



**Community Engagement Department**

## **FACILITY USE HANDBOOK**

**July 1, 2019**

The Ankeny Community School District facilities and buildings are owned, maintained, and supported by the public. The Board of Education actively seeks to promote and respond to the educational, recreational, civic and cultural needs of its total community through the total resources of the community schools. However, all school facilities have been primarily erected and maintained for the use of the students of Ankeny Schools and shall not be used for another purpose that will conflict with that use.

This *Facility Use Handbook* outlines policies and guidelines for community use of school facilities in the Ankeny Community School District (hereafter referred to as the District). The guidelines have been reviewed by the Policy Committee of the Ankeny Board of Education and approved by the Ankeny Superintendent of Schools (hereafter referred to as the Superintendent) and the Ankeny Board of Education (hereafter referred to as the Board).

### **I. Administrative Guidelines**

All facility usage requests must meet the guidelines as set out in board policy 1004.50.

This policy is not intended to create a limited open forum pursuant to the Equal Access Act, 20 U.S.C. §4071-74. All student-initiated groups wishing to meet on District property during non-instructional time must be approved by the District and the subject of the group is to be related to the curriculum of the District.

Any activity connected with approved school programs will take precedence over any request for use of the facilities for any other purpose.

It is understood that the District will make its facilities available for use by certain local, state, civic, or service organizations when the use does not conflict with school programming including the Before and After School Program (B/ASP), district activities, and teacher contract hours. Such use shall be for community purposes or the promotion of community activities and shall be of educational, recreational, civic, or cultural value to the community. The District will not typically allow extended use of a facility that utilizes an entire facility or the auditoriums, large gyms, or similar spaces.

All users of District facilities must comply with federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination. All users of District facilities must also comply with Board policies and this *Facility Use Handbook*.

As per Board policy 1004.40, under circumstances deemed appropriate and acceptable by school officials appointed by the Board, certain school facilities may be rented and used for private-for-profit. Guiding principles for determining approval will be community welfare, timing, and any other considerations deemed appropriate by the administration. District facilities, employees, and/or students shall not be used in any manner for the promotion or sale of services or products of agencies, businesses, or persons operating for a profit unless there is prior approval by the Superintendent or designee.

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Board, or the District.

District, local, or resident is defined by school boundaries.

## **II. Administrative Rules for Community**

As per Board Policy 1004.50 the Superintendent or designee for board approval shall develop and execute appropriate guidelines for the maximum use of school facilities to enhance a fully coordinated effort between the K-12 program and community use of the facilities.

Any activity connected with approved school programs will take precedence over any other request for use of the facilities for any other purpose.

Organizations interested in using school facilities should make such requests through Community Engagement. Community Engagement will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required.

Community Engagement will schedule District spaces as needed with appropriate District personnel and community users to coordinate use of District facilities. The extent of supervision needed by outside groups renting school facilities will rest solely with Community Engagement.

Permission granted for facility usage by Community Engagement shall be made in writing through the signing of a contract with the representative who holds the insurance for the group or individual making the request.

It is the responsibility of those requesting usage of school facilities to know the contents of this *Facility Use Handbook* and be aware of all guidelines for usage as well as specific guidelines set forth by Community Engagement.

Two copies of the signed contract shall be required, one for Community Engagement and the other to be retained by the requestor. The District reserves the right to deny, move, cancel, or postpone any activity, due to conflict, disregard of policies or other circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities are not available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor, or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board policies and rules, or state, federal, or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

No school personnel shall accept gratuities from organizations that utilize school facilities.

Requests for the following school year will be accepted beginning September 1 and processed in the order they were received after District events, Boosters, and Ankeny Parks and Recreation requests have been made. \*September only events may book beginning August 1.

### **Other Administrative Guidelines**

All District facilities will be closed and not available for use on legal and District holidays observed by District Staff. If a holiday falls on a Saturday, the District observance of that

holiday will be on the preceding Friday. If a holiday falls on a Sunday, the following Monday will be a day of observance. The following is a list of the legal holiday observed by the Ankeny School District on which all facilities will be closed. Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day. Exceptions may be made by the Superintendent or designee for renters with long-term contracts in place provided a custodial hire is available.

Occasionally facilities are not available outside of school hours due to major cleaning, repair projects, custodial availability, and preparation for the upcoming school year. This includes the full month of August, spring break, and winter break.

The District requires at least a two-week notice on all requests and reserves the right to deny, move, cancel, or postpone any activity, including school and school-related activities, due to conflict, disregard of policies, or other circumstances.

### **User Group Classifications**

Groups using the facilities will be classified as Class 1, 2, 3, 4, or 5 with District and District-related organizations having the highest priority after the development of the annual master calendar. District Administration and/or designee will determine the classification of each group requesting use of a facility.

The classification of the group or organization is determined by its status, purpose, and activity. Examples of primary users in each classification have been listed. However, this is not intended to be an all-inclusive list. Dependent upon the use, adjustments may be made as to the class within which a group or organization may fall.

Community Engagement reserves the right to request an audited financial statement or roster from a group to assist in determining the appropriate classification.

Ankeny Community School District facilities are not intended to be a location for-profit making enterprises.

### **SCHOOL DISTRICT EVENTS HAVE PRIORITY - No fees**

School-sponsored activities for students (e.g., Before and After School Program, clubs, athletics)

School-sponsored activities for parents (e.g. plays, open houses)

School and district-sponsored activities for District staff (e.g. training sessions, wellness)

Community Engagement activities (e.g. youth and adult enrichment courses/camps, and events or activities organized through the Community Engagement Department.)

### **CLASS 1 – No fees (a charge for personnel may be assessed)**

#### **DISTRICT-RELATED ORGANIZATIONS**

- School-related groups and organizations (e.g. Alumni Association, Backpack Buddies, Booster Clubs, Community Engagement Advisory Council, Dollars for Scholars, Project Fresh Start, PTO)

**OTHER**

Single event usage by City of Ankeny or Polk County governmental units. District personnel hire, facility damage, and an event that does not meet the above criteria may be assessed a fee at the discretion of Community Engagement.

Ankeny Chamber of Commerce meetings

Requests for local, state, and national election or caucuses. District personnel or security hire, as well as, facility damage may be assessed a fee at the discretion of Community Engagement.

Community, social, civic, or service organizations sponsoring money-making activities with all proceeds going directly to the Ankeny Community School District.

Youth organization meetings involving District residents belonging to non-profit, chartered youth groups. Such groups are described in Class 2.

**CLASS 2 - (a charge for personnel may be assessed)**

**PUBLIC AGENCIES/GROUPS**

- Ankeny Area Chamber of Commerce
- Civic and community organizations
- Youth organizations and/or developmental youth teams: (e.g. practices, training, try-outs, tournaments, banquet, special events) involving District residents belonging to non-profit, chartered youth groups, or organizations sponsoring youth activities during the regular program season or year. Such groups would include the following:

Ankeny Jr. Football Club	Camp Fire Girls
Ankeny Jr. Wrestling Club	4-H
Ankeny Volleyball Association	Softball/Baseball Little League
Boy/Girl Scouts	ACHS & AHS Basketball Club

**EDUCATIONAL INSTITUTIONS**

The cost to educational institutions may depend upon institution’s charge to students per credit hour and/or cost to participants. Class 4 fees may apply.

Heartland Area Education Agency 11

Des Moines Area Community College

Public universities (e.g., Iowa State University, University of Iowa, University of Northern Iowa)

Private higher educational institutions (e.g. Grandview University, Drake University, Simpson College)

### **CLASS 3 – NON-PROFIT/PRIVATE INTEREST GROUPS**

- Class 3 includes Ankeny area businesses located within the boundaries of the District who are conducting non-profit events.
- District resident non-profit groups will be considered Class 3 if activities are open to the public and no admission or entry fee is charged. For purposes of determining non-profit organizations, a tax-exempt identification number, 501(c)(3) documentation, and/or an annual organizational or event budget may be requested.
- Non-profit, private interest groups who use expenses to cover actual costs only, and do not pay staff or volunteers are considered Class 3. If the activity does not meet the criteria, it will be placed in Class 4.

#### **Examples**

- Local businesses conducting not-for-profit events for which there is no charge to participants (e.g. businesses conducting training for their own employees)
- Non-profit in-District groups using the facilities for private purposes
- Private parties (e.g. wedding receptions, family or company picnics, birthday parties, graduation parties)
- Religious services, religious classes and activities

### **CLASS 4 NON-RESIDENT and RESIDENT groups/organizations request for a private for-profit, non-routine, fundraising, or unusual**

District adult or youth groups that do not have a preponderance of ACSD residents/local or ACSD open enrolled students as participants. (Rosters may be required and be submitted prior to the first usage.)

Businesses located outside the District

State or national organizations hosting workshops and/or conferences

Meetings that are commercial in nature including soliciting, transacting financial business or enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged, entry fee, or items are sold.

Groups or businesses holding non-gate fee events for which the participant directly or indirectly are charged a fee (e.g. rehearsals, ceremonies, performances)

### **CLASS 5 Partnering Programs, Repeated Use, and Long-Term Lease Agreements**

- Rooms that are leased in the Neveln Building
- By agreement, the City of Ankeny as specified in our resolution agreement.

## **III. FEES**

The Superintendent or designee will prepare a schedule of fees for the rental of school facilities. This schedule shall be reviewed and approved annually and approved by the Board.

Community Engagement will determine the appropriate charges for the use of District facilities based on the current fee schedule and classification.

When necessary, additional fees may include such things as cleaning fees, cancellation charges, replacement or repair for damage or theft or other pertinent administrative costs. The District reserves the right to require police supervision and/or security hire at any event as deemed necessary by the administration or Community Engagement. The cost of the police supervision and/or security will be paid by the renting/reserving groups. Fees for facility rentals must be paid in advance unless other arrangements have been made. Costs for personnel fees (i.e. custodian, security, etc.) will be billed after the event.

In the case of damage caused by a group, future rentals may require a larger deposit or the group may be banned from renting district space. A deposit is required from renters at the time of contract signing. The deposit and signed contract is the confirmation that space is reserved for the renter.

On occasion, a fee may be waived or reduced at the sole discretion of the Superintendent or designee. (Class 4)

Other considerations for fees:

1. Class 4 rates are 40% higher than Class 3.
2. Non-profit groups that charge (e.g. admission, entry fee, or fundraising) even with proof of non-profit status and a tax-exempt identification number may be charged Class 4 rates.
3. All groups must cover all personnel costs involved before, during, and after the event. This may include costs for building supervisors, security, custodians, and technicians.
  - a. If groups are considered non-profit they are still required to pay personnel costs and they may be asked to cover direct costs of usage (e.g. electricity, water, air conditioning, heat, supplies.)

#### **IV. APPLICATION PROCESS**

A person requesting use of District facilities will complete an online request form which requires the necessary information to process the request. Request for facility usage by the community must be done through the Community Engagement Department.

Upon receipt of the request form, Community Engagement will acknowledge the date received and determine classification. The request will be processed in the order in which it was received. District scheduling for the upcoming school year will take precedence. Beginning September 1, requesters may fill out facility request forms for September 1 – July 31. \*September only events may book beginning August 1.

Facilities, with the exception of Neveln, are not rented during the full month of August. Exceptions may be made by the Superintendent or designee.

The facility use request will be reviewed to;

- A. determine the requester’s classification
- B. determine availability and appropriateness of facility to meet the request (including personnel if applicable)
- C. determine the estimated cost of requested facilities and personnel needed
- D. determine deposit and payment

When the above has been determined, the request will be scheduled and a contract will be issued. Before building access is issued by Community Engagement, the person responsible on the contract will have his/her driver’s license scanned through the Raptor system, appropriate documents will be filed with Community Engagement and the deposit and facility rental cost will be paid. In certain cases, total payment is required. The renter will adhere and guarantees that all attendees follow school board policy, this *Facility Use Handbook*, and comply with federal, state, and municipal opportunity laws and regulations that prohibit discrimination.

## V. INSURANCE COVERAGE

The District requires a signed contract and hold harmless agreement from all requesters. The renter shall be liable for any and all loss, damage or injuries sustained by any person that arise out of the negligence of the renter. All community groups are responsible for their own insurance coverage and the District requires a certificate of insurance as evidence of this coverage to be written as follows:

### 1. Liability Insurance

Commercial general liability insurance covering the premises and operations of the rental while using ACSD facilities shall be written at a company acceptable to the District and admitted to do business in the State of Iowa. This insurance shall cover bodily injury, property damage, and personal injury and shall be written with combined single limits as shown below.

General Aggregate Limit	\$2,000,000
Products – Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury	\$2,000,000
Each Occurrence Limit	\$2,000,000
Fire Damage Limit (for one fire)	\$100,000
Medical Expense (any one person)	\$5,000

### 2. Workers’ Compensation

If the renter has employees who will be working on or about one of the ACSD facilities, then the evidence of insurance provided by the renter should also show the following:

Workers' Compensation & Employers Liability Insurance as prescribed by Iowa law with the minimum limits shown below:

a. Iowa Benefits	Statutory
b. Employers Liability	
Bodily injury by accident	\$500,000/each
Bodily injury by disease	\$500,000
Bodily injury by disease (each employee)	\$500,000

The workers' compensation insurance shown above, if required, shall include a waiver of subrogation clause in favor of the ACSO.

## **VI. NOTIFICATION OF CHANGE/CANCELLATION**

The requester is responsible for notifying Community Engagement when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to Community Engagement two weeks prior to the scheduled time of use. Failure to make the proper notification will result in a 20% cancellation fee or a minimum of \$25.

## **VII. BILLING/PAYMENT PROCEDURES**

Usage and personnel fees for all events will appear on the contractual agreement. Personnel fees may be billed after to the event. Fees for facility rentals and usage must be paid in advance unless other arrangements have been made, cost for personnel fees (i.e. custodian, security, etc.) will be billed after the event.

## **VIII. SUPERVISION**

The user group representative is responsible for the behavior of its members. Each group must designate one person (group representative) who serves as a group contact person with Community Engagement. The group representative is responsible for communicating usage procedures and other communication to the group members and for ensuring that group members understand and follow District guidelines.

In addition to the user group representative, Community Engagement may assign a professional security person to oversee the usage of the building. Supervision of the use of facilities will be accomplished by appropriate personnel as determined by the Superintendent or designee. Personnel costs associated with facility use will be the responsibility of the group using those facilities. These costs may include supervisory personnel, custodial services, and other district personnel that are needed by the group. If personnel are not available to cover a request the request may be denied.

The District reserves the right to require police supervision at any event as deemed necessary by the District. The requestor will pay for this police supervision.

Building supervisors, hired by Ankeny Parks and Recreation from September to April, supervise the use of facilities and will serve as a resource person for group representatives.



## **IX. OVERNIGHT USE**

Overnight stays by community groups are not permitted by the District. Exceptions may be made by Superintendent or designee.

## **X. SEATING CAPACITY**

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the fire marshal.

## **XI. FOOD, BEVERAGES, AND SMOKING**

Food and beverages are permitted in designated areas only. No red punch allowed. Request to have food and/or appropriate beverages must have prior approval.

Due to peanut allergies, ACSD requests that items with peanuts are not brought into the facilities.

“Possessing, using, sale or distribution, or being under the influence of any alcoholic beverage, controlled substance, look-alike, or substitute, or any substance represented to be an alcoholic beverage or a controlled substance (other than medication prescribed by the individual’s physician) is strictly prohibited while on any school property or under school supervision.” Reference Board Policy 406.00

“District facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including District-sponsored and non-District-sponsored events.” Reference Board Policy 902.10

## **XII. EMERGENCY PROCEDURES**

“The Superintendent shall have the authority to close or delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He/ She shall make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision.”

### Weather-related closings/cancellations

A. If school is canceled and/or closed for the day, all community use of the buildings is canceled.

B. If evening activities are canceled, all community use of the buildings will be canceled.

School closings and cancellations will be posted on media outlets. The user is responsible for coordinating all notification of postponements or cancellations to his/her group. If snow or ice removal is needed after school has been dismissed for the day (or for the previous school day), then the user is responsible for preparing clean, safe access for evening or weekend usage. The District reserves the right to cancel/postpone events based on inclement weather and ability to safely access the facility. The community shall follow District procedures for fire

and tornado posted on building walls. The District reserves the right to conduct fire and tornado drills in all facilities without notice to participants.

### **XIII. DAMAGES AND MAINTENANCE**

Entities that use District spaces must leave the building in the same condition it was in prior to its use. Inappropriate use of District facilities may result in additional fees or the inability of the entity to use District facilities in the future. Reference Board Policy 1004.5

It is possible that criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs.

If the group refuses to make payment, the group will not be allowed to use District facilities again.

If damage or theft is not reported by the group, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.

An extra damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

Photographs should be taken by District staff of any damages resulting from the use of a building and notations made detailing the date, time, location and the amount of repair. The building administrator and maintenance department should be notified.

### **XIV. SPECIAL FACILITIES, AREAS, AND EQUIPMENT**

Nothing shall be glued, pinned, taped, tacked, nailed, stapled, hung on etc. to the interior/exterior of the building or equipment. Community Engagement must pre-approve any area requested for the use of quick release painters tape.

#### **A. AUDITORIUMS**

The District auditorium may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their limited equipment requests for auditorium use. Stage space may not be available during the school year. District or approved personnel are required to operate all audio/visual equipment and the cost of such personnel will be at the user's expense. All auditorium requests must be received one month in advance. District personnel hire (custodial) is required. Security may be hired as well.

#### **B. CLASSROOMS**

Classrooms in elementary and secondary schools, on rare occasions, may be scheduled for use by the public for purposes and activities appropriate to the facility. Teachers will be notified by appropriate building personnel prior to community use to ensure storage of materials. Users will be expected to respect teachers' and students' belongings as well as the District's equipment, supplies, and materials. Users also will be expected to leave the classroom in the same, or better condition than they found it.

### **C. COMPETITION**

Varsity competition spaces (e.g. softball/baseball fields, football) are not available for rental.

### **D. GREEN SPACES**

Green spaces become community spaces after school hours and on weekends when there aren't District events. These spaces may be used on a first come, first served basis with the understanding that District mowers and the Before and After School Program have the right of way and can move groups at their discretion. There are no reservations or renting of green spaces through the Community Engagement Department.

### **E. COMPUTER & SCIENCE LABS**

Computer and science labs are not available for rental.

### **F. GYMNASIUMS**

With Community Engagement's approval, District gym space is available after K-12 student/teacher hours and the Before and After School Program. A cooperative agreement between the City of Ankeny and the District allows Ankeny Parks and Recreation to schedule gym space from September-April.

Non-marking gym shoes are required for participants in all sports and games. Group members not wearing proper shoes may be charged for the professional cleaning or refinishing of the gym floor. This includes no street shoes, no tap shoes, no shoes with cleats or wheels.

No scoreboard use, unless approved by Superintendent or designee.

No food or beverages are allowed in or around the gym, this includes gum chewing.

No bag chairs in gyms.

No slam-dunking or hanging on rims.

No bouncing balls in halls, off walls, or on ceilings.

Indoor balls only: indoor soccer balls, mush balls, tennis balls, whiffle balls, basketballs, volleyballs. No baseballs or softballs. No roller blades.

No batting practice. No pitching machines.

No leaning into volleyball nets.

No climbing or playing on bleachers.

No leaning against movable walls.

No moving of bleachers. Facility staff, Ankeny Parks and Recreation supervisors, or District hires will be responsible for pulling bleachers out for use if previously approved by Community Engagement.

No tape or markers on floor or walls.

No propping open doors or windows.

No pushing/pulling chairs, tables, or other equipment across the floors.

No spitting or foul language allowed.

Children are not allowed to roam or play in the halls while their parents or siblings are participating in activities in the gym. Children are to be supervised by adults at all times during gym usage.

Group representatives are to contact Community Engagement concerning special instructions when using the gym with wooden floors if the activities are other than conventional gym play. Baseball events will be scheduled in gyms with non-wooden floors only.

#### **G. KITCHENS**

District kitchen space and equipment are not available for rental.

#### **H. TURF**

No food or drinks are permitted on turf fields. This includes seeds, nuts, and gum. No tents set up on the turf. Chairs are required to have rubber tips.

#### **I. CONCESSION STANDS**

Only on rare occasions will concession stands be available for rental with approval from the Superintendent/designee and the Booster Club. Groups renting concession stands will adhere to what type of product may be sold (e.g. no sunflower seeds, peanuts, apples, bananas, red liquids, items on a stick, gum.) District staff hire may be required.

#### **J. MOTORIZED AND NON-MOTORIZED VEHICLES**

“The Superintendent/designee shall designate, by causing signs to be posted, those portions of District property where parking is prohibited. Vehicles parked in violation of such signs shall be subject to being towed at the owner's expense.” Reference Board Policy 902.12

No motorized and non-motorized vehicles allowed in facilities (e.g. four-wheeler for set up). This does not include wheelchairs.

#### **K. OUTSIDE AREAS**

The use of the football, soccer, baseball, and softball fields tennis courts and running track require the same request process and timeline used in scheduling and confirming use of inside areas through the Community Engagement Department.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields.

It is the responsibility of users to know board policy and information as outlined in the Facility Use Handbook. Violations of board policy will result in the District, district security, or city police department enforcing the law and/or guidelines by terminating the organization's right and privileges to use the District's grounds and fields immediately, for a scheduled period of time, or permanently.

The District reserves the right to limit the number of games or teams which may play or practice on District ground and also reserves the right to limit the days and hours of use of grounds.

Ankeny Community School District Activities Directors shall have sole discretion to determine if any reserved outdoor facility is unusable. It shall be the responsibility of the Activities Directors, or his/her designee, to notify Community Engagement if the weather has rendered the outdoor spaces unusable.

The District may require the rotation of certain fields that are not turf for aerating, draining, reseeding, and maintaining, thus removing select fields from use. The maintenance department may fence off fields to prevent use. Violation of fenced off areas will be considered trespassing and Ankeny City Police Department will be notified. Prosecution may be pursued.

Portable restrooms or “Kybos” at the expense of the user and organized by the user may be required for activities and tournaments. Water and electricity may not be available from District sources. Special arrangements must then be made for both. Portable restrooms or “Kybos” must be pre-approved by Community Engagement.

#### **L. EQUIPMENT**

Space is rented only. On occasion, building chairs may be requested if there is a custodial hire. On occasion, microphones may be requested for auditorium if there is a District hire. Scoreboards, PA, etc. are not used unless special permission is given from the Superintendent/designee with District hire running the equipment.

#### **XV. ANIMALS**

“Live animals will not be allowed in District facilities except under special circumstances and/or curricular purposes. The Principal will have the discretion in these circumstances. Appropriate supervision of animals is required when animals are brought into District facilities.

The person bringing the animal must furnish transportation for the animal. Animals will not be allowed to travel to and from the student's attendance center in District vehicles.

It is the responsibility of the Principal to determine appropriate supervision of animals and the parameters of its stay in the classroom. Service animals are not covered by this policy.” Reference Board Policy 606.30

#### **XVI. CONDUCT**

“The Board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect.” Reference Board Policy 903.40

#### **XVII. WEAPONS**

“District facilities are not an appropriate place for weapons, dangerous objects, and look-a-like.” Reference Board Policy 502.13

Law enforcement officials and security staff on duty are exempt from this policy.  
Policy meets state and federal laws.



**District Office 306 SW School Street PO Box 189 Ankeny, IA 50021-0189  
P: 515.965.9600 F: 515.965.4234 W: [ankenyschools.org](http://ankenyschools.org)**

*Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Kenneth Morris, Jr., Equity Director, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, [kenneth.morris@ankenyschools.org](mailto:kenneth.morris@ankenyschools.org); or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.*