Dear Ankeny Family and Community,

Welcome to the 2019-2020 school year! It promises to be an exciting year for over 12,000 students and the staff dedicated to providing a premier 21st-century education for each student.

The Ankeny Community School District has achieved local, state, and national recognition in the four A’s: Academics, Activities, Arts, and Athletics. I believe this requires a formula of people playing a role that very few school districts can achieve, let alone advancing each at once. It starts with the Ankeny Board of Education who must possess a vision of what should be occurring each day in kindergarten through twelfth grade. During my past eight years as superintendent, I have witnessed a Board who wants every child to receive world-class academic preparation. This goal will enable students to achieve a lifetime of personal success. The global economy and its various micro components are changing faster than ever before. Our upcoming election is critical to elect forward-thinking individuals who are not satisfied with the status quo.

Ankeny students are some of the best in central Iowa. We appreciate their commitment to hard work and involvement in the many aspects of our school community. Most students are very involved in all areas of their education. Part of our goal is to teach students how to balance everything they have chosen to do.

Teachers and classified staff work most closely with our students. We expect each teacher to utilize their academic preparation and continuous professional development to differentiate their instruction, so each child receives what they need. The days of “one size fits all” has proven not to work due to the accelerated content that our national, state, and local curriculum requires. Make no mistake; Ankeny Community Schools employs the very best certified teachers. Our classified staff does too many things to list. I maintain they are the glue that “holds the district together.” Our district spends 80% of the total budget to have great people be part of the Ankeny team. They play an essential role in the equation. It is a sound investment.

Our administrators are some of the most dedicated individuals with whom I have worked during the past 33 years in the various suburbs. They are learners, child advocates, data-driven decision-makers, and committed to the strategic plan that guides our district in every aspect and holds us accountable.
The final component of the equation for a premier district is the involvement of parents and our community. In each of the A’s, you will see parents and community members volunteering in a vast number of ways. It is not unusual to see third-generation families in our schools in a variety of roles. Each individual makes Ankeny a place in which to learn, teach, lead, and live. Very few districts in the United States can make this claim.

Thank you for being part of the Ankeny Equation. As Superintendent of Schools for the past eight years, my commitment remains to help each child achieve their potential as our school community continues to grow exponentially and thrive.

Bruce A. Kimpston, Ed.D.
Superintendent of Schools
National Merit Recipients

Semi Finalists

The National Merit Scholarship Corporation (NMSC) announced the names of the Semifinalists in the 65th annual National Merit Scholarship Program. Among the honored are Ankeny students:

- Madeline Gillette
- Jeanne Peters
- Nathan Petsche
- Benjamin Rodriguez
- Ryan Vermeer
- Samuel Wu

These academically talented high school seniors selected for this honor have an opportunity to continue in the competition for some 7,500 National Merit Scholarships worth about $31 million that will be offered in the spring. To be considered for a Merit Scholarship® award, Semifinalists must fulfill several requirements to advance to the Finalist level of the competition.

About 90 percent of the Semifinalists are expected to attain Finalist standing, and more than half of the Finalists will win a National Merit Scholarship, earning the Merit Scholar® title. NMSC, a not-for-profit organization that operates without government assistance, was established in 1955 specifically to conduct the annual National Merit Scholarship Program.

The National Merit® Scholarship Program honors individual students who show exceptional academic ability and potential for success in rigorous college studies. A Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by a high school official, write an essay, and earn SAT scores that confirm the student’s earlier performance on the qualifying test. These students have the opportunity to advance to the Finalist level in February.
Commended

Officials of the National Merit Scholarship Corporation® (NMSC) also announced the names of Commended Students in the 65th annual National Merit Scholarship Program.

About 34,000 students throughout the nation are recognized as Commended for their exceptional academic promise. Although they will not continue in the 2020 competition for National Merit Scholarship awards, Commended Students placed among the top five percent of more than 1.6 million students who entered the 2020 competition by taking the 2018 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®).

The NMSC points out that recognizing academically talented students plays a fundamental role in the advancement of educational excellence within the nation. The young people recognized as Commended Students represent some of the best and brightest minds in the country as demonstrated by their outstanding performance in our highly competitive program. The hope of the NMSC is that this recognition can provide them with additional educational outlets and motivate them in their pursuit of academic achievement.

In addition to being named a National Merit Commended student, Ankeny Centennial’s Brenda Lora received a perfect ACT score last year as a junior.

“I put in a lot of preparation for the test,” said Lora. “Every week I’d take a practice test, usually one or two sections of the full test. I think a major part of getting a good score is being able to read and comprehend things quickly. Being a quick test taker lets you answer every question, have time to double-check questions you’re unsure of, and gives you more confidence going into the test.”

In the future, Lora plans on using her perfect score to apply for the George Washington Carver Scholarship as well as a full-ride merit scholarship for minorities majoring in engineering at Iowa State.
Orbis Overview

Orbis is a work-based learning program where students engage in real-world projects in partnership with the workforce. High school students enrolled in this elective course, strengthen skills in leadership, problem-solving, and communication, while focusing on project management (SCRUM), design thinking, project-based learning, and Advanced Insight Profiles. Orbis has been the recipient of the Governor’s STEM Best Award, Prairie Meadows Community Betterment Grant, and, most recently, the Public-Private Partnership Award by the Ankeny Economic Development Corporation.

This fall semester launched the second year of Orbis. Students enrolled in Orbis come from four high schools to learn and perform together as project teams: Ankeny High School, Ankeny Centennial High School, North Polk High School, and Saydel High School. Orbis offers students the opportunity to apply what they’ve learned in traditional classroom settings into real-world community-driven challenges and opportunities. These experiences make our students more marketable and prepared for future success.

Follow our Orbis story and capture the synergy between our student leaders and business partners! Orbis is value-added, and our students are positively impacting our local and global community!

Orbis Website: www.ankenyschools.org/orbis
Twitter: @ACSDOrbis
Facebook: www.Facebook.com/AnkenyOrbis
During the fall of 2019, Orbis students contributed to creating the quarterly Ankeny Advance informational magazine. The project-based format of Orbis allowed students to initiate input on improving and revising this year’s Ankeny Advance. Students were given the freedom to add their own style to the magazine in order to attract residents to the district. Their process began with brainstorming how to delegate roles for the project in an efficient manner. Specifically, the student team contacted project providers and workforce experts such as Alice Pareti (Communications Assistant) and Michelle Siefkas (Communications Specialist) for guidance, both of whom are tremendous assets to the Ankeny Community School District. Pareti and Siefkas helped the team understand more about the publication and assisted the team, as needed, through the creation of the Ankeny Advance. The Orbis students also interviewed Ken Morris, Director of Equity for Ankeny Schools, to learn about current and future plans for the community; and Stephanie Braun, Safety and Security Specialist, in order to educate residents on recent safety implementation. While students were given the task of producing content, they were given the ability to use Orbis resources to produce a professional product while gaining long-term life skills. As a whole, students acquired stronger skills such as time management, editing and proofing techniques, and how to effectively communicate with workforce experts under stressful time constraints. The Orbis team included: Ella McLaughlin, Jaedon Wilber, Zach Olson, Abbigale Edgar, and myself Natalie France. Specified sections of the Advance were accomplished by these diligent students whose goal was to inform the community on the intriguing new plans Ankeny's school district has to offer. To provide a small section of what the students accomplished are: Abbigale researched the construction and safety component, Zach interviewed workforce experts and wrote the equity page, Ella focused on the National Merit page and the superintendent letter, Jaedon was in charge of graphics and design layout, and I served as editor completing the editorial highlight of making the Ankeny Advance. This quarter's issue is full of vital information that will contribute to our district's future plans to ensure your student is a part of a prosperous community.

Natalie France
Ankeny High School Centennial Senior
This school year, Ankeny Schools added a new position in the district, Director of Equity. What is equity? Equity, by definition, is justice according to natural law or right. This is similar but very different from the term equality. Equality is said to be of the same amount or measurement as another; this is different in the sense that equity gives justice based on natural laws and rights. An equitable approach to a problem will make sure everyone’s issue is addressed with a solution unique to that person. Displaying equitable qualities ensures problems, and people around you, are treated with the correct amount of respect and dignity respective to each person. Below is a graphic that displays this idea perfectly.

In the first half of the graphic, the term equality is represented; it shows people of different heights all receiving the same size box to try to write on a chalkboard. This solution wastes resources on the tall person because they could have written without it. For the shorter child and disabled child, there are not enough boxes for them to write effectively. It is a perfect solution for the second person from the left. Even though the same amount of resources is being used, there is mismanagement allocating them. Looking at the second frame, the example of equity shows the perfect allocation of resources; the tall person does not require a box; instead, they were able to give their box to the child next to them. Equity is not equality, and treating them the same can and will cause problems when finding the right solutions in our school system.

Kenneth Morris, Jr. is the district’s first Director of Equity. Morris was a Diversity Resources Coordinator at the University of Iowa. Previously, he served as the Manager of Student Equity for the Cedar Rapids Community School District and the Director of Intercultural Life and Principal Designated School Official (PDSO) at Cornell College.

“I care deeply about all students,” said Morris. “I push myself to make the most educated and equitable decisions possible for students of all backgrounds no matter the race, color, creed, or socioeconomic status,” said Morris.

He said his main goal as Ankeny’s Director of Equity is to create “harmonious human relationships.”
Stephanie Braun is the new Safety and Security Specialist for the Ankeny Community School District. She worked for the Ankeny Police Department for 18 years and said this new role in serving the community is a once in a lifetime opportunity. Being a former sergeant, she is excited to share her knowledge with the school district. So far, her favorite part of the job is working with the students and staff at all the schools.

Braun is family-oriented, she has two children who go to Ankeny Schools. She likes the outdoors and being active.

As the Safety and Security Specialist, Braun gives guidance to the schools to ensure everyone is safe. One piece of safety training for our school community is ALICE. In its second year at Ankeny Schools, ALICE stands for alert, lockdown, inform, counter, and evacuate. All staff and students are trained in ALICE.

Braun encourages staff and students with safety questions to reach out to her. She also recommends our high school students reach out to their SROs (student resource officers) who are at each high school.
The Ankeny community is growing fast, so the school district has to grow too. Ankeny Schools is currently building its 11th elementary on the east end of SW Prairie Trail Parkway in the south feeder system. The new school has been named Heritage Elementary and will open in August 2020. The building is the same design as Rock Creek and Prairie Trail. Using the same design allows the district to save money on architectural fees.

Also, next fall, Terrace Elementary will become an early childhood center. Our school district is required to offer a preschool program. Currently, preschool students are in classrooms in several of our elementary schools. Terrace’s redesign includes 18 preschool classrooms with shared restrooms between classes.

Next fall, construction crews will begin work on additions at both high schools.
Annual Notices to Parents for 2019-2020

Each year, various state and federal laws, as well as Ankeny School Board policies, require annual notifications. Many of the following notifications can also be found in student/parent handbooks or on the district website.

Asbestos Notification
Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located and determined the condition and hazard potential of all material in the district’s facilities suspected of containing asbestos.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the district office.

Abuse of a Student by a School Employee
It is the policy of the district to respond promptly to allegations of abuse of students by district employees by investigating or arranging full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process. The District has appointed a Level 1 investigator.

Corporal Punishment, Restraint, and Physical Confinement and Detention
State law forbids school employees from using corporal punishment against any student. See Board Policy #503.05. Certain actions by school employees are not considered corporal punishment. Additionally, district employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. Employees are provided annual training on this law.

State law also places limits on district employees’ abilities to restrain or confine and detain any student. If you have any questions about this state law, please contact your student’s school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.educateiowa.gov.

Annual Notice of Nondiscrimination
The Ankeny Community School District offers career and technical programs in the following areas of study:
• Applied Science, Technology, Engineering, and Manufacturing
• Arts, Communication, and Information Systems
• Business, Finance, Marketing, and Management
• Human Services

It is the policy of the Ankeny Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact the district’s Director of Equity, Kenneth Morris, Jr., 306 SW School Street, Ankeny, Iowa 50023, (515) 965-9600, kenneth.morris@ankenyschools.org.

Fees
Iowa Code section 301.1 authorizes school districts to collect a rental fee for textbooks, including electronic textbooks, and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process. The school district charges fees for certain items, such as textbook rental and pay-to-ride transportation services. Students whose families meet the income guidelines for free and reduced price lunch, from Food Assistance (FA), the Family Investment Program (FIP), another DHS assistance program, or students who are in foster care, are eligible to have their student fees waived or partially waived. Also children who meet the definition of homeless, runaway or migrant are eligible for fully or partially waived fees. A family must annually complete the waiver of confidentiality form and return to the Ankeny School Nutrition Services program. This waiver does not carry over from year-to-year.

Free and Reduced Meals Program
A new free/reduced meal eligibility application must be completed and submitted each year.

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

Free and reduced priced meal eligibility applications for each new school year will become available in late July. You can apply for eligibility through the online application or by filling out a paper application. An application for free and reduced meals can be found on the district website. Applications are also available at orientation, from building secretaries, or at central office. If you have questions about free and reduced meals or the application process, please contact Nutrition Services Assistant...
The Ankeny Community School District believes that all Homeless Students the district for students. so both understand the regulations and expectations of and policies of the Board of Education with their students. Parents are strongly encouraged to review the handbook Handbooks and Board Policies implementation of such interventions.

The parent of a child receiving general education interventions may request that the agency conduct a full and individual initial evaluation. Documentation of the rationale for such action shall be included in the individual’s educational record.

Each LEA shall provide general notice to parents on an annual basis about the provision of general education interventions that occur as a part of the agency’s general program and that may occur at any time throughout the school year.

General education interventions shall include consultation with special education support and instructional personnel. General education intervention activities shall be documented and shall include measurable and goal-directed attempts to resolve the presenting problem or behaviors of concern, communication with parents, collection of data related to the presenting problem or behaviors of concern, intervention design and implementation, and systematic progress monitoring to measure the effects of interventions.

If the referring problem or behaviors of concern are shown to be resistant to general education interventions or if interventions are demonstrated to be effective but require continued and substantial effort that may include the provision of special education and related services, the agency shall then conduct a full and individual initial evaluation.

The parent of a child receiving general education interventions may request that the agency conduct a full and individual initial evaluation at any time during the implementation of such interventions.

Handbooks and Board Policies
Parents are strongly encouraged to review the handbook and policies of the Board of Education with their student so both understand the regulations and expectations of the district for students.

Homeless Students
The Ankeny Community School District believes all students should have access to a free, appropriate public education. The District will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth. Homeless children and families may obtain free legal services by contacting:

Legal Aid Society of Polk County
1111 9th Street – Suite 230
Des Moines, Iowa  50314
1-515-243-1193

Human Growth and Development
The school district provides students with instruction in human growth and development. As mandated by Iowa Code, a student is not required to take instruction in the human growth and development portion of the health curriculum if the parent or guardian requests the student be excused. A form to request this exemption may be obtained in the principals office in each attendance center.

Parents may review this curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the Chief Academic Officer if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Use of District Technology
Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The PBIS expectations of respect, responsibility, and safety apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas. At all times, students are subject to Board Policy #605.70: Technology Use by Students.

Social Media Guidelines for Ankeny Students
Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Parents should review the guidelines students in the Ankeny Community School District should adhere to when using social media tools for schoolwork in and outside the classroom. These guidelines are located in the Student and Parent Handbooks.

Physical Exams and Concussion Forms
Regulations of the Department of Education, IHSSA and the IGHSAU states: The school shall require of each student participating in athletics a physician’s certificate.

LeeAnna Vigor at (515) 963-4964 or email leeanna.vigor@ankenyschools.org.

If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS). For information about state food assistance benefits, contact 1-877-347-5678, or apply online at www.dhs.iowa.gov/food-assistance.

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stating that he or she is physically able to participate in athletic contests of his or her school. The physical and concussion forms are valid for the purpose of this rule for one calendar year. The physical and concussion forms must be on file before the student will be allowed to practice with any of the high school/middle school’s athletic teams. Physical and concussion forms may be found on the high school website at www.ankeny.schools.org, or you may pick one up in the high school activities office.

**Open Enrollment**

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students. Students interested in open enrolling out of the school district must contact the registrar’s office for information and forms.

You may reference Ankeny Board of Education policies on open enrollment on the Ankeny School District website. Please contact Kristy Hansen for open enrollment questions at kristy.hansen@ankeny.schools.org or (515) 965-9600.

**Parents’ Role During Emergencies**

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child’s cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school can also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district web site for regular updates and instructions. Do not report to your child’s school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.

Avoid calling the school or the district during the emergency. This will allow complete focus of the school and responders to be on the emergency. Notification and Communication: The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or emails via its notification system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district’s web site. Additional updates will also be sent depending upon the nature of the emergency.

In today’s world, it is likely that students will be texting and calling parents immediately. Be aware that information you receive from your child may not always be accurate; ensure the information you are using is official and comes directly from the Ankeny Community School District.

School Emergency Response Protocols - A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

**When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?**

**Lockdown** — A lockdown is normally in effect when there is a threat inside the school. Students and staff are removed from harms way by having them safely located inside secure classrooms or other areas inside the school to reduce the risk of being exposed to the source of potential harm. During lock downs access to the building is prohibited.

**Shelter-in-Place** — Shelter-in-place is instituted when the threat is outside the school. Students and staff are secured inside a classroom or other areas inside the school reducing the risk for exposure to inclement weather or other potential harm such as a gas release. Evacuation — Evacuations are typically conducted to remove students and staff from harms way by having them safely vacate the school and reassemble in a more secure location.

If the school building is evacuated, how will I be able to locate my child? Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aid to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child’s emergency contact information as a guardian and show proper identification.

**Protection of Pupil Rights Amendment**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey
is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ankeny Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ankeny Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Ankeny Community School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Section 504-Notice of Rights
Ankeny Community School District does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

The district’s designated ADA/Section 504 Coordinator is: the Special Education Director; 306 SW School St., Ankeny, IA 50023 (515) 965-9600.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to contest placement of a controversial
record in the student’s education records. Parents or eligible students may ask the Ankeny Community School District to amend a record that they believe is inaccurate, misleading or a violation of the student’s right to privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent of eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a meeting with a district employee who is not directly interested in the outcome. Additional information regarding the meeting procedures will be provided to the parent or eligible student when they are notified of their right to the meeting.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, faculty member, staff member, member of the Board of Directors, or others acting on their behalf who the Superintendent has determined to have a legitimate educational interest in obtaining access to information in a student’s education records. A legitimate educational interest exists when the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to inform the district that the parent or eligible student does not want the district’s designated directory information, as defined below, to be released to the public. To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to August 1 of each school year (or two weeks from the date of enrollment in the district if such enrollment occurs after August 1), of the information not wished to be released. This objection to the release of directory information must be renewed annually.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Ankeny Community School District has designated the following student information as directory information:
- Student’s name
- Curriculum (major field of study)
- Section/Team
- Year in school
- Participation in recognized organizations, activities and sports
- Weight and height of members of athletic teams
- Degrees, awards and honors received
- The most recent educational institution attended by the student
- Photographs, audio tapes and video tapes of the student
- Date of attendance at the school district (general periods of time during which an individual attended or was enrolled in an educational agency or institution)
- Student work

Any information not designated by the district as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

Two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed to the military recruiters without their prior written consent. (1) If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by August 1.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

2. The district may share information contained in a student’s record with officials of the juvenile justice system if such information will assist in their ability to serve the student.

If there are no objections to use of your student’s information as defined above, no further action is necessary and you do not need to fill out the form.

**Water Testing**
The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The Ankeny Community School District has completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Construction at 515-965-9600.