

**School Board of Education
Regular Meeting
July 2, 2012
5:00 P.M.**

The Board of Education held the Board Meeting on July 2, 2012 at 5:00 P.M.

Members present were:

George Tracy, President
Pat Cahill, Vice-President
Dustin Graber
Brad Huss (left at 5:45 p.m.)
Stephanie Jorgensen
Mike Rooney
Todd Shafer

Brad Johnson, Director Technology
Jenifer Owenson, Director Human Resources
Don Peterson, Director Support Services
Brent Steemken, Director Financial Services
Bev Kuehn, Parkview Associate Principal
Jarrett Peterson, Communications Coordinator
Jeff Krausman, District Counsel/Acting Board Secretary

Board Member(s) absent:

None

Others in Attendance:

Tom Penney
Jamie Rochleau
Russ Bollig
John Darveau
Joan Haack
Denny Prather
Vickie Murken
Aaron Johnson
Sara Sleyster, (Des Moines Register)

Also present were:

Dr. Bruce A. Kimpston, Superintendent
Jackie Black, CFO
Dr. Matt Adams, Assistant Superintendent
Organizational Development
Dr. Jill Urich, Assistant Superintendent
Curriculum and Instruction

Item 1: Call to Order

Call to order was given by President George Tracy at 5:00 p.m.

Item 2: Approval and acceptance of the June 4, 2012 Agenda

On a motion by Director Shafer and seconded by Director Huss, it was: RESOLVED: Approve and accept the July 2, 2012 agenda without amendment. Directors voting in favor of the motion: Cahill, Graber, Huss, Jorgensen, Rooney, Shafer, and Tracy. Directors voting no: none. Motion carried 7-0.

Item 3: Pledge of Allegiance

Observed.

Item 4: Recognitions

None.

Item 5: Communication from the Public

Mr. Russ Bollig of 2514 SW 31st St., Ankeny, told the Board that his company provides documentation services for construction projects. He suggested that the District may wish to consider those services for the Southview Middle School Phase II project or other construction projects.

Item 6: Approval of the Consent Agenda

A. Minutes of the June 18, 2012 School Board Meeting

B. Bills – expenditures presented the 2nd day of July: \$1,806,470.00 in the General Fund, \$567,178.39 in the Schoolhouse Fund, \$5,472.66 in the Capital Projects Fund,

\$1,461,351.51 in the Local Option Sales/Service Fund, \$103,591.45 in the Activity Fund and \$5,272.93 in the Nutrition Fund have been approved.

C. Personnel Report

New Positions: Agreements or Contracts for 2012-2013

Due to Student Enrollment and New Elementary:

Classified Staff:

1. Audrey Batey, Special Education Associate, Ashland
2. Amy Valladres, .5 Special Education, Prairie Ridge

Coaching Staff:

1. Dennis Ferguson, 10th Assistant Baseball Coach, Centennial High

Replacement Positions: Agreements or Contracts for 2012-2013

Administrative Staff:

1. Sharon Ingebrand, Director of Curriculum, Assessment and Professional Dev.
2. Ben Muller, Principal, Southeast

Certified Staff:

1. Nathan Smith, Head Boys Track, Ankeny High
2. Ryan Miller, 3rd Grade, Prairie Trail

Reassignments: Agreements or Contracts for 2012-2013

Certified Staff:

1. Wendy Rains, Literacy Leader, Terrace

Resignations Year End 2011-2012

Certified Staff:

1. Linda Phipps, 6th Grade Social Studies, Parkview

Classified Staff:

1. Ashley Horning, Special Education Associate, Ashland Ridge
2. Joe Quick, Special Education Associate, Ankeny High School
3. Heidi Chatham, Special Education Associate, Northview
4. Andrew Bittle, Special Education Associate, Northview

D. Open Enrollment

<u>Name</u>	<u>Grade</u>	<u>Resident District</u>	<u>Receiving District</u>	<u>School Year</u>
Simoens, Madilyn	Kdg.	Ballard-Huxley	Ankeny	2012-13
Simmons, Isabel	Kdg.	Colfax-Mingo	Ankeny	2012-13
Simmons, Audrey	Kdg.	Colfax-Mingo	Ankeny	2012-13
Harms, Jordan	Kdg.	Des Moines	Ankeny	2012-13
Whitmore, Logan	Kdg.	Des Moines	Ankeny	2012-13
Austin, Hunter	Kdg.	North Polk	Ankeny	2012-13
Brotherton, Tristan	Kdg.	North Polk	Ankeny	2012-13
Wetzler, Samuel	Kdg.	North Polk	Ankeny	2012-13
Daggett, Emma	Kdg.	Saydel	Ankeny	2012-13
Spieker, Alexis	Kdg.	Saydel	Ankeny	2012-13
Tyler, Jett	Kdg.	Saydel	Ankeny	2012-13
Tyler, Maxx	Kdg.	Saydel	Ankeny	2012-13
Blessing, Hunter	Kdg.	Winterset	Ankeny	2012-13
Emerson, Jordon	7 th	Ankeny	Bondurant	2012-13
Knoke, Jonathan	2 nd	Ankeny	CAM-Iowa Connections Academy	2012-13
Knoke, Jordan	Kdg.	Ankeny	CAM-Iowa Connections Academy	2012-13

DeJoode, Isabel	Kdg.	Ankeny	Des Moines	2012-13
Moore, Sarah	Kdg.	Ankeny	Johnston	2012-13
Schieffer, Seth	9 th	Ankeny	Johnston	2012-13
Schwienebart, Royal	6 th	Ankeny	North Polk	2012-13
Yoakum, Jamie	3 rd	Ankeny	North Polk	2012-13
Yoakum, Kale	1 st	Ankeny	North Polk	2012-13
Yoakum, Madison	8 th	Ankeny	North Polk	2012-13
Potter, Summer- Rose	Kdg.	Ankeny	Saydel	2012-13
Koester, Kayla	3 rd	Ankeny	Urbandale	2012-13
Lewis, Liam	Kdg.	Ankeny	West Des Moines	2012-13
<i>Superintendent Recommendation: Approve the above Open Enrollment requests.</i>				
Blessing, Lincoln	Pre- Kdg.	Winterset	Ankeny	2012-13
<i>Superintendent Recommendation: Deny the above Open Enrollment request due to lack of space in program.</i>				

On a motion by Director Cahill and seconded by Director Shafer, it was: RESOLVED. The Board approve and accept the July 2, 2012 consent agenda items without amendment. Directors voting in favor of the motion: Cahill, Graber, Huss, Jorgensen, Rooney, Shafer and Tracy. Directors voting no: none. Motion carried 7-0.

Item 7: Informational Report(s)

- A. Update: Athletic Fields – DLR Group, Tom Penney
- B. Update: East Elementary – StruXture, Inc. , John Darveau
- C. Free & Reduced Application Materials for 2012-13 School Year

Item 8: Old Business

A. Contracts and Agreements

1. North Polk Community Schools - 28E Contract
2. Certificate of Substantial Completion-Rapids Foodservice-Ankeny High School
3. Certificate of Substantial Completion-Rapids Foodservice-Southview Middle School
4. Certificate for Final Payment-Construction Services, Inc-Ankeny High School

[Director Huss departed prior to vote at 5:45 p.m.]

On a motion by Director Shafer and seconded by Director Graber, it was: RESOLVED: The Board approve the contracts and agreements as presented. Directors voting in favor of the motion: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Directors voting no: none. Motion carried 6-0.

Item 9: New Business

A. Appointment of the Secretary Treasurer for 2011-2012

On a motion by Director Shafer and seconded by Director Rooney, it was: RESOLVED: The Board approve Jackie Black as Ankeny School Board Secretary/Treasurer for 2012-2013 school year. Directors voting in favor of the motion: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Directors voting no: none. Motion carried 6-0. Oath was given to new Secretary

B. Board Policies – First of Two Readings – Immediate Implementation Upon Board Approval

On a motion by Director Cahill and seconded by Director Shafer, it was: RESOLVED. The Board approve first of two readings the following Board Policies:

**SERIES 500
STUDENT PERSONNEL**

#501.10-STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, [illness, recognized religious observances, deaths in the family, family emergencies, and District-sponsored or approved activities].

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed; the length of time to complete work will be determined by the teacher.

Students who wish to participate in District-sponsored activities must attend school [the full day] the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the Superintendent/designee, in conjunction with the principal, to develop administrative regulations regarding this policy. Building handbooks will contain specific information about expectations for attendance.

Legal Reference:
Iowa Code §§ 294.4; 299 (2007).
281 I.A.C. 12.2(4).

Cross Reference:
501.00 Student Attendance
503.00 Student Discipline
504.00 Student Activities
506.00 Student Records

Adopted: August 2, 1982
Reviewed: June 10, 2009
Revised: August 3, 2009

Ankeny Community School District

R.R.1- 501.10

General Attendance Regulations

- ◆ Students too ill to attend school for any part of the day may not participate, but may attend any school-sponsored activity that afternoon or evening. This includes, but is not limited to, school parties, field trips, concerts/performances, or athletic practices/competitions.
- Health care appointments are to be scheduled outside of the regular school hours whenever possible.
- For any absence the student may be required to make up the time missed from school.
- Students who miss 3 or more consecutive days for illness will be required to provide a doctor's note or see the school nurse.
- Students who accumulate 5 days of illness in one semester may be required to provide doctor's notes or see the school nurse for any future illnesses.

Procedures to be followed for absences (excused or unexcused)

After six accumulative absences:

- A letter will be sent home notifying the parent of the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal, and mailed to the student's home.
- An entry will be logged in Infinite Campus by the attendance clerk to note that the first contact has been made in regard to the student's absence.

After ten accumulative absences:

- A letter will be sent home expressing concern regarding the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal and school truancy officer and mailed to the student's home.
- The assistant principal will call the student's parent(s) to notify them that a second attendance letter has been sent regarding their student's absences.
- An entry will be logged in Infinite Campus by the assistant principal to note that the second contact has been made in regard to the student's absences.

After twelve accumulative absences:

- A letter will be sent home expressing concern regarding the number of absences the student has accumulated.
- The letter will be generated by the attendance clerk, signed by the principal and school truancy officer and mailed to the student's home.
- The truancy officer will call the student's parent(s) to notify them that a third attendance letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absence is required.
- A meeting must be held with a student support team which could include student, parent, principal, guidance counselor, nurse, school outreach coordinator, and truancy officer.
- An attendance contract will be developed by the team including a timeline, expectations, a truancy court referral trigger, and success indicators.
- An entry will be logged in Infinite Campus by the principal documenting the outcome of the meeting.

Notes:

Principal's designee may be the school nurse or health associate, guidance counselor, dean, teacher or secretary. A conference could be by phone, home visit, or a school conference.

In extreme or unusual circumstances of student absence, principals may choose to adjust the above procedures.

Elementary and Secondary Handbooks contain specific information regarding absences, including tardies, and reporting times. Generally, the following applies:

- *Students too ill to attend school for any part of the day may not participate, but may attend any District-sponsored activity that afternoon or evening. This includes, but is not limited to concerts/performances, or athletic practices/competitions. Principal/designee will have final discretion.*
- *Health care appointments are to be scheduled outside of the regular school hours whenever possible.*

- Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days and times of the absence, verification by the doctor or dentist where appropriate, and a signature of the parent.
- For any absence, that student may be required to make up the time missed from school.
- Students who miss 3 or more consecutive days for illness will be required to provide a doctor's note for those illnesses or see the school nurse
- Students who accumulate 5 days of illness in one semester may be required to provide doctor's notes or see the school nurse for any future illnesses.

Procedures to be followed for absences (excused or unexcused)

After six accumulative absences:

- The principal or principal designee will make personal contact (letter, phone, email, etc.) with the family notifying the parent/guardian of the number of absences the student has accumulated.
- An entry will be made in Infinite Campus under the Behavior Tab to note that the first contact has been made in regard to the student's absences.
 - Event Name: Excessive Absence
 - Behavior Resolution: Parent Contact - 6 days

After ten accumulative absences:

- A letter will be sent home expressing concern regarding the number of absences the student has accumulated
- The letter will be generated by the attendance clerk, signed by the principal, and mailed to the student's home.
- The principal or principal designee will make contact with the parent/guardian to notify them that an attendance letter has been sent regarding their student's absences.
- An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absences.
 - Event Name: Excessive Absence
 - Behavior Resolution: Attendance Letter – 10 day

After twelve accumulative absences:

- A letter will be sent home expressing concern regarding the number of absences the student has accumulated
 - The letter will be generated by the attendance clerk, signed by the principal and school truancy officer and mailed to the student's home.
 - The truancy officer will make contact with the parent/guardian to notify them that a third attendance letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absences is required. This student support meeting could include the student, parent, principal, guidance counselor, nurse, student advocate, and truancy officer.
 - An attendance contract will be developed by the team including a timeline, expectations, reasons for a truancy court referral, and success indicators.
 - An entry will be made in Infinite Campus under the Behavior Tab to note that contact has been made in regard to the student's absences.
 - Event Name: Excessive Absence
 - Behavior Resolution: Attendance Letter – 12 day
- AND
- Event Name: Excessive Absence
 - Behavior Resolution: Attendance Mediation

Notes: Principal's designee may be the school nurse or health associate, counselor, dean, teacher or secretary. A conference could be by phone, home visit, or a school conference.

In extreme or unusual circumstances of student absence, principals may choose to adjust the above procedures.

R.R.2 501.10 – High School

~~Unexcused Absence Regulations~~

~~Incidents of unexcused absence will accumulate for each class with which students are enrolled. Upon each unexcused absence the teacher of the class will fill out a referral of the unexcused absence to the student's alphabetic principal. Incidents of unexcused absence may result in the loss of privileges and~~

~~will also result in application of consequences. Missing 15 or more minutes of class will be considered an absence.~~

Privileges

~~Students can earn a variety of privileges through positive attendance. Privileges that can be earned by students include privileged study hall, open campus study halls, and open campus lunches. Other privileges that can be earned by students are preferred parking spaces and prizes awarded for perfect attendance. It is important to note privileges are earned as rewards for positive attendance and may be lost if attendance issues arise. Absences due to school related issues will not factor into this privilege system. Privileges may be revoked for academic or behavioral reasons at principal/designee discretion. Principal/designee discretion will be used in the awarding and removal of privileges.~~

Privileged Study Hall

~~Sophomores and Juniors can earn privileged study halls based upon positive attendance. This system calls for three "types" of study hall, defined below, in the rewarding and consequenceing of attendance. After a time (defined below), students may earn the right to be placed in privileged study halls if they choose this option. Students may also be placed in restricted study halls as needed.~~

~~**Academic Study Hall**— Students may sign out to media center, go to academic resource centers, leave on teacher passes, etc. All students will begin placement in academic study halls until privileged study hall criteria have been met.~~

~~**Privileged Study Hall**— Students may sign out to media center, go to academic resource centers, leave on teacher passes, etc. Students may listen to Mp3 players, eat food and have drink sold at the school. If absences occur, excused or unexcused, after being placed in privileged study hall, status will be revoked for:~~

- ~~● 4 weeks for 1st unexcused absence or after three cumulative excused absences~~
- ~~● 6 weeks for 2nd unexcused absence or after six cumulative excused absences~~
- ~~● remainder of semester for 3rd unexcused absence or after eight cumulative excused absences~~

~~The following matrix will be used to reward attendance through privileged study halls~~

Sophomores	Juniors
Sophomores can earn privileged study hall for 2nd semester by having no unexcused absences, and fewer than 3 excused absences, during the first semester	Juniors can earn privileged study hall by having no unexcused absences, and fewer than 3 excused absences, during the previous semester or the first six weeks of the current semester. Juniors who meet this criteria are also eligible for open campus study hall during 2nd semester (1 study hall only)

~~**Restricted Study Hall**— Students will not leave this study hall.~~

Open Campus Study Hall

~~Sophomores are not eligible to earn open campus study hall privileges.~~

~~Juniors may earn open campus study hall for one period of study hall on their schedule for 2nd semester of their junior year based upon their attendance during 1st semester of their junior year. Juniors must have had zero unexcused absences and three or fewer excused absences from school during the 1st semester of their junior year. Any junior earning open campus study hall must have a signed parent permission slip before open campus privileges begin. Juniors who have not earned this privilege based upon the previous semester may earn the privilege if the first six weeks of 2nd semester meet the above criteria.~~

~~Seniors will begin each semester of their senior year with open campus study hall privileges. This privilege may be revoked upon the fourth unexcused absence from any one class or study hall.~~

~~If absences occur, excused or unexcused, after being awarded open campus study hall, the privilege will be revoked for:~~

- ~~● 4 weeks for 1st unexcused absence or after three cumulative excused absences~~
- ~~● 6 weeks for 2nd unexcused absence or after six cumulative excused absences~~
- ~~● remainder of semester for 3rd unexcused absence or after eight cumulative excused absences~~

Open Campus Lunch

~~Sophomores are not eligible to earn open campus lunch privileges.~~

~~Juniors may earn open campus lunch for 2nd semester of their junior year based upon their attendance during 1st semester of their junior year and the first six weeks of the 2nd semester of their junior year. Juniors must have had zero unexcused absences and five or fewer excused absences from school during this time frame. Any junior earning open campus lunch must have a signed parent permission slip before open campus privileges begin.~~

~~If absences occur, excused or unexcused, after being awarded open campus lunch, the privilege will be revoked for:~~

- ~~• 4 weeks for 1st unexcused absence or after three cumulative excused absences~~
- ~~• 6 weeks for 2nd unexcused absence or after six cumulative excused absences~~
- ~~• remainder of semester for 3rd unexcused absence or after eight cumulative excused absences~~

~~Seniors will begin each semester of their senior year with open campus lunch privileges. This privilege may be revoked upon the fourth unexcused absence from any one class or study hall.~~

Loss of Privileges

~~Students may lose privileges earned through incidents of unexcused or excused absences. Students who have unexcused absences may have consequences applied in addition to loss of privileges.~~

Consequences

~~Unexcused absence from class, study hall, or academic resource area may be dealt with in the following manner. Principals/designees will have discretion to vary from these guidelines when deemed appropriate.~~

- ~~1st unexcused absence: one detention (assigned by principal)~~
- ~~2nd unexcused absence: two detentions (assigned by principal)~~
- ~~3rd unexcused absence: two detentions (assigned by principal)~~
- ~~4th unexcused absence: Tuesday Session and required parent meeting in which attendance contract will be initiated. Loss of credit consequence will be explained and buyback options will be discussed. Seniors may lose open campus lunch at this time.~~
- ~~5th unexcused absence: one day of suspension from that class~~
- ~~6th unexcused absence: three days of suspension from that class~~
- ~~7th unexcused absence: one day of suspension from all classes~~
- ~~8th unexcused absence: Student is removed from the class with no credit awarded. Restricted study hall will replace the class.~~

Attendance Contract

~~Students who get to the fourth unexcused absence in any one or more classes will have a meeting with a parent, principal, guidance counselor, teacher (if available) and truancy officer (if applicable). At this meeting an attendance contract will be initiated for the class(es) in question. The principal/designee will explain the potential for removal from the class if unexcused absences continue. The principal/designee will explain the buyback opportunity for the student. The principal/designee will explain the process for referral to truancy mediation (when applicable) if unexcused absences continue.~~

Attendance contract

Student Name: _____ Date: _____

I understand that because I am a student in the Ankeny Community School District, I am required by school policy to attend school every day on time as scheduled. By entering into this attendance contract, I understand that I am taking responsibility for an attendance problem.

- _____ 1. I will attend school / each class daily
- _____ 2. I will be on time for school/ each class and not leave early
- _____ 3. I will serve the consequences assigned to me
- _____ 4. I understand that no absence from this class will be excused unless through the
_____ school nurse, a doctor's note, or by my principal.

I understand that if I get to my 8th unexcused absence in this class or in any other class, I may be removed from the class(es) without credit. I understand that I will be placed into a restricted study hall or in the learning center during the hour of the lost class(es). I understand that my transcript will reflect that I was administratively withdrawn from the class(es).

I understand that if I get to my 12th excused absence in this class or in any other class, the status of the class may be changed to pass /fail. I understand that if this occurs I will remain in class and if the class is passed no letter grade will be earned for the class, but rather the transcript will reflect a mark of "P".

I understand that if I am a student of mandatory attendance age and I am unable to follow the conditions of this contract, the Truancy Officer will be contacting the Polk County Attorney's Office for Truancy Court.

I understand that if I get to my 15th tardy in this class or in any other class, I may be removed from the class(es) without credit. I understand that I will be placed into a restricted study hall or in the learning center during the hour of the lost class(es). I understand that my transcript will reflect that I was administratively withdrawn from the class(es).

Buyback Opportunity

I understand that if I attend this class / these classes for 15 consecutive school days I will be reduced one "absence" (excused or unexcused) in each class, allowing me more opportunity to remain in the class(es) and /or opportunity to earn a letter grade in the class(es). Seniors may have open campus lunch privileges reinstated if they meet the above criteria if lost due to unexcused absences.

I understand that if I am on time for all of my classes for 15 consecutive school days, I will be reduced one tardy in each class, allowing me more opportunity to remain in the class(es).

This attendance contract was discussed to address the following issues (check all that apply):
_____ unexcused absences _____ excused absences _____ tardies

Class(es) to which this attendance contract applies:

- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____
- Class Name: _____ Hr: _____ Issue: _____

I agree by my signature below to the above conditions, potential sanctions and buyback opportunities.

Student signature _____ date _____ Parent signature _____ date _____

Principal Signature _____ date _____ Counselor Signature _____ date _____

Teacher signature _____ date _____ Truancy Officer (if applicable) _____ date _____

Exhibit 1: 501.10



**Ankeny Community School District
Attendance Contract**

Date: _____

Student name: _____ ID #: _____ Grade: _____

Absences to date: _____ Tardies to date: _____

Purpose:

The purpose of this contract is to help create and sustain goals for _____
in the area of attendance: _____ (student name)

Success Indicators:

Student Goals:

Parent/ Guardian Goals:

School Goals:

This agreement will be in effect through the _____ day of _____ , _____

In event of a violation of any of the above goals, the violation will be reviewed with the parties to the agreement and may result in a referral to truancy court.

Student _____ Date _____

Guardian _____ Date _____

District Representative _____ Date _____

Excused Absence Regulations

~~Students who have excessive excused absences may have the following responses to those absences.~~

- ~~• Dr.'s note - student who misses more than 5 whole days of school within any one semester (or an equivalent number in a partial semester) may be required to produce a note from a doctor to have absences excused.~~
- ~~• Make-up time - students may be asked to make up time missed for excused absences in S.O.S. Students who are assigned this response and do not make up the time missed may be sanctioned for insubordination.~~
- ~~• L.O.P. - students may lose privileges as a result of excessive excused absences~~
- ~~• Pass / Fail - students who have excessive excused absences may have the status of a class or classes changed to pass / fail.~~
 - ~~○ Upon the 9th excused absence from a class within one semester a meeting will be held with the student, a parent, and the principal or designee to inform of the potential for change of status in the class(es). An attendance contract will be created, including explanation of a buyback opportunity.~~
 - ~~○ Students who have 12 excused absences from one or more classes within any one semester may have that class changed to a pass / fail status. If changed to pass / fail status students will continue working in the class(es) in question, but will not earn a letter grade if the course is passed, but rather the mark reflected on the transcript will be "P". Principal discretion may be used in cases of chronic or extreme illness or for other factors.~~

Tardy Regulations

~~A tardy will be assessed to a student who is not safely in a classroom by the time the third bell rings for class to begin. Students running in the hallway to get to class may be counted tardy. Tardies will accumulate for each student for each class in which they are enrolled. Teachers will tell students when they are tardy to class. After missing 15 minutes or more of a class, a student will be considered absent rather than tardy. The following consequences will be applied for tardiness.~~

- ~~• 1st tardy: Warning from teacher~~
- ~~• 2nd tardy: one detention (given by teacher - to be served with teacher)~~
- ~~• 3rd tardy: two detentions (given by teacher - to be served with teacher)~~
- ~~• 4th and subsequent tardies: teacher will fill out referral to office indicating the number of the tardy to the appropriate principal. Students will be assigned the following consequences from their principal:~~
 - ~~• 4th - 9th tardy: Tuesday Session~~

- ~~• 10th tardy: Attendance contract issued and either one day of in school suspension or one week of S.O.S. assigned (consequence determined by principal)~~
- ~~• 11th - 14th tardy: either one day of in school suspension or one week of S.O.S. assigned (consequence determined by principal)~~
- ~~• 15th tardy: Student is removed from the class with no credit awarded. Restricted study hall will replace the class.~~

**SERIES 1000
DISTRICT-COMMUNITY RELATIONS**

#1004.25-DISTRIBUTION OF MATERIALS

The District recognizes that it is part of the larger Ankeny community in which it carries out its educational mission. As such, the District has often served as a conduit of information by permitting the distribution of materials. The District will continue to assist in communicating both school related and non-school related information to the public subject to the following guidelines and procedures.

School related materials the District will agree to distribute are defined as:

1. Materials produced by organizations whose purpose it is to benefit the district by providing, financial, educational, or program support for the District. Examples of District related organizations include, but are not limited to, the Ankeny Community School Foundation, various booster organizations that support extra-curricular programs, Parent-Teacher Organizations, After-Prom Committee, and the Alumni Association or;
2. Materials deemed by the Superintendent/designee to be of importance to the school community may include, but is not limited to, health advisories or emergency procedures information.

Non-School related materials the District agrees to distribute must meet the following parameters:

1. Entity is within the Ankeny Community; and
 2. A youth related program, activity, or event for students and/or families; and
 3. Intended to improve the health, education or welfare of students.
- A. The following materials will not be distributed:
1. Materials promoting products, activities or services that are illegal for students or prohibited by Board policies and/or administrative rules.
 2. Materials using inappropriate words or images to promote otherwise acceptable products or services.
 3. Materials promoting products, activities, or services that interfere with the District's mission.
 4. Materials that encourage or can reasonably be anticipated to cause a disruption of the orderly educational process or operation of the schools.
 5. ~~Materials promoting the sale of a product or service for a profit making enterprise.~~ Products or services part of an approved sponsorship or fund raising program to benefit the school may be allowed.
 6. Materials on behalf of a political candidate or political party.
 7. Materials advertising entities, products or services that discriminate on the basis of sex, race, age, creed, color, marital status, national orientation, religion, disability, sexual orientation or gender identity.

Adopted:

Reviewed:

Revised:

Ankeny Community School District

R.R. 1-1004.25 Community Organization Flier Distribution

A. Procedures for School Related Materials

1. The Associate Superintendent of Schools/designee will designate school-related organizations whose materials may be distributed without each item being approved for distribution.
 - a. School-related organizations, whose materials have not been designated for distribution, shall submit each item to be distributed to the coordinator of communications for approval.
2. Materials must identify the entity or individual responsible for the distribution.

3. Materials must include the following statements printed in type, at least as large as the majority of the other text in the materials, separate from other text and located in a conspicuous location: *This is not a school district publication. It is being distributed through the school district as a community service to inform you of other community activities or services.*
4. Unless designated by the Superintendent/designee, each distribution must be individually approved as required by these procedures.
5. Once material is approved, the individual or entity must provide ~~each~~ **the applicable** school building(s) with the materials. Materials must be accompanied with a copy of the approval from the Superintendent/designee and must be sorted or grouped as requested ~~on the approval form.~~
6. The production of the materials is the responsibility of the individual or entity requesting the distribution. The District is not responsible for producing materials.
7. School related materials are distributed either by placing the materials in an area designated in the school building for the distribution of school related materials, or by distribution to students or faculty to be sent home.

C. Materials distributed at the initiation of the District for the benefit of the public or students, such as public health or safety information, in connection with academic lessons, student guidance or counseling (such as college or career related materials), or incidental to a District sponsored activity or extra-curricular program are not governed by this procedure. District and building newsletters, announcements of District functions or communications originated by the District are not covered by this procedure.

D. Materials not approved for distribution may appeal the denial by notifying the Superintendent /designee in writing within five calendar days of the decision.

R.R. 2-1004.25 Community Organization Flier Distribution

A. Procedures for Non-School Related Materials

1. The entity or individual requesting materials distribution must submit a request and a sample of the material (electronic or printed copy) to the Superintendent/designee for approval before distribution.
2. Materials must identify the entity or individual responsible for the distribution, including name, address, telephone number and an e-mail address.
3. Materials must include the following statements printed in type, at least as large as the majority of the other text in the materials, separate from other text and located in a conspicuous location: *This is not a school district publication. It is being distributed through the school district as a community service of the District to inform you of other community activities or services available.*
4. Each distribution must be individually approved as required by these procedures.
5. ~~Once material is approved, the individual or entity must deliver the materials to be distributed to the Community Education Office at 306 SW School Street one week prior to the requested date of distribution. Materials must be accompanied with a copy of the approval from the Associate Superintendent/designee and must be sorted or grouped as requested on the approval form. Allow 2 weeks for approval process.~~

Materials are not to be delivered directly to school buildings.

- ~~6. Allow 2 weeks for approval process.~~
7. **6. Non-school district materials are distributed *sent electronically during a regularly scheduled monthly distribution. The only exception will be paper copies distributed to students who do not have internet access. Once material is approved, the individual or entity will deliver enough paper copies for students who do not have internet access to the Community Education Office at 306 SW School Street one week prior to the requested date of distribution. Materials must be accompanied with a copy of the approval form from the Associate Superintendent/designee and must be sorted or grouped as requested. only on three dates during the year:***
 - a. ~~The first full week after the beginning of the school year.~~
 - i. ~~Materials must be printed and submitted to the Community Education Office by Wednesday of the week prior to the start of the school year.~~
 - b. ~~The second full week in January.~~
 - i. ~~Materials must be printed and submitted to the Community Education Office by Wednesday of the previous week.~~
 - e. ~~The first full week in May.~~

- ~~i. Materials must be submitted to the Community Education Office by Wednesday of the previous week.~~

7. Opportunities are to be afforded to all students. Other than instances in which Special Education or At-Risk, materials are not to be directed by teachers to specific students, the

District will not provide small quantities of fliers to specific teachers and ask them to “select” specific students to receive materials.

8. Posters for the same qualifying organizations may be posted in District buildings, at the discretion of the building principal/administrator, after meeting all requirements and approvals noted in this procedure.

~~9. If the organization finds materials need to be available and the distribution dates do not align, the organization must follow previous paragraphs 1-4. The District will allow 50 copies of approved materials to be placed in an area designated in each school building for the distribution of non-school district materials. Materials will not be sent home with students or faculty.~~

9. The production of the materials is the responsibility of the individual or entity requesting the distribution. School and District resources and/or materials shall not be used for the production of non-school materials. Enrollment figures *Quantities* for each building can be obtained from the Community Education Office.

10. The Ankeny Community School District reserves the right to refuse distribution of materials of any group that it deems is circumventing or refusing to follow these procedures.

C. Materials distributed at the initiation of the District for the benefit of the public or students, such as public health or safety information, in connection with academic lessons, student guidance or counseling (such as college or career related materials), or incidental to a school sponsored activity or extra-curricular program are not governed by this procedure. District and building newsletters, announcements of school functions or communications originated by the District are not covered by this procedure.

D. Distribution of materials produced by government agencies (city, county, state and federal) are not governed by this procedure and are distributed on an as-needed basis. These materials require approval from the Superintendent/designee prior to distribution, but special arrangements on a case-by case basis may be made for distribution.

E. Materials promoting special offers or discounts for services, in which the offer is specific to Ankeny Community School District staff and/or their families will be posted in a special staff-related section of the District website.

1. Posters for these offers may be posted in the faculty/staff lounge at the building principal/administrator discretion.
2. Materials will not be distributed to staff members in their mailboxes.
3. Materials will not be e-mailed to staff members.
4. Any occasion, incident or situation that would violate the state gift law will not be distributed.
5. Materials will not be distributed to students.

Reviewed:

Revised:

Directors voting in favor of the motion: Cahill, Graber, Jorgensen, Rooney, Shafer and Tracy.
Directors voting no: none. Motion carried 6-0.

Item 10: Board Reports

A. Comments

1. Director Graber invited Story Construction representative, Jamie Rochleau, to report on Southview Middle School Phase II project. Mr. Rochleau proceeded with an update.

Item 11: Superintendent's Report

Dr. Bruce Kimpston shared:

- A. Sharon Ingebrand is the Director of Curriculum.
- B. Ben Muller is the new principal at Southeast Elementary to succeed Dr. Matt Adams.
- C. *Board Briefs* may possibly be shortened to facilitate a quicker delivery of the reports.

Item 12: Closed Session –

A. Real Estate 21.5(1)(j)

On a motion by Director Shafer and seconded by Director Cahill it was: RESOLVED: The Board held a closed session as provided in section 21.5(1)(j) of the open meetings of the open meetings law to discuss the purchase of particular real estate where premature disclosure could be reasonably expected to increase the price the school district would have to pay for that property. Role call vote. Directors voting yes: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Those voting no: none. Motion carried 6-0. Time to clear the room: 6:06 p.m. Time to enter into closed session at 6:07 p.m. The Board reconvened into open session at 6:45 p.m. No action taken.

B. Litigation 21.5(1)(c)

On a motion by Director Shafer and seconded by Director Cahill it was: RESOLVED: The Board held a closed session as provided in section 21.5(1) (i) of the open meetings law to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Role call vote. Directors voting yes: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Those voting no: none. Motion carried 6-0. Time to clear the room: 6:45 p.m. Time to enter into closed session at 6:46 p.m. The Board reconvened into open session at 7:45 p.m. On a motion by Director Cahill and seconded by Director Shafer it was: RESOLVED. The Board approved hiring Ahlers and Cooney Law Firm to investigate whether the District has a legal basis for refusing to pay Dr. Matthew Wendt the transition allowance included in his last contract amendment. Directors voting in favor of the motion: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Directors voting no: none. Motion carried 6-0.

Item 13: Adjournment

On a motion by Director Shafer and seconded by Director Rooney, it was: RESOLVED: The meeting was adjourned at 7:46 p.m. Directors voting in favor of the motion: Cahill, Graber, Jorgensen, Rooney, Shafer, and Tracy. Directors voting no: none. Motion carried 6-0.

Respectfully submitted,

Board President

Board Secretary