



**School Board of Education
Work Session & Meeting
June 20, 2011
5:00 P.M.**

The Board of Education held the Board Meeting on June 20, 2011 at 5:00 P.M.

Board Members present were:

Leslie Petersen, President
Pat Cahill
Andrew Martin
Trent Murphy
Todd Shafer
George Tracy

Elementary Education
Jacy Large, Director Support Services
Jenifer Owenson, Director Human Resources
Don Peterson, Director Facility Construction
Nancy Lehman, Coordinator of Special Programs
Dianne Peterson, Coordinator of Instructional Coaches

Those absent were:

Aaron Johnson, Vice-President

Also present were:

Dr. Matthew Wendt, Superintendent
Dr. Craig Hansel, CFO/Board Secretary
Dr. Susan Meade, Assistant Superintendent C&I Education
Dr. Jen Lindaman, Executive Director of Secondary Education
Dr. Dana Schon, Executive Director of

Others in Attendance:

Joan Haack
Jim Robidoux
Kristin Melcher
Katelyn Melcher
Dustin Graber
Denny Prather
Sharon Glenn
Rhi Nagy
Melanie Lageschulte, (DM Register)

Item 1: Call to Order

Call to order was given by President Leslie Petersen at 5:00 p.m.

Item 2: Approval and acceptance of the June 20, 2011 Agenda

On a motion by Director Murphy and seconded by Director Shafer, it was: RESOLVED: Approve and accept the June 20, 2011 agenda without amendment. Directors voting in favor of the motion: Cahill, Martin, Murphy, Shafer, Tracy, and Petersen. Directors voting no: None. Motion carried 6-0.

Item 3: Work Session

None.

Item 4: Pledge of Allegiance

Pledge of Allegiance was observed.

Item 5: Recognitions

None.

Item 6: Communication from the Public

None.

Item 7: Approval of the Consent Agenda

A. Minutes of the June 6, 2011 School Board Meeting

B. Bills – expenditures presented the 20th day of June: \$2,710,009.36 in the General Fund, \$6,907,731.32 in the Schoolhouse Fund, \$697,825.49 in the Capital Projects Fund,

\$5,129,095.09 in the Local Option Sales/Service Fund, \$46,603.02 in the Activity Fund, and \$31,184.07 in the Nutrition Fund.

C. Contracts and Agreements

1. Certificate of Substantial Completion - Ankeny High School: Area C Interior of Rooms C100-C217, Area D Interior of Rooms D100-D255, and Area E Interior of Rooms E100-E205
2. Certificate of Substantial Completion - Ankeny High School: Area A100-A202, Area B Interior of Room B100, Area F Interior of Rooms F100A-F303, and Area G Interior of Rooms G100-G250
3. Food Service Prime Vendor FY2012 – Hawkeye Food Service

D. Handbook(s)

1. ELL Handbook

On a motion by Director Shafer and seconded by Director Murphy, it was: RESOLVED. The Board approve and accept the June 20, 2011 Consent Agenda items as recommended. Directors voting in favor of the motion: Cahill, Shafer, Martin, Murphy, Tracy, and Petersen. Directors voting no: none. Motion carried 6-0.

Item 8: Informational Report(s)

A. Curriculum Review: Science, Health, PE

Drs. Schon and Lindaman reported to the Board on the curriculum review components for Science, PE, and Health reviewing the power standards and the process used. They shared with the Board goal statement for science and the curriculum review summary documents that were produced through this process and have been posted to the website. They discussed the new courses that will be implemented for the fall of 2012 for students including honors classes. They reviewed the recommended resources for the various grade levels and the professional development and the teacher learning outcomes to be implemented for FY2012. They ended the presentation by reviewing the timeline for implementation and stated that next on the review agenda would be K-12 social studies and K-12 music.

- B. Free & Reduced Application Materials for 2011-2012 School Year**
- C. Fund Equity Report May 2011**
- D. Revenue & Expenditure Report May 2011**

Item 9: Old Business

A. Approval of Construction Change Orders

On a motion by Director Shafer and seconded by Director Cahill, it was: RESOLVED: The Board approve the construction change orders as presented. Directors voting in favor of the motion: Cahill, Martin, Murphy, Shafer, Tracy, and Petersen. Directors voting no: None. Motion carried 6-0.

B. Board Policies – Second and Final Reading

- 700.00 Statement of Guiding Principles
- 701.10 Purpose of Food Service
- 701.20 Scope of Food Service
- 701.30 Food Service Financial Support
- 701.40 Eligibility for Free or Reduced Cost Meals
- 701.50 Policy on Second Servings
- 702.10 Purpose of Transportation Program
- 702.11 School Vehicle Discipline
- 702.20 Local & State Transportation Regulations
- 702.50 Extracurricular and Other Transportation
- 702.60 Summer Program Transportation
- 702.80 Non-Public School Transportation
- 506.01 Student Records Access
- 902.11 Hazardous Chemical Disclosure

902.12 Regulation of Parking
 902.13 Access to School Building and Grounds
 1000.00 Statement of Guiding Principles
 1001.10 Board Communications
 1001.40 Copyright Law
 1001.60 Examination of District Public Records
 1004.40 Fees for Use of District Facilities
 1004.40 R.R.
 1004.50 Community Use of District Facilities
 1004.50F Rental Contract
 701.60 Vending Machines
 702.65 Transportation in Inclement Weather
 802.95 Student Activities Fund
 804.65 Governmental Accounting Practices and Regulations-GASB Statement 54:
 1004.30 Visitors to District Buildings & Sites

On a motion by Director Tracy and seconded by Director Shafer, it was: RESOLVED:
 The Board approve for second and final reading on the following Board policies for July
 1 implementation. Directors voting in favor of the motion: Cahill, Martin, Murphy,
 Shafer, Tracy, and Petersen. Directors voting no: None. Motion carried 6-0.

SERIES 400

STAFF PERSONNEL

402.00-HAZARDOUS CHEMICAL DISCLOSURE

The Board authorizes the development of a comprehensive hazardous chemical communication program for the District to disseminate information about hazardous chemicals in the workplace. Each District employee shall review information about hazardous substances. When a new employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed, and training shall be conducted for the appropriate employees. The principal or supervisor shall provide documentation to the Human Resources Department when training and informing takes place.

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

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

Adopted: December 4, 1989

Reviewed: September 8, 2003

June 20, 2011

Revised: February 19, 2001

June 20, 2011

Ankeny Community School District

SERIES 400

STAFF PERSONNEL

#411.40-COPYRIGHT LAW

The Ankeny Board of Education hereby declares it a policy of the District to abide by the copyright laws enacted by the federal government. Copyrighted materials, be they in print, non-print, or electronic form, will not be duplicated or reproduced without prior written permission or other license agreements. District equipment may not be used to duplicate or reproduce copyrighted materials without prior written permission. The only exception to this policy is when the copying falls within the "fair use" guidelines noted in §107 of the Copyright Act.

Employees who violate the copyright law do so at their own risk and assume all liability and responsibility. Additionally, any staff violation may result in discipline in accordance with appropriate Board policies and administrative procedures. Fees, fines, or other charges assessed to the District may be imposed as a result of violation of the copyright law.

It shall be the responsibility of the Superintendent/designee to develop specific regulations and guidelines to assist staff in determining the correct procedures for informing and complying with

the copyright law and “fair use” exclusions, while enforcing strict observance of the law. The procedures should include, but not be limited to, copyright notices on equipment and a file containing written permission notices.

Reference: Copyright Act of 1976 (P.L. 94-553) and Computer Software Act of 1980
Related Administrative Rules and Regulations: Staff Handbooks

Adopted: March 7, 1998

Reviewed: October 6, 2003

June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

SERIES 500
STUDENT PERSONNEL
#506.01 - STUDENT RECORDS ACCESS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the District has a court order stating such or when the District has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use. A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the District will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the District.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the District amend the student records. The District will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the District determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the District.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or

setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the District discloses the student records, the explanation by the parents will also be disclosed. Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student.

This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the District and AEA personnel whom the Superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, District's attorney, auditor, health professionals, and individuals serving on official District committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,
- as directory information.

The Superintendent/designee will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The Superintendent/designee will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent/designee, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the District who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student permanent records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the District to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the District. If the parents or eligible student request that the personally identifiable information be destroyed, the District will destroy the records. Prior to the destruction of the records, the District must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The District will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the District and the agencies to improve District safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and

expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. The District may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the District to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Confidential information shared between the District and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The District may discontinue information sharing with an agency if the District determines that the agency has violated the intent or letter of the agreement. Agencies will contact the principal/designee of the attendance center where the student is currently or was enrolled. The principal/designee will then forward copies of the records within 10 business days of the request.

The District will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the District collect personal information from students for the purposes of marketing or selling that information, the District will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the District failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2004).

USA Patriot Act, Sec. 507, P.L. 107-56. (2001). 20 U.S.C. § 1232g, -1415 (2004).

34 C.F.R. Pt. 99, 300, .610 et seq. (2004) Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2007). 281 I.A.C. 12.3(4); 41.610 et seq 1980 Op. Att'y Gen. 720, 8252002 IASB Policy Primer.

Cross Reference: 501 Student Attendance, 505 Student Scholastic Achievement, 506 Student Records, 507 Student Health and Well-Being, 603.3 Special Education, 708 Care, Maintenance and Disposal of School District Records, 901 Public Examination of School District Records

Adopted: April 17, 1989

*Reviewed: April 8, 2009
March 10, 2010*

June 20, 2011

Revised: May 18, 2009

May 17, 2010

June 20, 2011

Ankeny Community School District

R.R. Exhibit #506.01E1
SERIES 500
STUDENT PERSONNEL
Student Records Checklist

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order				•	•				Lawfully Issued
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		506.1E2
National Institute of Education			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

Reviewed: June 20, 2011

Ankeny Community School District

**SERIES 500
STUDENT PERSONNEL**

**R.R. Exhibit #506.01E2
REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS**

The undersigned hereby requests permission to examine the _____ Community School District's official student records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

 (Signature)

 (Title)

 (Agency)

APPROVED:
 Signature: _____
 Title: _____
 Dated: _____

Date: _____
 Address: _____
 City: _____
 State: _____ ZIP: _____
 Phone Number: _____

*Reviewed: June 20, 2011
 Ankeny Community School District*

**SERIES 500
 STUDENT PERSONNEL**

**R.R. Exhibit #506.01E3
 AUTHORIZATION FOR RELEASE OF STUDENT RECORDS**

The undersigned hereby authorizes _____
 School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ from 20 ____ to 20 ____
 (Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

Reviewed: June 20, 2011

Ankeny Community School District

**SERIES 500
STUDENT PERSONNEL**

R.R. Exhibit #506.01E4

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student),
_____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights
of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child
is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of
the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days
after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision
and why.

(Signature)

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

Reviewed: June 20, 2011
Ankeny Community School District

SERIES 500
STUDENT PERSONNEL

R.R. Exhibit #506.01E5

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:
Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

Reviewed: June 20, 2011
Ankeny Community School District

SERIES 500
STUDENT PERSONNEL

R.R. Exhibit #506.01E6

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____

Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the _____ Community School District's official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system. If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies. If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

*Reviewed: June 20, 2011
Ankeny Community School District*

**SERIES 500
STUDENT PERSONNEL**

**R.R. Exhibit #506.01E7
LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA**

Date

Dear (Parent) :

This letter is to notify you that the _____ Community School District has received a (subpoena or court order) requesting copies of your child's permanent records. The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

*Reviewed: June 20, 2011
Ankeny Community School District*

**SERIES 500
STUDENT PERSONNEL**

**R.R. Exhibit #506.01E8
JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT**

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the _____ Community School District (hereinafter "District") and (agencies listed) (hereinafter "Agencies") .
Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2004).

Parameters of Information Exchange:

- 1.The District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
- 2.Prior to adjudication information contained in the permanent record may be disclosed by the District to the Agencies without parental consent or court order.
- 3.Information contained in a student's permanent record may be disclosed by the District to the Agencies after adjudication only with parental consent or a court order.
- 4.Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
- 6.Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
- 7.This agreement only governs a District's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the District will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20__ or other date) .

Termination: The District may discontinue information sharing with an Agency if the District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Note: This agreement is optional and can only be used if the Board has adopted a policy approving of its use.

Reviewed: June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

**SERIES 500
STUDENT PERSONNEL**

R.R. Exhibit #506.01E9

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 (or appropriate school official) 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 request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. 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 or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (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.

One 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, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, therapist or security company); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

- (4) The right to inform the District that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by 8/1 to the principal. The objection needs to be renewed annually.

- (5) 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 Compliance Office, U.S. Department of Education
400 Maryland Ave., SW, Washington, DC, 20202-4605.

[The District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.]

Reviewed: June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

R.R. 506.01E10

ANKENY COMMUNITY SCHOOL DISTRICT ANNUAL NOTICE REGARDING 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 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 they believe is inaccurate, misleading or a violation of the student's right to privacy. They should write the 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 with 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. This may include outsourced law enforcement and security units contracted with the District. 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.

Examples of school or media publications include; but are not limited to:

- A playbill showing student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members
- Newspaper articles
- Podcasts
- Website articles

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)
- 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 videotapes of the student
- Date of attendance at the 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.

- 5) 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

- 6) 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.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Reviewed: June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

You only need to complete this form if you want your child's information **WITHHELD** from class lists, yearbooks, school programs, athletic programs, brochures, school related newspaper articles and other publications such as are noted above.

If you have **no objections** to the use of student information as defined, **you do not need to complete this form.**

By filling out this form you are requesting that your child's name NOT appear on such things like class lists, ~~in~~ yearbooks, ~~in~~ school programs, ~~in~~ any athletic programs or brochures or ~~in~~ school related newspaper articles.

Please understand that by completing and returning this form YOUR CHILD'S INFORMATION WILL BE OMITTED from any published District information throughout the school year.

Ankeny Community School District Parental Directions to Withhold Student Information for the current school year.

This form must be returned to your child's school no later than August 1, (If enrollment is later than August 1st, return the form within 2 weeks of the enrollment date.)

Student Name _____ Date of Birth _____ Grade _____
School of Attendance _____

Signature of Parent/Legal Guardian/Custodian of Child

04/02/09 JT

Reviewed: June 20, 2011

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#700.00-STATEMENT OF GUIDING PRINCIPLES

The Board shall, as it deems necessary, make provision for auxiliary services that will support the educational program, and conduct its business operations in an efficient manner.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#701.10-PURPOSE OF FOOD SERVICE

The purpose of the school lunch program shall be to provide nutritious, balanced meals to the students of the District on a non-profit basis, and to utilize the program as an instrument for teaching nutrition education. The District will operate a school lunch and breakfast program in each attendance center. Food services will include a selection of hot/cold lunches meeting federal reimbursable guidelines through participation in the National School Lunch Program(NSLP) and supplementary foods for students who have a dietary restriction as identified medically necessary. Students may bring lunch from home. A parent or guardian may also provide a meal on site to eat with their child at a designated location within the building identified by the building principal or designee.

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

The revenues of the school food program will be used only for paying the regular operating cost of the school food program. Supplies of the school food program will only be used for the school food program.

The school lunch program shall be under the direction of the food service supervisor who will establish and maintain a central record system, prepare menus and recipes, comply with state and federal nutrition standards, procure food and non-food items in accordance to state guidelines, recommend personnel for employment, promote or recommend dismissal, and conduct in-service training programs. The food service supervisor reports to the Director of Support Services.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: January 15, 2001

June 20, 2011

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES
#701.30-FOOD SERVICE FINANCIAL SUPPORT

District tax funds may be used to provide Food Service with the necessary physical plant facilities, purchase the initial equipment necessary for the establishment of food service in new or existing buildings, and replace major items of equipment. The food service program should establish a price, as recommended by Section 205 of the Healthy, Hunger-Free Kids Act of 2010, that will allow it to be self-supporting.

Legal Reference: Public Law 111-296

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: January 15, 2001

June 20, 2011

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES
#701.40-ELIGIBILITY FOR FREE OR REDUCED COST MEALS

Free or reduced cost meals shall be provided to those students whose parents or guardians file for and are deemed unable to pay for the cost of the meals subject to the requirements of the Federal Lunch Program and the State Department of Education.

The District may take up to 10 working days to determine eligibility. Staff will receive the applications and must forward them to the Director of Support Services. The Director of Support Services will review and recommend a disposition. Disagreement with the disposition will be arbitrated with the Superintendent/designee. There will be no physical segregation or other discrimination against any student because of the inability to pay.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: January 15, 2001

June 20, 2011

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES
#701.50-POLICY ON SECOND SERVINGS

The components of the National School Lunch Program (NSLP) meals served are:

- Meat/Meat Alternate
- Vegetable
- Fruit
- Bread/Grains
- Milk
- Other foods as published on menu

The purpose of second portions is to provide nutritious food to children requiring more food for their health and energy needs. Main entrees will cost extra for an additional serving. This is

offered only at the secondary level grades 6-12, or with physician's approval for students in grade K-5.

In order to receive seconds, eating the nutritious foods on the tray is encouraged. Thus, the student must have eaten their main dish, milk, and either a fruit or vegetable in order to receive a second portion. Seconds are not planned into the daily menu, but if extra food is available, seconds may be allowed after determining all students will be served.

Parents/and or guardians of K-5th grade students who have concerns about their children's daily caloric needs must have a physician provide documentation that extra calories are necessary. In this event, the food service personnel will work toward meeting those dietary goals. Additional dietary items requested outside of the planned NSLP menus may be reflected in the meal cost. Any additional caloric needs should be requested prior to the lunch period to ensure availability of all items to all students.

The Ankeny Nutritional Department follows guidelines in accordance with the NSLP dietary guidelines. Published menus are intended to result in school meals that are nutrient-rich and supply appropriate caloric levels. Extra portions or additional purchases outside of the NSLP meals will result in additional calories and exceed recommended guidelines.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#701.60-VENDING MACHINES

Food served or purchased during the school day by students other than the reimbursable meal must follow guidelines set forth by the Iowa Healthy Kids Act. Vending machines in the school building are the responsibility of the building principal and District administration. Purchases from the vending machines will reflect the guidelines in the Wellness Policy #504.11

It is the responsibility of the Superintendent/designee to develop administrative regulations for the use of vending machines and other sales of food to students before, during and after building operational hours.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (2006), 7 C.F.R. Pt. 210 et seq. (2006), Iowa Code ch. 283A (2009), 281 I.A.C. 58.

Cross Reference: 503.06 Student Fund Raising, 701.10 Purpose of Food Services

Adopted: June 20, 2011

Reviewed:

Revised:

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#702.10-PURPOSE OF TRANSPORTATION PROGRAM

The transportation program shall be maintained by the District to provide transportation required by State Code and as herein supplemented by the Board.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: January 15, 2001

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#702.11-SCHOOL VEHICLE DISCIPLINE

The primary objective of the Transportation Department of the Ankeny Community School District is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver, must be avoided.

Students riding District vehicles are required to adhere to rules and regulations established by the District. District transportation rules and regulations should be communicated to all students and parents/guardians annually. Students violating vehicle rules and regulations shall be reported to the parent/guardian. Violations of rules and regulations may lead to discipline of the student, including but not limited to removal from District transportation following proper notification of the parent/guardian.

Cross Reference: Maintenance of Orderly Conduct-#502.10, Student Discipline Policy-#502.11
Adopted:

Reviewed: July 14, 2003
June 20, 2011
Revised: May 1, 2000
June 20, 2011

Ankeny Community School District

#702.11 R.R.

LOCAL & STATE TRANSPORTATION REGULATIONS

The policy and rules and regulations for the transportation of students to and from school and on District sponsored activity trips shall be in strict compliance with statutory provisions, State Department of Education regulations, and the following local regulations:

1. District vehicle use shall be requisitioned through the principal/designee for District activities and requisitioned through the Director of Support Services for other uses. These, in turn, shall be forwarded to the District's transportation vendor for implementation.
2. An effort shall be made to use District vehicles for transportation whenever one or more students is being transported, including activity trips.
3. Other than on regular routes, at least one adult supervisor shall be on each school bus in addition to the driver.
4. All drivers must be certified by the State Department of Transportation.
5. Under no circumstances is a bus to be taken off the lot without permission of Director of Support Services.
6. Overnight, out of state trips, and trips not connected to District activities shall be approved, in advance, by the Board and are subject to restriction established by Iowa Code.
7. Transportation will be supervised by the Director of Support Services.

Cross Reference: Special Education Transportation-#702.40, Extracurricular and Other, Transportation-#702.50, School Bus Discipline-#702.11, Field Trip and Excursions #630.30

Revised: June 20, 2011

Ankeny Community School District

SERIES 700

AUXILIARY SERVICES

#702.20-LOCAL & STATE TRANSPORTATION REGULATIONS

The policy and rules and regulations for the transportation of students to and from school and on District sponsored activity trips shall be in strict compliance with statutory provisions, State Department of Education regulations, and the following local regulations:

1. School vehicle use shall be requisitioned through the Principal or designee for school activities and requisitioned through the Director of Support Services for other uses. These, in turn, shall be forwarded to the District's transportation vendor for implementation.
2. An effort shall be made to use District vehicles for transportation whenever one or more students is being transported, including activity trips.
3. Other than on regular routes, at least one adult supervisor shall be on each school bus in addition to the driver.
4. All drivers must be certified by the State Department of Transportation.
5. Under no circumstances is a bus to be taken off the lot without permission of Director of Support Services.
6. Overnight, out of state trips, and trips not connected to school activities shall be approved, in advance, by the Board and are subject to restriction established by Iowa Code.
8. Transportation will be supervised by the Director of Support Services.

*Cross Reference: Special Education Transportation-#702.40, Extracurricular and Other ,
Transportation-#702.50, School Bus Discipline-#702.11, Field Trip and Excursions #630.30*
Adopted:

*Reviewed: July 14, 2003
June 20, 2011*
*Revised: February 21, 2000
June 20, 2011*

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES
#702.50-EXTRACURRICULAR AND OTHER TRANSPORTATION

1. The Board may authorize the services of a qualified driver and transportation to persons, groups, and organizations. As provided by State Code, the Board shall charge and collect an amount sufficient to reimburse all costs of furnishing the transportation and driver except when the vehicle is used for transporting students to and from extracurricular activities sponsored by the District. A vehicle will be used as provided in this subsection only at times when it is not needed for transportation of students.
2. The Board may furnish transportation and services of a qualified driver for transportation of persons other than students to activities in which students from the District are participants or are attending the activity or for which the District is a sponsor. The Board shall charge and collect an amount sufficient to reimburse all costs of furnishing the transportation and driver, as provided by State Code. A vehicle shall be used as provided in this subsection only at times when it is not needed for transportation of students.
3. Students shall have a permission slip signed by a parent/guardian on file before participating in an extracurricular trip.
4. At least one District staff member or adult will ride in each vehicle to serve as chaperone. The chaperone will be approved by the building principal.
5. Requisitions for transportation are to be processed by the principal/designee for District programs, the Director of Athletics and Activities for outside District program use. Requisitions should be processed two weeks prior to the event. More time should be allowed if overnight and out of state transportation is involved.

*Cross Reference: Special Education Transportation-#702.40, School Bus Discipline-#702.11,
Summer Program Transportation-#702.60, Use of Tobacco at School Facilities-#902.10,
Loan of District Equipment-#1004.90*

Adopted:
*Reviewed: July 14, 2003
June 20, 2011*
*Revised: March 1, 1993
June 20, 2011*

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES
#702.60-SUMMER PROGRAM TRANSPORTATION

District vehicles may be utilized during the summer months to facilitate the operation of District - sponsored or supported summer educational and extracurricular programs. Such use must be requested through the Director of Support Services.

*Cross Reference: School Bus Discipline-#702.11, Local and State Transportation Regulations-
#702.20, Special Education Transportation-#702.40*

Adopted:
*Reviewed: July 14, 2003
June 20, 2011*
*Revised: February 21, 2000
June 20, 2011*

Ankeny Community School District

SERIES 700
AUXILIARY SERVICES

#702.65-TRANSPORTATION IN INCLEMENT WEATHER

District buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the District and may change quickly, the best judgment possible will be used with the information available. The final judgment as to when conditions are unsafe to operate will be made by the Superintendent/designee. The Superintendent/designee will be assisted by the actual "on location" report(s) of the driver(s).

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced/published. Students will be returned to their regular drop-off site unless prevented by weather conditions. In that case, parents will be notified by the District to establish the protocol for the student's safest return.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: February 21, 2000

June 20, 2011

Ankeny Community School District

SERIES 700**AUXILIARY SERVICES****#702.80-NON-PUBLIC SCHOOL TRANSPORTATION**

Reimbursement for non-public school transportation will be provided in accordance with Iowa Code Section 285.3. The CFO or Director of Financial Services/designee will file semi-annual claims with the Department of Education for reimbursement to parents of approved non-public school students. Claims to the District are made by parents and/or confirmed with the non-public school facility. Payments to parents will be made after receipt of State funding.

Adopted:

Reviewed: July 14, 2003

June 20, 2011

Revised: February 21, 2000

June 20, 2011

Ankeny Community School District

SERIES 800**AUXILIARY SERVICES****#802.95-STUDENT ACTIVITIES FUND**

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the Board. Students may use this revenue for purposes approved by the building principal.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the Board and under the specific control of the building principal. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the Superintendent/designee.

It is the responsibility of the Board Secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Legal Reference: Iowa Code §§ 11.23; 279.8 (2009)

Cross Reference: 503.06 Student Fund Raising, 504.06 Non-School Extracurricular Activities, 801.90 Financial Accounting System

Adopted: June 20, 2011

Reviewed:

Revised:

Ankeny Community School District

SERIES 800**BUSINESS PROCEDURES**

#804.65 GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS-
STATEMENT 54

District accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the District's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance – restricted, committed, assigned, and unassigned – while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal Board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the Board chooses to make changes or rescind the committed fund balance, formal Board action is required.

The Board authorizes the Board Secretary/designee to assign amounts to a specific purpose in compliance with GASB 54. An “assigned fund balance: should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

It is the responsibility of the Superintendent/designee to develop administrative regulations implementing this policy. It is also the responsibility of the Superintendent/designee to make recommendations to the Board regarding fund balance designations.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2011)

Cross Reference:

Adopted: June 20, 2011

Reviewed:

Revised:

Ankeny Community School District

SERIES 900
BUSINESS PROCEDURES
#902.12-REGULATION OF PARKING

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.

Adopted: July 8, 2004

Reviewed: June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

SERIES 900
BUSINESS PROCEDURES
#902.13-ACCESS TO DISTRICT BUILDINGS AND GROUNDS

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

Adopted: July 8, 2004

Reviewed: June 20, 2011

Revised: June 20, 2011

Ankeny Community School District

SERIES 1000
DISTRICT/COMMUNITY RELATIONS
#1000.00-PRINCIPLES AND OBJETIVES FOR COMMUNITY RELATIONS

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

In this section, the Board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the Board will:

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

Adopted: May 7, 1987
Reviewed: October 6, 2003
June 20, 2011
Revised: June 16, 1997
June 20, 2011

Ankeny Community School District

SERIES 1000
DISTRICT/COMMUNITY RELATIONS
#1001.10-BOARD COMMUNICATIONS

The Board recognizes the interests of District citizens in accurate, current information about the District. By emphasizing two-way communication, the District can gain the public's understanding and support that is critical to providing excellent educational programs. For the same reason, the District should make every reasonable effort to cooperate with the news media. The Board further recognizes that a proactive communications program is essential to the constructive, active participation of District personnel and patrons in providing excellent educational programs for the community. Therefore, the Board acknowledges that its commitment to improving communications requires the allocation of human and financial resources to this effort. The District encourages citizens' input.

The Superintendent/designee will be responsible for establishing and maintaining an ongoing communications program with District personnel and the community.

Adopted: February 18, 1991
Reviewed: October 6, 2003
June 20, 2011
Revised: June 20, 2011

Ankeny Community School District

SERIES 1000
DISTRICT/COMMUNITY RELATIONS
#1001.60-EXAMINATION OF DISTRICT PUBLIC RECORDS

Public records of the District may be viewed by the public during the regular business hours of the administrative office of the District. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.

Parties wishing to review the District's public records shall contact the Board Secretary and make arrangements for the viewing. It shall be the responsibility of the Board Secretary to respond to requests for viewing and receiving public records of the District as soon as practicable, depending upon the nature of the request.

Parties requesting copies shall be assessed a fee from the fee schedule for the copy. Persons requesting compilation of data shall be assessed a fee for time of the District employee to compile such data.

Persons may request copies of public records by telephone or in writing, including electronically. The District may require pre-payment of the costs prior to copying and mailing.

Records defined by law as confidential records shall only be viewed or copies upon receipt of written permission by the Board Secretary from the person or entity whose confidential records are being requested. Those records include, but are not limited to:

- Security Procedures
- Emergency Preparedness Procedures
- Evacuation Procedures
- Security Codes and Passwords

- Non-Directory Student Information
- Personal Personnel Records

The Board Secretary shall be the custodian of District and Board records and shall maintain them accurately.

Legal Reference: Iowa Code §§21.4, 22 (1989), 281 Iowa Admin. Code 12.3 (1) (new standards), 1980 Op. Att’y Gen. 88., 1974 Op. Att’y Gen. 430., 1972 Op. Att’y Gen. 158., 1968 Op. Att’y Gen. 518, 656.

Cross Reference: School District Records-#805.10, Personnel Records Management-#805.21, Permanent Records-#605.50

Adopted:

*Reviewed: October 6, 2003
June 20, 2011*

*Revised: October 6, 2003
June 20, 2011*

Ankeny Community School District

SERIES 1000

DISTRICT/COMMUNITY RELATIONS

#1004.40-FEES FOR USE OF DISTRICT FACILITIES

Community groups and organizations may be allowed to use District facilities. Fees will be determined based upon the appropriate classification.

1. Class I – No rental fees shall be charged to the following groups for qualifying activities serving District residents. A refundable key and damage deposit may be required. The contractual and financial liabilities of this policy remain in effect for all groups. These groups are listed below in their order of priority for scheduling approvals:
 - a. District affiliated organizations – including, but not limited to, PTO, Booster Clubs, Alumni Association, and Community Education Advisory Council.
 - b. City of Ankeny governmental units – including Parks and Recreation Department
 - c. Local youth service groups (for meetings only) – including, but not limited to, Boy Scouts and Girl Scouts, 4-H, Campfire.
 - d. YMCA – for local “Y” programs that do not duplicate existing Community Education or City programs and also for approved usages of the High School, as specified in the 28E Agreement between the YMCA and the Ankeny Community School District.
2. Class II – Minimal rental fees shall be charged to resident* non-profit and service organizations. A refundable key and damage deposit may be required. There will be no rental fee for use of classrooms or media center. These groups shall be formally organized and recognized as charitable groups (501(c)3 qualified) and service groups existing primarily to serve the community. Class II groups shall include, but not be limited to, the following:
 - a. Ankeny Area Chamber of Commerce.
 - b. Sports teams of predominantly-resident youths or adults not scheduled by City Parks and Recreation Department.
 - c. Civic and community organizations, as identified by the most recent Chamber of Commerce publication (Note: City and District affiliated organizations from that list shall remain in Class I, as defined above).
 - d. YMCA and other charitable (501(c)3) child care facility rental requests will be reviewed individually by the Community Education Advisory Council and submitted to the Superintendent/designee, at which time the fees will be set.

The Chamber of Commerce, Heartland AEA, DMACC, and approved community service groups may be exempt from charges for rental of classrooms, media centers, and multi-purpose rooms, to include the high school auditorium for free public service activities as long as no admission fees are charged, no meals are served, no indoor sports occur, and no fundraising takes place.

Class II fees are: \$25/hr for Elementary School gyms/lunchrooms and \$30/hr Secondary Schools gyms/lunchrooms not to exceed the Class 3 rate. Class II fees are assessed to resident youth service groups and local sports team of resident youths or adults not scheduled by Ankeny City Parks and Recreation Department for non meetings that are non profit events including but not limited to, Boy Scouts and Girls Scouts, 4-H,

Campfire, AVBA, Little League, Jr. Football, Soccer. (Example not limited to: admission, sports, food, banquet).

3. Class III – Established specified rental rates will be charged for Class III groups, having a private, but resident basis for District facility rental. Class IV rental rates will apply to private-for-profit events or fundraising purposes. The listed Additional Class III costs may apply. Profit making rental requests will include financial statements and documentation needed for the Superintendent/designee to review to establish rates to be charged for a specific rental.
 Use of computer equipment for activities not sponsored by the District will require approval by the Superintendent/designee of an equipment supervision plan and fee. A refundable deposit will be required for any issued keys and potential damages. An additional fee may be charged by the Community Education Office for supervisory service by a specified District employee (food service personnel, athletic department personnel, custodial or maintenance staff, uniformed security officer, or other, as necessary). Certain restrictions may apply to the use of certain facilities. Class III groups shall include, but not be limited to, the following:
 - a. Business entities located within or paying property taxes to the District.
 - b. Churches or religious organizations located within District boundaries.
 - c. Private individuals or groups based within the District boundaries.
 - d. DMACC and Faith Baptist Bible College
 - e. Heartland AEA (excluding credit or non-credit courses for which an AEA XI agreement determines the fees).
4. Class IV – Non- resident groups and resident requests from a private-for-profit, non-routine, or unusual nature shall be permitted to rent facilities only with specific approval by the Superintendent/designee, at which time the fees shall be set. Generally, Class IV fees shall exceed established Class III fees for the same facility. A utility fee applies, as in Class III, but the amount is determined and approved by Superintendent/designee, at which time the fee shall be set.
 Class IV and “unusual requests” must be approved by the Superintendent/designee.
5. Class V – Long Term Lease Arrangements - The District will enter into lease agreements for use of District facilities only upon approval by the Board. Neveln Center has specified authority to separately lease rooms at 406 SW School Street according to procedures approved by the Board.

*Resident: For group reservations, a resident is defined as a group with the preponderance of its participants who are Ankeny Community School District residents and the contract signee must be a resident of the Ankeny Community School District.

Ankeny Community School District reserves the right to move, postpone, or cancel a renter’s contract due to unforeseen circumstances. Ankeny Community School District also reserves the right to deny any facility request that would potentially put District infrastructure at risk.

Cross Reference: #1004.90-Loan of District Equipment, #1000.00-Statement of Guiding Principles, Administrative Procedures – Class IV Community Requests for Use of School Facilities, Administrative Procedures – Class III Fees for Facility Use

*Adopted: May 4, 1987
 Reviewed: July 8, 2009
 June 20, 2011
 Revised: October 19, 2009
 June 20, 2011*

Ankeny Community School District

R.R. 1 - #1004.40

**ANKENY COMMUNITY SCHOOLS
 Class III Daily Rate Fees Facility Use
 Ankeny School District Residents
 Effective Date 7/1/11**

• **In addition to the following, custodial staff may be required at an hourly rate:**

A. Ankeny High School	Room Rates
1. Gymnasium	Large Gym 1000.00 Small Gym 500.00
2. Auditorium-750 capacity	550.00

- **Lighting and/or sound may requires additional staff/designee at an hourly rate.**

3. Lunchroom	450.00
4. Computer Labs	400.00
5. Large Lecture Halls/study hall rooms	150.00
6. Band Room or Vocal Music Room	250.00
7. Classroom	25.00
8. Outside Facilities	
a. Football Field-artificial turf	1000.00
b. Parking Lot (partial fee pro rated for portion of lot)	500.00

B. Northview and Southview Middle Schools

1. Gymnasium	Large Gym	800.00
	Small Gym	300.00
2. Auditorium- 549 capacity		350.00

- **Lighting and/or sound may requires additional staff/designee at an hourly rate.**

3. Lunchroom	250.00
4. Computer Labs	200.00
5. Large Lecture Halls/Study Hall Rooms	75.00
6. Band Room or Vocal Music Room	125.00
7. Classroom	25.00
8. Outside Facilities	
a. Football Field	750.00
b. Football Field w/Lights, Sound and Press box	1000.00
c. Track	400.00
d. Track w/Lights, Sound and Press box	700.00
e. Softball Field	200.00
f. Softball Field w/Lights, Sound	300.00
g. Baseball Field	200.00
h. Baseball Field w/Lights, Sound	300.00
i. Parking Lot (partial fee pro rated for portion of lot)	300.00

C. Parkview and Prairie Ridge Middle Schools

1. Gymnasium/Auditorium	250.00
2. Lunchroom	200.00
3. Event Center	150.00
4. Media Center	80.00
5. Band Room	80.00
6. Classroom	25.00
7. Outside Athletic Facilities	
a. Football Field	200.00
b. Football Field w/Press box & Concessions	300.00
c. Track	100.00
d. Track w/Press box & Concessions	200.00
e. Tennis Courts	200.00

D. Elementary Schools

1. Gymnasium	75.00
2. Lunchroom/Multi-purpose Room	50.00
3. Media Center	50.00
4. Classroom	25.00

Additional Class III Costs

1. A utility fee of \$15/hr to \$30/hr depending on the space rented will be assessed at a rate of 2 hours or more.
2. Reservations involving public participation exceeding 100 persons will require custodial staffing and a charge for the staff.
3. An additional fee may be charged by the Community Education office for supervisory services by a District employee (food service personnel, athletic department personnel, computer technician, custodial or maintenance staff, uniformed security officer, or other) as necessary.
4. When it is necessary to open or close partition walls or movable panels, a fee of \$25 will be charged for each approved open or closing procedure. A fee of \$50 for the usage of

secondary building partition walls will be charged. Only trained personnel are authorized to move these partitions. District and municipal rentals are exempt from this fee.

Key, key card and damage deposits: Refundable \$100 minimum standard for groups.

Revised: June 20, 2011

Ankeny Community School District

SERIES 1000
DISTRICT-COMMUNITY RELATIONS
#1004.50-COMMUNITY-DISTRICT FACILITIES

District facilities and equipment will be made available to promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the educational program or a school-related activity, the use is consistent with state law, and will end no later than, 10:00 PM, unless otherwise approved by Superintendent/designee. The Board reserves the right to deny use of the facilities and equipment to an entity.

Entities that use District buildings, equipment or sites must leave the building, equipment or site in the same condition it was in prior to its use. Inappropriate use of District facilities and equipment may result in additional fees charged to, or the inability of, the entity to use District facilities or equipment in the future.

It is the responsibility of the Superintendent/designee to develop a fee schedule for the Board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 297.9-.11; 123.46 (2009)., 1982 Op. Att'y Gen. 561., 1940 Op. Att'y Gen. 232, 1936 Op. Att'y Gen. 196

Adopted: April 2, 1990

Reviewed: January 24, 2008

June 20, 2011

Revised: February 4, 2008

June 20, 2011

Ankeny Community School District

R.R. 1 - #1004.50

Administrative Procedures for Determining and Allowing Use of District Facilities

1. All requests for the use of District facilities shall be submitted to the Superintendent /designee.
2. The Community Education office will then clear the event on the building calendar and act upon the request following the established policies.
 - a. The Community Education office will establish that proper activities will be carried on which will not cause damage to facilities or equipment.
 - b. The Community Education office will clear all non-routine or questionable requests for facility usage with the Superintendent/designee.
3. Permission granted for facility usage by the Community Education office shall be made in writing through the signing of a contract with the representative of the group making the request. Due to the volume of requests through City Leisure Services, however, the municipality may be exempted from such individual contracts. Permission to be issued a key will require a key deposit, except by District or City representatives.
4. Two copies of the signed contract shall be required; one to be retained by the Community Education office and one for the renter.

Revised: June 20, 2011

Ankeny Community School District

R.R. 2 - #1004.50

Regulations for Indoor Community Group Usage

The Community Education office/designee will collect, in full, the rental fee at the time of the contract signing for Class III groups. Class II groups will be billed through the Community Education office after the date of facility use.

There may be a cancellation fee of 20% (except for classrooms) or a minimum of \$25, if notification is given less than 30 days prior to the event.

1. The group representative is responsible for the facility to be left in the same condition as it was upon entering and will be responsible for all regulations as specified within the School Facilities Rental Contract.

2. Indoor throwing of baseballs or softballs by renters is strictly prohibited with the exception of annual special clinics sponsored by Ankeny City Parks and Recreation or the Ankeny Little League.

Revised: June 20, 2011

Ankeny Community School District

R.R. 3 - # 1004.50

Regulations for Use of Outside Facilities

The publicly owned and maintained outside facilities of the District are generally available for community use when such use does not conflict with District programs or interfere with the maintenance, site improvement plans, or other needs of the District.

The scheduling of outside facilities reservations and similar contractual matters is to be handled by the Community Education office, subject to Board Policy #1004.40. The Community Education office is authorized to accept requests for "contracted usages" from the City of Ankeny, resident non-profit leagues, organizations, citizens, and Class IV non-resident groups.

The District requires and expects safe and responsible use of the outdoor facilities. The management of safety and of scheduling equities when accessing outdoor facilities is the responsibility of the user group. A first-come, first-served policy is then in effect, and organized teams are expected to occupy a field or diamond space for no more than one (1) hour when another group is waiting for the same facility.

User groups are responsible for leaving outdoor facilities in at least the same playable condition as when they arrived. Litter, garments, equipment, and other items brought to the outdoor facility should be properly and promptly removed.

Donations or other improvements to District property are possible but only by advanced acceptance of the District and only with the understanding that such improvements are the permanent property of the District, which will administer no special privileges to the donor. By sState statute, the possession or consumption of alcoholic beverages is illegal in or on property controlled by the District. By Board Policy #902.10, smoking is not allowed in any District facility and grounds, including District vehicles. Motorized vehicles are prohibited from non-paved outdoor District facilities, except when authorized. Such non-District usage requires written, specific authorization by the Community Education office.

Cross Reference: Use of Tobacco at School Facilities-#902.10, Hazardous Chemical Disclosure-#902.11

Revised: June 20, 2011

Ankeny Community School District

R.R.3 for Policy 1004.50

Group Usage of District Facilities

- A. Group representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was upon entering.
 1. The group using the facility must have at least one adult present during the time the facility is being used.
 2. For youth functions such as dances or birthday parties, the sponsor must provide at least one adult chaperone per 10 students.
- B. Group representative will be responsible for following all regulations for facility. The group representative will, as necessary, inform the group of all regulations, enforce these regulations, or call law enforcement or school officials for emergency assistance.
 1. Facility must be used solely for the purpose it was originally intended as set forth with the Community Education office at time of contract signing.
 2. When gymnasiums or multi-purpose rooms are used, the only activities permitted are those which would normally be termed as indoor activities. Activities that are normally outdoor activities (such as golfing, roller blading, soccer, throwing baseballs or softballs) are routinely prohibited.
 3. Smoking is prohibited in public school District buildings and/or on District grounds (Policy #902.10)
 4. There shall be no alcoholic liquors or beverages, or drugs brought to or consumed in the District building or on District grounds. (Policy #400.40)
 5. No beverages or foods are to be brought into the facility unless previously approved by the Community Education office. Great care must be exercised when using these items

6. All debris must be picked up by the renter. Trash bags containing food are to be placed in outdoor dumpsters.
 7. When kitchen or kitchen utensils and equipment are approved for use, District food service personnel will be required at an hourly expense to the renter.
- C. Group representative assumes financial responsibility individually and on behalf of the organization being represented for any part of the facility or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.
- D. Group representative shall be liable for any and all losses, damages, or injuries sustained by any person due to the negligence of the renter. The group representative is responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits. The group representative shall indemnify and hold harmless the District from any and all losses, damages, or injuries. The group may be denied future authorization facility usage in the event of group abuse of usage privileges.
- E. In the event of inclement weather, the group representative is responsible to coordinate all notifications of any postponements or cancellations. If snow removal is needed after school has been dismissed for the day (or for the previous school day), then the group is responsible to prepare clean, safe access for evening, weekend or holiday usage.

Revised: June 20, 2011

Ankeny Community School District

SERIES 1000

DISTRICT/COMMUNITY RELATIONS

#1004.30-VISITORS TO DISTRICT BUILDINGS & SITES

The Board welcomes the interest of parents and other members of the school district community and invites them to visit the buildings and sites. Visitors, which include persons other than employees, students, volunteers, or student teachers must notify the principal and sign-in when entering the facility. Volunteers are subject to the procedures outlined in the Volunteer Handbook. Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

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

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the Superintendent/designee and principals to take the action necessary to cease the inappropriate conduct. If the Superintendent/designee and principals are not available, a District employee will act to cease the inappropriate conduct

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009)

Cross Reference:

Adopted: June 20, 2011

Reviewed:

Revised:

Ankeny Community School District

Item 10: New Business

None.

Item 11: Board Reports

Pat Cahill reported on a meeting she attended on June 16 with Ken O'Connor for the Grading Committee. She said much learning and discussion needs to be held in this area.

Item 12: Superintendent's Report

None.

Item 13: Closed Session

None.

Item 14: Adjournment

On a motion by Director Shafer and seconded by Director Murphy, it was: RESOLVED: The meeting was adjourned at 6:16 p.m. Directors voting in favor of the motion: Cahill, Martin, Murphy, Tracy, Shafer, and Petersen. Directors voting no: None. Motion carried 6-0.

Respectfully submitted,

Board President

Board Secretary