*Approved:*

July 10, 1989

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March 11, 2009

July 21, 2014

October 21, 2019

June 16, 2022

*Revised:*

June 15, 2009

July 21, 2014

October 21, 2019

July 11, 2022

**R.R. for Policy #607.20**

~~Health Services will provide the following: The district, through school nurses, shall annually provide Two screenings are completed annually by the Ankeny School Nurses: a V~~vision screenings for all students in kindergarten through 5th grade; and ~~a~~ color perception evaluations for all kindergarten boys.

The Heartland Area ~~Education~~ Educational Agency shall perform annual ~~staff completes~~ hearing screening ~~annually~~ for ~~students~~ student in kindergarten through 5th grade and ~~for~~ special needs students in 6th through 12th grades. If a parent/guardian does not wish to have their child participate in screenings, ~~the parent/guardian shall provide a~~ written ~~request for exemption notice is to be given~~ to the ~~relevant~~ school nurse.

In addition to the health services provided in the curriculum, the ~~District~~ district will provide the following ~~District~~ district-wide health services:

1. Report required communicable disease
2. Report and maintain student immunization records
3. ~~Meet all requirements of serving as mandatory reporters of C~~child abuse ~~mandatory reporter~~
4. Provide hazardous chemical disclosure
5. Enforce the Iowa Immunization Law in grades DPS-12.
6. Make home visits upon request within the scope of school policies.
7. Maintain and keep current the health records for each student.
8. Obtain health appraisals on students being staffed for special education programs.
9. Dispense prescription and over the counter medications as per authorization of parents/guardians and physicians.
10. Follow physician's orders for certain special nursing procedures (~~e.g., ie.~~ catheterization, blood sugar, ~~ete.~~)
11. ~~Provide I~~nstruction on standard ~~health and safety~~ precautions

## 700 SERIES - AUXILIARY SERVICES

### 701.10 Purpose of Nutrition Services

The ~~purpose of the~~ school lunch program's purposes shall be to provide nutritious, balanced meals to ~~the district~~ students ~~of the District~~ on a non-profit basis, and to utilize the program as an instrument for teaching nutrition education.

The ~~d~~District will operate a school lunch and breakfast program in each attendance center. Nutrition Services will provide ~~include~~ a selection of hot/cold lunches meeting federal reimbursable guidelines through participation in the National School Lunch Program (NSLP) and supplementary foods for students who have a dietary restriction as identified medically necessary.

Students may bring lunch from home. A parent/~~or~~ guardian may also provide a meal on site to eat with their child at a ~~designated~~ location within the building identified by the ~~building~~ principal/~~or~~ designee.

Nutrition Services facilities are provided to serve students and ~~d~~District staff when school is in session and during school-related activities. Nutrition Services facilities including the kitchen and serving area may also be used for Nutrition Services employee groups, parent-teacher organizations, and approved community groups/organizations renting the facility. All usage must be coordinated with the Nutrition Services Director and require~~and, require ing~~ a Nutrition Services employee be present. The ~~d~~District reserves the right to assess fees associated with the outside uses of these facilities.

~~The revenues of the~~ Nutrition Services Program revenues shall ~~will~~ be used only to pay for ~~for paying~~ the regular operating cost of the Nutrition Services Program. ~~Supplies of the~~ Nutrition Services Program supplies shall ~~will~~ only be used for the Nutrition Services Program.

The school lunch program shall be under the direction of the Nutrition Services Director who, either directly and/or through delegation to other qualified Nutrition Services employees, will establish and maintain a central record system, prepare menus and recipes, comply with state and federal nutrition standards, recommend personnel for employment, promote or recommend dismissal, and conduct in-service training programs. ~~The Nutrition Services Director reports to the District's Chief Financial Officer.~~

The ~~d~~District shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The ~~s~~Superintendent/designee shall is responsible for develop~~ing~~ an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

#### Legal References:

42 U.S.C. §§ 1751 et seq.

7 C.F.R. Pt. 210 et seq.

Iowa Code ch. 283A.

281 I.A.C. 58.

#### Cross References:

701 Series School Lunch Program

*Reviewed:*

*July 14, 2003*

*June 20, 2011*

*May 16, 2016*

*July 15, 2019*  
*June 16, 2022*

*Revised:*  
*January 15, 2001*  
*June 20, 2011*  
*May 16, 2016*  
*July 15, 2019*  
*July 11, 2022*



**700 SERIES - AUXILIARY SERVICES**  
**701.40 Eligibility for Free or Reduced Cost Meals**

Free or reduced cost meals will be provided to those students whose parents/~~or~~ guardians complete an fill out a current school year eligibility application for the current year and who meet the income guidelines as set by the USDA ~~under the National School Lunch Program and National School Breakfast Program guidelines~~. The district shall make reasonable efforts to prevent the overt identification of students who are eligible for free and reduced price meals, and no student will be physically segregated or otherwise face discrimination because of an inability to pay for a school lunch meal.

At least twice annually, the ~~D~~district shall notify all families of the will provide parents/guardians notice of availability of, eligibility criteria for, and application procedures for ~~of~~ free or reduced price meals in accordance with state and federal law.. for eligible student via letter or email.

It is the responsibility of the Director of Nutrition Services/designee to determine student eligibility for free or reduced price school nutrition programs, in accordance with criteria established by state and federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the Director of Nutrition Services. The District may take up to ten (10) business working days to determine eligibility. All eligible applications will be forwarded to the Nutrition Services Department. ~~The Nutrition Services will review all eligible applications to determine if an application meets the income guidelines as established by the USDA.~~

The superintendent/designee shall arbitrate any Ddisagreement with the eligibility determination ~~will be arbitrated with the Superintendent/designee. There will be no physical segregation or other discrimination against any student because of the inability to pay.~~

If a student owes money for five or more meals, the Director of Nutrition Services/designee insert position title may contact the student's paren/~~t~~ or guardian to provide information regarding the application for free or reduced price meals. The school is encouraged to provide reimbursable meals to students who request reimbursable meals unless the students' parent/~~or~~ guardian has specifically provided written direction to the school to withhold a meal from the student.

The superintendent/designee shall ~~It is the responsibility of the superintendent to~~ develop administrative regulations to ~~for~~ implementing this policy.

Legal Reference:

42 U.S.C. §§ 1751 et seq..

7 C.F.R. §§ 210 et seq..

Iowa Code § 283A.

281 I.A.C. 58.

Cross Reference:

701 Series - School Lunch Program

*Reviewed:*

*July 14, 2003*

*June 20, 2011*

*May 16, 2016*

*July 16, 2018*

*Revised:*  
*January 15, 2001*  
*June 20, 2011*  
*May 16, 2016*  
*July 16, 2018*

**700 SERIES - AUXILIARY SERVICES**  
**702.50 Extracurricular and Other Transportation**

The **b**Board may authorize qualified local nonprofit entities that promote cultural, educational, civic, community, and/or recreational activities to use **d**istrict vehicles to transport individuals to and from nonschool-sponsored activities in the state. In the event **d**istrict transportation vehicles are made available to local nonprofit entities, the superintendent/designee will develop administrative regulations for application for, use of, and payment for using the **d**istrict vehicles. As provided ~~by the State~~ by the State of Iowa, the **b**Board shall charge and collect an amount sufficient to reimburse all costs of furnishing the transportation and driver except when the vehicle is used for transporting students to and from extracurricular activities sponsored by the **d**istrict. A vehicle will be used as provided in this subsection only at times when it is not needed for transportation of students.

The **b**Board may furnish transportation and services of a qualified driver for transportation of persons other than students to activities in which students from the **d**istrict are participants or are attending the activity or for which the **d**istrict is a sponsor. The **b**Board shall charge and collect an amount sufficient to reimburse all costs of furnishing the transportation and driver, as provided ~~by the State~~ by the State of Iowa. A vehicle shall be used as provided in this subsection only at times when it is not needed for transportation of students.

Students participating in extracurricular activities that require transportation shall have a permission slip signed by a parent/guardian on file before participating in an extracurricular trip. At least one **d**istrict staff member or authorized adult will ride in each vehicle to serve as chaperone on each extracurricular trip. The chaperone will be approved by the principal/designee and, if not a staff member, will have been approved to volunteer through the **d**istrict's volunteer process.

Legal Reference:

Iowa Code §§ 256B.4; 285.1-.4; 321.  
281 I.A.C. 41.412.

Cross Reference:

702 Series - Transportation  
702.20 Local and State Transportation Regulations  
702.40 Transportation Exceptions  
702.11 School Vehicle Discipline  
702.60 Summer Program Transportation  
702.80 Non-Public School Transportation

Reviewed:

July 14, 2003  
June 20, 2011  
June 20, 2016  
June 20, 2021  
June 16, 2022

Revised:

March 1, 1993  
June 20, 2011  
June 20, 2016  
July 6, 2021  
July 11, 2022

**700 SERIES - AUXILIARY SERVICES**  
**702.60 Summer Program Transportation**

District-owned and/or district-contracted vehicles may be utilized during the summer months to facilitate the operation of district-sponsored or supported summer educational and extracurricular programs. District employees wishing to use transportation for such purposes must request pre-approval from the superintendent/designee.

*Legal Reference:*

*Iowa Code § 285.10*  
*281 I.A.C. 43.10, 412*

*Cross Reference:*

*702 Series: Transportation*

*Reviewed:*

*July 14, 2003*  
*June 20, 2011*  
*June 20, 2016*  
*May 20, 2021*  
*June 16, 2022*

*Revised:*

*February 21, 2000*  
*June 20, 2011*  
*June 20, 2016*  
*June 21, 2021*  
*July 11, 2022*

**700 SERIES - AUXILIARY SERVICES**  
**702.30 Student Eligibility for Transportation**

Elementary and middle school students (students in grade K-9) living more than 2 miles from their designated attendance centers; and high school students (students in grades 10-12) living more than 3 miles from their designated attendance center are entitled to transportation to and from their attendance center at the ~~school~~-district's expense. The district is not required to provide reimbursement to parents who elect to provide transportation in lieu of district-provided transportation.

The distance to the designated attendance center or to an approved bus route is measured on a public street or highway only and over the most passable and safest route for the school bus. The measurement starts in the middle of the roadway opposite the driveway entrance to the student's private residence and ends in the middle of the roadway opposite the nearest driveway entrance to the school grounds or designated pick-up point on the bus route.

Any student who is eligible for transportation may be required to meet a school bus on an approved route a distance of not to exceed three-fourths of a mile from their home without reimbursement.

When transportation by school bus is impracticable or where school bus service is not available, the ~~b~~Board may require the parents/guardians to transport their children to the school designated for attendance. The parent/guardian will be reimbursed for such ~~transportation at~~transportation.at the rate per mile set by the state.

For student safety, the ~~d~~District has discretion to determine if there are areas in which students will be provided transportation regardless of the distance between their designated attendance center and their homes. When making this determination, the district will review: analysis of traffic patterns and cross walks and additional factors ~~as~~ the district deems necessary.

Students with special transportation needs will be provided transportation services as required by student's IEP, state, ~~,~~and/or federal laws.

When possible, the district may offer "Pay-To-Ride" transportation services for those students who do not qualify for transportation under the state code. Additional information about this service will be made available on the district website, in student handbooks, and/or in other district publications.

**~~R.R. for policy #702.30: Pay-to-Ride Student Transportation Program~~**

~~2021-2022 Pay To Ride Registration Procedures~~

~~What is Pay To Ride?~~

~~State law requires school districts provide transportation to elementary and middle school students living two or more miles from their attendance centers, and to high school students living three or more miles from their high school (AHS and ACHS). Pay To Ride transportation services are for those students who do not qualify for transportation under the state code. If you are unsure if your address qualifies for free transportation, please use the address lookup tool on the district website.~~

~~Specific dates for each phase of the pay to ride process will be communicated via the district website.~~

~~Phase I: Open Request~~

Families will submit a request for Pay To Ride via the online TouchBase system. This request *does not guarantee* Pay To Ride eligibility. Instead, the request process allows the District and Durham to determine if space is available for students requesting Pay To Ride on the bus routes established for the new school year. *New bus routes will not be added. Students who Pay To Ride will be added to already established bus routes.*

- ~~Online via **TouchBase**—view online registration instructions if you need assistance.~~
- ~~If you are unable to access TouchBase from your home, please contact the Ankeny Schools District Office at 515-965-9600 to set up an appointment to complete the application at the District Office—306 SW School Street.~~

## **Phase II: Feasibility Processing and Communication**

~~Durham will determine the feasibility for each request, based on capacity of established routes and timing of established routes. Durham will communicate the feasibility for each student to families within five (5) business days of the end of Phase II. For students who are added for Pay To Ride, transportation will be added to Infinite Campus.~~

~~Students will be assessed fees for round-trip and one-way transportation. Fees will be communicated via the district website. The fee will be assessed once Durham confirms the route. An email will be generated from [noreply@intouchreceipting.com](mailto:noreply@intouchreceipting.com) for payment due upon receipt. If the fee is not paid within six weeks of the start of ridership, the student will no longer be eligible for Pay To Ride.~~

### Legal Reference:

20 U.S.C. §§ 1401, 1701 et seq.

34 C.F.R. Pt. 300 et seq.

Iowa Code §§ 256B.4; 285; 321

281 I.A.C. 41.412.

### Cross Reference:

603.03 Special Education Services

702 Series - Transportation

### *Approved:*

*July 20, 2009*

### *Reviewed:*

*June 10, 2009*

*November 19, 2012*

*October 16, 2017*

*October 21, 2019*

*June 20, 2021*

*June 16, 2022*

### *Revised:*

*July 20, 2009*

*November 19, 2012*

*October 16, 2017*

*October 21, 2019*

*July 6, 2021*

*July 11, 2022*

**900 SERIES - BUILDINGS AND SITES**  
**910.00 Crisis Management**

It is the **SS**uperintendent/designee's responsibility to have plans in place to manage emergency and crisis situations that occur during school hours and that involve 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 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 **dD**istrict. This may include emergency situations as well as tragedies impacting or involving an employee or student.

Relevant **dD**istrict and building administrators are responsible for assessing incidents or situations to determine if an emergency and/or crisis exists.

The **bB**oard will review this policy annually.

Legal Reference:  
Iowa Code 280.30

*Cross Reference:*  
*Crisis Management Plan*

*Approved:*  
*December 21, 2009*

*Reviewed:*  
*September 9, 2009*  
*July 21, 2014*  
*June 17, 2019*  
*June 20, 2021*  
*June 16, 2022*

*Revised:*  
*July 21, 2014*  
*June 17, 2019*  
*July 6, 2021*  
*July 11, 2022*

## 900 SERIES - BUILDINGS AND SITES

### 904.50 Stock Epinephrine Auto-Injector Supply

The Ankeny Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of severe allergic reactions. Therefore, it is the district's policy ~~of the district~~ to annually obtain in the name of the school district a prescription for epinephrine auto-injectors from a licensed healthcare health care professional ~~, in the name of the school district,~~ for ~~administration by~~ a school nurse and/or trained and authorized personnel to administer to a student or individual who may be experiencing an anaphylactic reaction. ~~trained and authorized to a student or individual who may be experiencing an anaphylactic reaction. Administration will be by a trained school nurse or alternatively by other authorized and trained building personnel in the absence of the school nurse during an anaphylactic reaction.~~

#### **Procurement and maintenance of supply:**

The district shall stock a minimum of one pediatric dose and one adult dose epinephrine auto-injector for each K-12 school building. The supply of such auto-injectors shall be maintained in a secure, dark, temperature-controlled location in each school building.

A building nurse shall routinely check stock epinephrine auto-injectors and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

The building nurse shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector that is used, close to expiration, ~~or~~ discolored, and/-or has particles visible in the liquid.

#### **Training:**

A school nurse or personnel trained and authorized may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if the following occur:

- Failure to administer an epinephrine auto-injector to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector according to generally accepted standards of practice ("medication error"); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication ("medication incident").

#### **Reporting:**

The ~~d~~District will contact emergency medical services (911) immediately after a stock epinephrine auto-injector is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:



- Each medication incident with the administration of stock epinephrine;
- Each medication error with the administration of stock epinephrine; or
- The administration of a stock epinephrine auto-injector.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The sSuperintendent/designee may develop an administrative process to implement this policy.

*Legal Reference:*

*Iowa Code §§ 135.185; 279.8.*

*281 I.A.C. 14.3.*

*Cross Reference:*

*504.32 Administration of Medication to Students*

*Adopted:*

*March 19, 2018*

*Reviewed:*

*March 23, 2020*

*June 16, 2022*

*Revised:*

*March 23, 2020*

*July 11, 2022*

**400 SERIES - STAFF PERSONNEL**  
**404.11 Personal Illness**

Personal illness leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Absence for personal illness or injury shall be allowed according to law, current collective bargaining agreements, and/or appropriate benefits summaries and staff handbooks which are incorporated into this policy by reference.

~~To the extent permissible by law, Evidence may be required regarding an employee's the mental and/or physical health of an employee when the administration has a concern about the employee's health. The district may require Evidence may also be required to confirm an the employee's illness and associated, the need for illness leave, an the employee's ability to safely return to work, and an the employee's capability to perform the duties of the employee's position following an illness. Within the confines of the law, It is within the discretion of the bBoard or the sSuperintendent/designee has discretion to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the bBoard policy regarding family and medical leave.~~

*Legal References:*

*Iowa Code ~~§§Sections~~ 20; 85.33; 85.34; 85.38(3); 216; 279.40*

*Cross Reference:*

*402.20 Family and Medical Leave*  
*406 Series - Health and Well Being*

*Adopted:*

*Reviewed:*

*March 31, 2003*  
*November 15, 2010*  
*May 18, 2015*  
*October 19, 2020*  
*June 16, 2022*

*Revised:*

*November 15, 2010*  
*October 19, 2020*  
*July 11, 2022*

~~R&R—401.11 Personal Illness (to expire on March 13, 2021)~~

~~From January 1, 2021— March 12, 2021, employees who have personally been quarantined and/or directed to self-isolate by a governmental agency and/or health care provider related to COVID-19 may continue to access any remaining leave in their Emergency Paid Sick Leave “COVID Emergency” leave banks made available by the Families First Coronavirus Response Act (FFCRA). Additional days will not be added to these banks. Unused days will expire and not roll forward and/or be paid out. Employees will not be able to access leave from their Emergency Family and Medical Leave Expansion Act accounts. Employees who accessed other forms of leave for reasons that would have qualified for use of COVID Emergency leave between January 1, 2021 and January 19, 2021 may apply to have COVID Emergency leave retroactively applied to the relevant days they were absent from work, provided that they have such time available in their COVID Emergency leave banks.~~

~~Employees may not access COVID Emergency leave after December 31, 2020 for any other situations that might have previously been covered by the FFCRA, including but not limited to: exhibiting symptoms of COVID-19 and seeking a medical diagnosis, caring for an individual subject to a quarantine or self-isolation order related to COVID-19, or caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for COVID-19 related reasons.~~

~~To the extent permitted by law and policy, the district reserves the right to modify the listed leave types, processes, and/or timelines due to changes in the law, organizational needs, and/or public health conditions.~~

700 SERIES - BUILDINGS AND SITES  
703.10 Facilities Inspection - NEW

The district shall, as part of its maintenance schedule, develop a program for annual inspection of its equipment, facilities, and grounds. This schedule shall be in addition to those inspections conducted by authorized agencies.

The district shall report the results of the annual inspection to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference:  
Iowa Code § 279.8

Adopted:  
July 11, 2022

**500 SERIES - STUDENT PERSONNEL**  
**501.31 Open Enrollment**

Open Enrollment into the District

The district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the district. The district shall have complete discretion to determine the attendance center of a student attending the district under open enrollment.

~~Unless otherwise allowed by law, by June 1 in the year preceding the first year desired for open enrollment into the district the superintendent/designee shall bring to the board for action all timely-received open enrollment requests. A parent may request a waiver of the timeline above to open enroll into the district for "good cause," as defined by Iowa Code and outlined in the Iowa Department of Education's Open Enrollment Handbook provided the circumstance giving rise to the "good cause" occurred/began after March 1. The board shall consider requests for "good cause" open enrollment in alignment with the Iowa Department of Education's Open Enrollment Handbook.~~

When deciding whether to approve a request to open enroll into the district, the district:

1. Shall determine if the requesting student has been suspended or expelled; if the student has, the board will deny the request to transfer until such time as the student has been reinstated in the sending district at which time the request will be considered similar to other requests.
2. Evaluate if sufficient classroom space and staffing as required by law and/or policy exists in the district to accept the student and deny a request to open enroll into the district if space is insufficient.
3. If sufficient space is available, give first priority to students who have other nuclear family members already enrolled in the district ("First Priority Students"). If one or more members of the same nuclear family submit requests for open enrollment for the same academic year and insufficient classroom space exists in one or more of the grades into which enrollment is requested, the board, in its discretion, may waive the criteria for insufficient classroom space or staff for those students affected in order to prevent the division of a nuclear family.
4. If space is still available after accommodating First Priority Students, the district may select additional students, except kindergartners, from those applications ~~it~~ received ~~by the first May board meeting~~. The district will consider other open enrollment requests in the order in which they are received. ~~Provided, however, that kK~~indergarten students shall not be considered until the first board meeting in July.

The district shall consider requests for special education students to open enroll into the district on a case-by-case basis, with the determining factors being whether the district's special education program is appropriate for the student's needs (as determined by the Director of Special Programs) and whether the student's enrollment will cause class size to exceed the allowable maximum. The student shall remain in the sending district until the final determination is made. For student's requiring special education, the

district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

Requests for open enrollment into the district shall be granted for a minimum of one year unless the student will graduate, unless the family moves to another district within that period, and/or unless the board approves a different open enrollment term.

The superintendent/designee shall notify the sending district and petitioning parent of the board's approval or denial of the open enrollment request within five days of board action.

Once the request is approved, the student shall be considered enrolled and committed to attend the district with the commencement of the next academic year and succeeding years as prescribed by the Iowa Code. District policies applicable to students attending the district shall apply to students attending the district under open enrollment. The district may require the parent to complete additional paperwork and may, in its discretion, reassign the student's attendance center on a yearly basis.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Reimbursement for transportation costs may be made available to qualifying parents/guardians.

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#### Open Enrollment out of the District

~~Unless otherwise allowed by law,~~ parents wishing to open enroll student(s) out of the district under the Open Enrollment Act shall notify the superintendent/designee of that intention ~~by March 1 of the preceding school year (for rising 1st — 12th graders) and by September 1st of the current year (for kindergarteners).~~ The formal notification shall state that the parent/guardian intends to enroll their student in a public school in another school district and shall describe the reason(s) for enrollment in the receiving district. The notification shall be made on form(s) prescribed by the Department of Education which are available on the district website and at the district office.

~~A parent may request a waiver of the timeline above to open enroll out of the district for "good cause," as defined by Iowa Code and outlined in the Iowa Department of Education's Open Enrollment Handbook provided the circumstance giving rise to the "good cause" occurred/began after March 1.~~

The district shall consider requests for special education students to open enroll out of the district on a case-by-case basis to ensure that the receiving district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the receiving district's program is appropriate. The special education student will remain in the district until the final determination is made.

The superintendent/designee shall present all applications for open enrollment out of the district, ~~including those filed after the March 1 deadline for “good cause”~~, to the board for action in alignment with the Iowa Department of Education’s Open Enrollment regulations.

A student who is open enrolled may re-enroll in the district of residence at any time (unless under suspension or expulsion). The parent or guardian must notify the district of residence and the receiving district in writing of the decision to enroll the pupil in the district of residence. A re-enrollment in the district of residence will terminate open enrollment.

The board will not approve a student’s request to allow the receiving district to enter the district for the purposes of transportation.

*Legal References:*

*Iowa Code §§139.9, 274.1, 279.11, 282.1, .3, .8, .18, 299.1, (1989)*

*470 Iowa Admin. Code 7*

*281 Iowa Admin. Code 11.3 (10)- (11), 11.4 (13).S.F. 2201*

*Cross References:*

~~*501.31 Approval of Open Enrollment Transfer In*~~

*606.06 Insufficient Classroom Space*

*Adopted:*

*August 7, 1989*

*Reviewed:*

*February 16, 2009*

*June 15, 2015*

*March 21, 2016*

*October 17, 2016*

*September 21, 2020*

*March 31, 2022*

*June 16, 2022*

*Revised:*

*February 16, 2009*

*June 15, 2015*

*March 21, 2016*

*October 17, 2016*

*September 21, 2020*

*April 18, 2022*

*July 11, 2022*

**700 SERIES - BUILDINGS AND SITES**  
**703.12 Radon Testing and Mitigation**

The district shall establish a radon plan and schedule for short-term tests for radon gas to be performed at each attendance center under the district's control at least once by July 1, 2027 and at least once every five years thereafter. The district shall publish testing results on the district's website in a timely manner.

All radon testing covered by this policy shall be conducted by person(s) certified to conduct such testing under state law, including but not limited to by district employees who have completed a school radon testing training program approved by the Iowa Department of Public Health and the Iowa Department of Education.

If the results of a short-term test at an attendance center(s) are at or above four picocuries per liter, the district shall conduct a second short-term test for radon gas and radon decay products in the spaces with elevated results within sixty days of the first test. If the averaged results of the first and second tests at an attendance center are at or above four picocuries per liter, the district shall engage a person appropriately certified by the state to develop within two years of the first test a radon mitigation plan which may include further testing, corrective measures, and/or active mitigation.

The district may, in its discretion, elect not to mitigate radon at an attendance center if the district intends to abandon the building within five years and/or has a plan to renovate the attendance center within five years and the renovation will include radon mitigation.

The district shall incorporate radon resistant construction techniques into all new school construction undertaken on or after July 1, 2022.

*Legal Reference:*  
*Iowa Code 280.32*

*Cross Reference:*  
*703 Series Maintenance and Operations*

*Adopted:*  
*July 11, 2022*



**1000 SERIES - DISTRICT-COMMUNITY RELATIONS**  
**1001.60 Examination of District Public Records**

Members of the public may view non-confidential district public records at the district administration offices during regular business hours (8:00 a.m. – 4:30 p.m., Monday through Friday, except for holidays and recesses).

Persons wishing to view the district's public records are encouraged to contact the board secretary and make arrangements for the viewing of said documents. The board secretary shall make arrangements for the viewing the records as soon as practicable, depending on the nature of the request, the accessibility of requested documents, and any need for review to ensure appropriate confidentiality.

Persons may request copies of district public records by telephone or in writing, including electronically.

The district shall make every reasonable effort to provide the requested public record at no cost other than copying costs if the record takes less than thirty minutes to produce.

The district shall charge persons requesting copies of public records a fee of 15 cents per sheet and, if the request requires more than 30 minutes of employee time to prepare, the cost of the relevant employee's time for preparing the records. The district may charge persons requesting compilation of public information a reasonable fee for the employee time needed to compile the requested information. Costs for legal services shall only be utilized for the redaction or review of legally protected confidential information. The district shall communicate the fee to the requester upon receipt of the request. The requester may contest the reasonableness of the expenses.

The district shall only bear the cost of printing of materials for the public when the materials are needed for a district-sponsored event. 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 board has determined certain records shall remain 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 personnel records

The board secretary shall maintain accurate and current district records and shall respond in a timely manner to requests for viewing and/or receiving public district information.

*Legal Reference:*

*Iowa Code §§ 21.4; 22; 291.6*  
*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  
805.10 School District Records  
805.30 Student Records

*Reviewed:*

October 6, 2003  
April 21, 2008  
January 20, 2014  
March 20, 2017  
July 17, 2017  
February 17, 2022  
June 16, 2022

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October 6, 2003  
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January 20, 2014  
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July 11, 2022