



# 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**

**August 4, 2022  
4:30 PM**

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

- **Welcome**

Attendees:

Jessie Dirks

Dr. Erick Pruitt

Ashley Rullestad

Emily Archer

Lori SchraderBachar

Jennifer Jamison

Dr. Darin Haack

Dr. Jen Lindaman

- **Approval of Minutes**

1. **June 16, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the June 16, 2022 Policy Committee Meeting minutes.

2. **June 23, 2022 Policy Committee Meeting Minutes**

The committee reviewed and approved the June 23, 2022 Policy Committee Meeting minutes.

- **Updates**

1. **Proposed Policy Updates**

- 302.21 District Administrative Positions: *Changes to streamline and align with current practice*
- 302.22 Directors for District Wide Functions: *Deletion due to merger with*

302.21

- 302.20 Administrative Cabinet: *Deletion due to merger with 302.21*
- 1003.20 Gifts to Unit Personnel: *Changes for clarity and consistency*
- 400.06 Gifts to Employees: *Deletion due to merger with 302.21*
- 801.50 Public Hearing on the Budget: *Minor typographical changes for clarity and consistency*
- 801.60 Budget Adoption by the Board: *Minor typographical changes for clarity and consistency*
- 802.90 Classification of Accounts: *Minor typographical changes for clarity and consistency*
- 902.13 Access to District Buildings and Grounds: *Minor typographical changes for clarity and consistency*
- 1000.00 Principles and Objectives for Community Relations: *Changes for clarity and consistency*
- 1004.30 Visitors to School District Buildings and Sites: *Changes to explicitly clarify expectations for visitors to district property/ events*
- 1004.33 Volunteers: *New policy separated from 1004.30 to explicitly clarify expectations for volunteer engagement*
- 903.40 Public Conduct on School Premises: *Changes to explicitly clarify distinction between visitors, volunteers, and spectators/ guests for district activities*

- **Adjournment**

The meeting was adjourned at 5:17pm.

### **Future Meetings Dates**

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

- September 1, 2022
- October 6, 2022



# ANKENY

## COMMUNITY SCHOOL DISTRICT

### Item Cover Sheet

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**Title:** June 16, 2022 Policy Committee Meeting 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_6.16.22.pdf</a>	Policy Minutes 6.16.22	Support Document	8/2/2022



# 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:** June 23, 2022 Policy Committee Meeting 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_6.23.22.pdf</a>	Policy Minutes 6.23.22	Support Document	8/2/2022



# ANKENY COMMUNITY SCHOOL DISTRICT

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## Policy Committee Meeting MINUTES

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

June 23, 2022

4:30 PM

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

- **Welcome**

Attendees:

Jessie Dirks

Katie Claeys

Darin Haack

Lori Lovstad

Emily Archer

Ashley Rullestad

- **Updates**

1. **Proposed Policy Updates**

- 605.03 Library Materials *Changes to reflect stakeholder input, as well as to add consistency and clarity*
- 605.04 Library Materials Inspection *Changes to clarify parental access to library records, as well as to add consistency and clarity*
- 605.05 Objection to Library Materials *Changes to clarify the objection process, as well as to add consistency and clarity*

- **Adjournment**

The meeting adjourned at 5:24pm.

### Future Meetings Dates

1. **Future Meeting Dates**



- July Meeting?



# ANKENY COMMUNITY SCHOOL DISTRICT

## Item Cover Sheet

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**Title:** Proposed Policy Updates

**Extended Information:**

- 302.21 District Administrative Positions: *Changes to streamline and align with current practice*
- 302.22 Directors for District Wide Functions: *Deletion due to merger with 302.21*
- 302.20 Administrative Cabinet: *Deletion due to merger with 302.21*
- Gifts to Unit Personnel: *Changes for clarity and consistency*
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- 903.40 Public Conduct on School Premises: *Changes to explicitly clarify distinction between visitors, volunteers, and spectators/ guests for district activities*

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**ATTACHMENTS:**

**File Name**

[Policies for review 8.4.22.pdf](#)

**Description**

Policies for Review 8.4.22

**Type**

Support Document

**Upload Date**

8/2/2022

## 300 SERIES – ADMINISTRATION

### 302.21 District Administrative Positions

As used in this series of policies, the term “administrator” means any professional employee whose position is not characterized as certified, classified, confidential, and/or temporary/substitute. As used in this series of policies, the term “licensed administrator” means any employee whose position is covered by Iowa Code Section 279.23(4).

Administrators shall meet the qualifications established by the job description and, when appropriate, licensure and certification requirements as required by the Iowa Board of Educational Examiners.

The Board shall provide the following administrative positions for the operation of the District:

Persons filling these positions shall meet the State Department of Education certification requirements for their respective positions and the District’s job description.

- ~~1. Superintendent of Schools~~
- ~~2. Chief Officer of Operations~~
- ~~3. Chief Officer of Academic Services~~
- ~~4. Chief Officer of Finance & Business Services/Board Secretary~~
- ~~5. Director of Professional Learning & Continuous Improvement~~
- ~~6. Director of Special Education~~
- ~~7. Director of Elementary Education~~
- ~~8. Director of Secondary Education~~
- ~~9. Director of College and Career Readiness & ORBIS~~
- ~~10. Building Principals, Associate Principals, Assistant High School Principals.~~
- ~~11. Activities Directors~~
- ~~12. School Administration Managers~~
- ~~13. Student Building Support Specialist~~

Adopted:  
July 11, 1988

Reviewed:  
June 18, 2008  
August 20, 2012  
October 21, 2013  
October 19, 2015  
October 3, 2016  
June 19, 2017  
October 15, 2018  
[August 4, 2022](#)

Revised:  
July 21, 2008  
August 20, 2012  
October 21, 2013  
October 19, 2015  
October 3, 2016  
June 19, 2017  
October 15, 2018  
[Sept 6, 2022](#)

~~300 SERIES ADMINISTRATION~~

~~302.22 Directors for District-Wide Functions~~

~~The District shall employ the following director positions for the operations of the District.~~

~~The job descriptions for these positions shall serve as a guide to the qualifications and duties that are expected.~~

- ~~1. Director of Business Services~~
- ~~2. Director of Communications~~
- ~~3. Director of Construction~~
- ~~4. Director of Equity~~
- ~~5. Director of Human Resources~~
- ~~6. Director of Nutrition Services~~
- ~~7. Director of Technology Infrastructure~~

~~Adopted:~~

~~July 11, 1988~~

~~Reviewed:~~

~~March 10, 2003~~

~~August 20, 2012~~

~~October 21, 2013~~

~~October 19, 2015~~

~~October 3, 2016~~

~~June 19, 2017~~

~~October 15, 2018~~

~~July 15, 2019~~

~~Revised:~~

~~November 16, 1998~~

~~August 20, 2012~~

~~October 21, 2013~~

~~October 19, 2015~~

~~October 3, 2016~~

~~June 19, 2017~~

~~October 15, 2018~~

~~July 15, 2019~~

**Commented [JD1]:** Suggest deletion for streamlining and flexibility, particularly in light of the proposed adjustments to 302.21.

**300 SERIES — ADMINISTRATION**

**302.20 Administrative Cabinet**

~~The Administrative Cabinet functions to facilitate and coordinate the District by serving with the Superintendent in a consultative and advisory capacity.~~

~~The Administrative Cabinet shall meet regularly and discuss items of importance to the Superintendent and Cabinet members. Members present at meetings may vary according to the topics being discussed. Meetings shall be called by the Superintendent.~~

The Administrative Cabinet shall consist of:

1. ~~Superintendent of Schools~~  
~~Chief Officer of Operations~~
3. ~~Chief Officer of Academic Services~~
4. ~~Chief Officer of Finance & Business Services/Board Secretary~~
5. ~~Chief Officer of Legal Affairs & Strategic Initiatives~~
2. ~~Director of Communications~~
3. ~~Director of Equity~~

**Approved:**

July 11, 1988

**Reviewed:**

June 18, 2008

August 20, 2012

October 19, 2015

October 3, 2016

June 18, 2017

October 15, 2018

July 20, 2020

June 20, 2021

September 16, 2021

**Revised:**

July 21, 2008

August 20, 2012

October 19, 2015

October 3, 2016

October 15, 2018

July 6, 2021

October 19, 2021

**Commented [JD2]:** Suggest deletion for streamlining and flexibility, particularly in light of the proposed adjustments to 302.21.

**400 SERIES — STAFF PERSONNEL**

**400.06 Gifts to Employees**

A District employee, member of the Board of Education, Board officer, or candidate for the Board or those persons' immediate family members are prohibited from soliciting and accepting gifts from a restricted donor. A restricted donor is any of the following:

1. A party to a sale, purchase, lease, or contract with a public agency in which the donee is employed or is an office holder; or
2. Someone who will personally be directly and substantially affected financially by the performance of the donee's official duty in a way greater than the public or a class or persons; or
3. Someone who is personally the subject of or a party to a pending matter before a regulatory agency over which the donee has discretionary authority; or
4. A lobbyist or a client of a lobbyist within matters subject to donee's jurisdiction.

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

Exceptions to this policy and procedures for reporting are in compliance with state law outlined in related administrative rules and regulations.

*Legal References:*

~~Iowa Code ch. 68B (2009).~~

~~1972 Op. Att'y Gen. 276.~~

~~1970 Op. Att'y Gen. 319.~~

*Cross References:*

~~217.00 Gifts to Board of Directors~~

**Adopted:**

June 21, 2010

**Reviewed:**

June 21, 2010

November 19, 2012

May 15, 2017

**Revised:**

November 19, 2012

**Commented [JD3]:** Suggest deletion for streamlining and incorporation into 1003.20.

## 1000 SERIES – DISTRICT-COMMUNITY RELATIONS

### 1003.20 Gifts to Unit Personnel

A district employee, member of the Board of Education, board officer, or candidate for the board or those persons' immediate family members shall not, directly or indirectly, solicit, accept, or receive any gift, or series of gifts from a restricted donor. A restricted donor is any of the following:

1. A party to a sale, purchase, lease, or contract with a public agency in which the donee is employed or is an office holder; or
2. Someone who will personally be directly and substantially affected financially by the performance of the donee's official duty in a way greater than the public or a class or persons; or
3. Someone who is personally the subject of or a party to a pending matter before a regulatory agency over which the donee has discretionary authority; or
4. A lobbyist or a client of a lobbyist within matters subject to donee's jurisdiction.

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

Exceptions to this policy and procedures for reporting are in compliance with state law outlined in related administrative rules and regulations.

~~Employees and members of the Board of Directors may receive a gift on behalf of the school district. Employees and members of the Board of Directors shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the gift or honorarium does not meet the definition of gift or honorarium stated below.~~

#### **R.R. for Policy #1003.20**

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

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

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

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

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

~~It shall be the responsibility of each employee/Board member to know when it is appropriate to accept or reject gifts or an honorarium.~~

Approved:  
January 7, 2008

Reviewed:  
November 29, 2007  
January 20, 2014  
August 4, 2022

Revised:  
January 20, 2014  
September 6, 2022



## 800 SERIES – BUSINESS PROCEDURES

### 801.50 Public Hearing on the Budget

The Board of Education shall meet at the time and place designated in the ~~notice-Notice~~ of ~~public-Public~~ ~~hearing-Hearing~~ on the ~~budget-Budget~~, at which meeting any district resident ~~of the District and~~/or any person who would be subject to tax levy as a result of the adoption of such budget, shall be heard in favor of or against such budget or any part thereof.

*Cross Reference:*  
*801 Series: Budget*

Reviewed:  
August 18, 2003  
April 18, 2011  
July 18, 2016  
August 4, 2022

Revised:  
September 6, 2022

## 800 SERIES – BUSINESS PROCEDURES

### 801.60 Budget Adoption by the Board

The Board of Education shall, after the public hearing, adopt the ~~final~~ budget for the ensuing fiscal year and shall certify the same in duplicate to the Polk County Auditor ~~county auditors~~ not later than April 15 of each year on the state-designated forms ~~provided by the Department of Management~~.

*Cross Reference:*  
*801 Series: Budget*

Reviewed:  
August 18, 2003  
April 18, 2011  
July 18, 2016  
August 4, 2022

Revised:  
November 20, 1995  
September 6, 2022

**800 SERIES – BUSINESS PROCEDURES**

**802.90 Classification of Accounts**

The district shall properly classify its Revenues and expenditures ~~of the District shall be properly classified~~ in an accounting system in compliance with state statute and the State Department of Education Uniform Financial Accounting for Iowa School Districts.

*Legal Reference:*

*Iowa Code §§11.23, 256.8 (18), 291.13 ~~(1989)~~.*

*281 Iowa Admin.*

*Code 12.3 (1) (new standards)*

*Cross Reference:*

*801 Series: Budget*

*801.90 Financial Accounting System*

Adopted:

February 20, 1989

Reviewed:

August 18, 2003

April 18, 2011

October 3, 2016

August 4, 2022

Revised:

September 6, 2022

**900 SERIES – BUILDINGS AND SITES**

**902.13 Access to District Buildings and Grounds**

The ~~Superintendents~~superintendent/designee, may restrict access to ~~District~~district buildings and grounds when, in the ~~Superintendent's~~superintendent's/~~designee's~~designee's discretion, permitting access to ~~District~~district property will create a danger to persons and/or property and/or when the presence of one or more individuals is disruptive to ~~the District~~district's program(s).

Adopted:  
July 8, 2004

Reviewed:  
June 20, 2011  
March 20, 2017  
August 4, 2022

Revised:  
June 20, 2011  
September 6, 2022

## 1000 SERIES – DISTRICT-COMMUNITY RELATIONS

### 1000.00 Principles and Objectives for Community Relations

Successful ~~education programs~~districts require the support of the school district community. ~~The Board addresses the importance of the role of the school district community in the District in this series of the policy manual.~~ The ~~Board board~~ recognizes this support is dependent on the school district community's understanding of ~~participation in the district's efforts, goals, challenges, problems~~ and programs ~~of the District.~~

~~In this section, the Board sets out its policies defining its relationship with the school district community.~~

In striving to obtain the support of the school district community, the Board will:

- Provide access to District records within the parameters of law and policy;
- Inform the school district community of the ~~District's~~district's goals, objectives, achievements, and needs;
- Invite ~~the input of the~~ school district-s community input; and,
- Encourage cooperation between the ~~District~~district and the school district community.

Adopted:  
May 7, 1987

Reviewed:  
October 6, 2003  
June 20, 2011  
March 20, 2017  
August 4, 2022

Revised:  
June 16, 1997  
June 20, 2011  
September 6, 2022

**1000 SERIES - DISTRICT-COMMUNITY RELATIONS**  
**1004.30 Visitors to School District Buildings & Sites and ~~Volunteers~~**

The ~~BB~~Board welcomes the interest of parents and other members of the school district community and invites them to visit the buildings and sites while at the same time ensuring an appropriate level of safety and security in our buildings, and consider volunteering to support District initiatives. ~~Volunteers are individuals who, without compensation or expectation of compensation, perform a task at the direction of the District. Volunteers are not District employees. Volunteers may provide voluntary service on an ongoing or continual basis or may provide a one time or occasional unpaid service. Volunteers are subject to the procedures outlined in the Volunteer Handbook, including but not limited to passage of a criminal background check.~~

Visitors are persons other than employees, students, student teachers, and/or volunteers (as defined board policy) who are present on district property for a school-affiliated reason.

All visitors must follow all designated safety and security protocols upon their arrival on district property. The district will not discriminate against visitors on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

Persons who wish to visit a classroom while school is in session must notify and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors unless necessary due to extraordinary circumstances.

All visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while visiting district property. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate visitor conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

The ~~DD~~District has the discretion to temporarily alter and/or suspend the admittance of visitors ~~and/or volunteers~~ to ~~DD~~District facilities without notice, provided that such action is not undertaken for an unlawful purpose.

*Legal Reference:*  
Iowa Code §§ 279.8; 716.7

*Cross Reference:*  
606.70 Community Resources  
1000.00 Principles and Objectives for Community Relations  
1004.33 Volunteers

*Adopted:*  
June 20, 2011

*Reviewed:*  
March 20, 2017  
March 25, 2019  
July 20, 2020

September 21, 2020  
January 19, 2021  
August 4, 2022

Revised:  
March 20, 2017  
July 20, 2020  
September 21, 2020  
January 19, 2021  
September 6, 2022

**1000 SERIES - DISTRICT-COMMUNITY RELATIONS**  
**1004.330 ~~Visitors and~~ Volunteers**

**Commented [4]:** Note that the matrix for making volunteer eligibility determinations as outlined at the bottom of the current Volunteer & Visitor Policy 1004.30 will remain.

The ~~b~~Board welcomes the interest of parents and other members of the school district community and invites them ~~to visit the buildings and sites and~~ consider volunteering to support ~~d~~District initiatives while at the same time ensuring an appropriate level of safety and security in our buildings. The district may officially recognize the contributions made by volunteers.

Volunteers are individuals who, without compensation or expectation of compensation, perform a task at the direction of the ~~d~~District. Volunteers are not ~~d~~District employees. Volunteers may provide voluntary service on an ongoing or continual basis or may provide a one-time or occasional unpaid service under the immediate supervision and discretion of the professional staff to whom the volunteers are assigned.

All prospective volunteers must complete a volunteer application, successfully pass a background check, and submit any additional paperwork required by the district. The district will not discriminate against volunteers or prospective volunteers on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and/or socioeconomic status.

Volunteers are held to the same high standards of behavior as district employees and, as such, when they are serving as volunteers, are subject to the procedures outlined in the Volunteer Handbook, as well as any and all other applicable laws, regulations, and district policies and procedures.

~~Volunteers~~ ~~Visitors~~ will conduct themselves in a manner fitting their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Volunteers ~~Visitors~~ failing to conduct themselves accordingly may be asked to leave the premises.

It is the responsibility of employees to address inappropriate volunteer visitor conduct in accordance with ~~d~~District policies, including reporting inappropriate conduct to their supervisor(s) and/or other designated ~~d~~District staff when warranted.

The superintendent/designee shall develop administrative regulations for the recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of district volunteers.

The ~~d~~District has the discretion to temporarily alter and/or suspend the admittance of ~~visitors and/or~~ volunteers to ~~d~~District facilities without notice, provided that such action is not undertaken for an unlawful purpose.

~~Visitors, which include persons other than employees, students, volunteers, or student teachers who are present on District grounds must follow the posted visitor procedures when entering a District facility. Persons who wish to visit a classroom while school is in session are asked to notify the principal of the building in which the classroom is located and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized and security measures are in place. Teachers and other employees will not take time from their duties to discuss matters with visitors.~~

~~Children who wish to visit one of the District's facilities other than the school, if any they attend during school hours must be accompanied by a parent or responsible adult.~~

*Legal Reference:*



Iowa Code §§ 279.8; 716.7

*Cross Reference:*

[606.70 Community Resources](#)  
[1000.00 Principles and Objectives for Community Relations](#)  
[1004.30 Visitors to School District Buildings & Sites](#)

*Adopted:*

June 20, 2011

*Reviewed:*

March 20, 2017  
March 25, 2019  
July 20, 2020  
September 21, 2020  
January 19, 2021  
[August 4, 2022](#)

*Revised:*

March 20, 2017  
July 20, 2020  
September 21, 2020  
January 19, 2021  
[September 6, 2022](#)

## 900 SERIES – BUILDINGS AND SITES

### 903.40 Public Conduct on School ~~Premises~~Premises

The ~~Board~~board expects students, parents/guardians, family members, employees and visitors to treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity, and respect whenever present on district property and/or attending district events. Individuals violating this policy ~~will may~~ be subject to discipline consistent with law and policy. ~~Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.~~

Individuals, including spectators who attend district-sponsored or –approved activities, ~~are may be~~ permitted to attend ~~District-district~~ activities and/or to visit ~~District-district~~ premises only as guests of the ~~District-district~~, and, as As a condition of being present, they must comply with the District's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, District and entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the ~~District-district~~ officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal, and/or physical conduct of individuals directed at students, ~~District-district~~ officials, employees, officials, and/or activity sponsors of sponsored or approved activities or at other individuals ~~will shall~~ not be tolerated.
- Abusive, verbal and/or physical conduct of individuals that interferes with the performance of students, ~~District-district~~ officials, employees, officials, and/or activity sponsors of sponsored or approved activities ~~will shall~~ not be tolerated.
- The use of vulgar, obscene, and/or demeaning expression directed at students, ~~District-district~~ officials, employees, officials, and/or activity sponsors of sponsored or approved activities participating in a sponsored or approved activity and/or at other individuals ~~will shall~~ not be tolerated.

If an individual is physically or verbally abusive, uses vulgar, obscene or demeaning expression, and/or in any way interrupts an activity, the individual may be removed from the event. Law enforcement/security may be contacted for assistance.

Individuals removed from ~~District-district~~ premises and/or activities ~~have the ability to may~~ follow the ~~Board's board's~~ chain of command and complaint policies should they choose to do so. The exclusion ~~is shall remain~~ in effect during any should the individual choose to appeal the decision of the Superintendent/designee. The term "individual" as used in the policy also includes students and employees.

If an individual who has been notified ~~of that they are excluded in whole or in part from district property and/or from district activit(ies) exclusion and thereafter~~ tries to enter a ~~District-district~~ property and/or activit(ies) from which they are excluded building or attends a District activity, the district shall inform the individual will be advised that the presence his/her attendance will result in prosecution. The ~~District district~~ may obtain a court order for permanent exclusion from the ~~D~~district building or from future ~~District-district~~ activities.

*Legal Reference:*

Iowa Code §§ 279.8, .66; 716.7 ~~(2007)~~

*Cross Reference:*

Series 500 Student Personnel

[606.70 Community Resources](#)

[1000.00 Principles and Objectives for Community Relations](#)

[1004.30 Visitors to School District Buildings & Sites](#)

[1004.33 Volunteers](#)

Adopted:

April 21, 2008

Reviewed:

January 20, 2014

March 25, 2019

[August 4, 2022](#)

Revised:

January 20, 2014

[September 6, 2022](#)