

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the at the City of Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Joyce Coil in the chair, and the following named Directors: Susie Hines, Susan Lantz, Jenny Leeper, and Doug Shaw. Others in attendance were: Dr. Andy Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Adrian Talbot, Director of Personnel and Pam Zeigler, Director of Elementary Education. Also in attendance: Jon Biederman, Amy McCabe, Sarah Eastman, Jerry Hageman, and Mike Brocka.

Item No.1 – Approval of the Following Consent Agenda Items:

Director Lantz moved and Director Leeper seconded the motion to approve the consent agenda as presented:

1. The May 22, 2017, Board of Education agenda as presented.
2. Approval of the May 8, 2017 Board of Education Minutes
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Jeff Hassman
4. Approval of Human Resource Report
5. Approval of Open Enrollment Report
6. Waterloo CSD River Hills Amended Agreement

Human Resources Report
May 22, 2017
2017-18 School Year

New Contracts* - Recommended for Approval

Teacher:

Jacqueline Bakker	Holmes/Sr High	Family & Consumer Science	MA15 15	SOSY 2017-18	\$63,318
Laurie Conover	Lincoln	Special Education (.50 FTE)	MA 9	SOSY 2017-18	\$26,903
Megan Doty	Hansen	Fourth Grade	BA 3	SOSY 2017-18	\$41,068
Lacie Heiserman	Southdale	Sixth Grade	BA 3	SOSY 2017-18	\$41,068
Leah Franklin	Hansen	First Grade	BA 3	SOSY 2017-18	\$41,068
Leah Jennings	Senior High	Mathematics	BA15 5	SOSY 2017-18	\$44,974
Jeremy Prouty	Holmes	Talented & Gifted	BA30 15	SOSY 2017-18	\$59,072
Megan Reed	Lincoln	Special Education	BA 4	SOSY 2017-18	\$42,342

*Employment with the Cedar Falls Community School District is contingent upon confirmation of medical examination and acceptable verification of employment, licensure, reference, education, criminal background, child and adult abuse registry, release from current contract (if applicable), and other pre-employment checks deemed necessary.

Resignations* - Recommended for Approval**

***All resignations will be effective End of School Year (EOSY) 2016-17 unless otherwise noted.

Teacher:

Lori Fegley	Cedar Heights	Kindergarten	EOSY 2016-17
Justin Meyer	Peet JH	Social Studies	EOSY 2016-17
Jessica Switzer	Orchard Hill	Reading	EOSY 2016-17

Coach:

Matthew Johnson Peet JH	Head JH Boys Track	EOSY 2016-17
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***Pursuant to Iowa Code 279.19A (8) any and all coaching contracts in effect with this teacher shall automatically terminate at the end of the current school year.

EOSY': End of School Year is the final day of teacher service, as determined by the official school calendar. In the event the school year is extended due to weather make up days, or other unanticipated causes the Superintendent may, at his sole discretion, approve an employee request to terminate employment prior to the end of the school year.

OPEN ENROLLMENT REPORT –

May 22, 2017

Kierra Phillips-Banks Current Resident District: District Requested: Effective Date:	7 th Grade Hudson Cedar Falls 2016-2017 - C
Alayna McIlrath Current Resident District: District Requested: Effective Date:	Kindergarten Cedar Falls Waterloo 2016-2016 – C
Carmen Moss Current Resident District: District Requested: Effective Date:	11 th Grade Cedar Falls CAM-IA Connections Academy 2016-2017 - C
*Senica Johnson Current Resident District: District Requested: Effective Date:	8 th Grade Cedar Falls – Currently attends Peet CAM-IA Connections Academy 2017-2018 – C

*This will be denied

Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 2 – Public Comment

None

Item No. 3 – Communications

Julie Jorgensen, High School Student Senate representative reported on the following:

- Seniors last day of school is May 24, 2017
- Finals for Seniors are this week
- Commencement will be Sunday, May 28, 2017
- Congratulated track team for all their accomplishments at the State track meet
- Prom was a success
- Senior breakfast
- Graduation walk in the elementary schools
- Upcoming student senate elections on May 31, 2017

President Coil thanked Julie for her commitment to bringing reports to the school board this past year.

Item No. 4 – Approval of Plans & Specifications and Set Public Hearing for 2017 Orchard Hill Elementary Project

Mr. Nefzger introduced Dan Channer from Structure Architecture and Mike Brocka from Modus Engineering. Mr. Channer and Mr. Brocka reviewed the plans and specifications for the upcoming Orchard Hill Elementary project. The project will consist of a new addition to the north end of the existing Orchard Hill building. The addition will include a storm shelter, classrooms, office administrative area, music rooms, new gymnasium and cafeteria. In addition, the project also includes renovations to the current structure including classrooms, conversion of multi-purpose room into an art and a collaborative space for students. After a short question and answer period, Director Hines moved and Director Lantz seconded the motion to approve the plans, specifications and form of contract and set June 12, 2017 at 5:30 p.m. as the date and time to hold a public hearing for the 2017 Orchard Hill Elementary project. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 5 – Approval of Plans & Specifications and Set Public Hearing for 2017 North Cedar Elementary Project

Mr. Channer and Mr. Brocka reviewed the plans and specifications for the upcoming North Cedar Elementary project. The gentlemen reviewed the original plans and specification for the project. Bids for the project that were received on April 4, 2017 were rejected due to cost overrun of the budget. Plans were then reviewed and the revised plans and specifications for the project include a new cafeteria, new gymnasium, music room, storm shelter, administrative office area, additional classrooms and extensive remodeling of the remainder of the structure. After a short question and answer period, Director Leeper moved and Director Shaw seconded the motion to approve the plans, specifications and form of contract and set June 12, 2017 at 5:30 p.m. as the date and time to hold a public hearing for the 2017 North Cedar Elementary project. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 6 – Approval of Plans & Specifications and Set Public Hearing for 2017 Robinson Dresser Baseball Field Improvement Project

Mr. Nefzger introduced Jon Biederman from Fehr Graham Engineering and Environmental. Mr. Biederman reviewed the plans and specifications for the proposed improvements of the Robinson Dresser baseball field. The baseball field has had extensive drainage problems and after a rain water drains from the outfield fence towards second base. The outfield and infield are in need of improvements as they have become rough and baseballs bounce erratically. Mr. Biederman stated the lighting for the ballfield is still the original lights that were installed when the ballfield was constructed in 1988. The fencing surrounding the field is in need of being replaced. The plans call for complete regrading of the infield and outfield, as well as new outfield fencing, fencing along both the left and right field foul lines, new dugouts, and new lighting. The project the bids will be awarded in two parts. The first bids will be for the grading. The second bid requests will be for the lighting and dugouts that will be awarded in July 2017. After a short question and answer period, Director Shaw moved and Director Hines seconded the motion to approve the plans, specifications and form of contract and set June 12, 2017 at 5:30 p.m. as the date and time to hold a public hearing for the 2017 Robinson Dresser baseball field improvement project. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 7 – Approval of 2017-2018 CFEA Base Wage Contract

Dr. Talbot reviewed the process for negotiations between the District and the Cedar Falls Education Association for the one year period July 1, 2017 to June 30 2018. Dr. Talbot stated both parties began negotiations in late January and in February the Chapter 20 Collective Bargaining laws were changed. This necessitated the collective bargaining process to restart. The tentative agreement has been reached and the contract covers a one year period from July 1, 2017 to June 30, 2018 on base wages. The second year of the July 1, 2016 – June 30, 2018 on language items will take effect on July 1, 2017 and will expire on June 30, 2018. This tentative agreement has been ratified by the Cedar Falls Education Association members. Economics are as follows:

- Increase the BA step 1 base wage Salary Schedule by \$460
- Step advancement for all employees

The total base wage settlement is 3.03%. After discussion, Director Lantz moved and Director Leeper seconded the motion to approve the proposed 2017-2018 contract between the Cedar Falls Education Association and the Cedar Falls Community School District. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Item No. 8 – Approval of Policies for First of Two Readings

Dr. Pattee highlighted changes in the 500 series board policies, as well as board policies 405.1, 704.5, 710.4. Dr. Pattee stated that outside legal counsel has reviewed and recommended changes to these policies. The policy review committee consisting of Cabinet members and three school members has reviewed the policies. Director Shaw asked the Board to look at policy 503.4 Conduct Code for Extracurricular Activities. Director Shaw stated he specifically objected to a standard within the policy where a student who may legally be able to use or perform a function that would be considered in violation of the Conduct Code even though that student would be legal to do so at that place and time. Director Leeper stated she would like to see the Board representative sit on the committee that reviews the code of conduct board policy 503.4 and questioned whether the Board member sat on that committee the last time that policy was significantly reviewed.

Dr. Pattee commented it was his belief that there was a Board representative sitting on that committee the last time there was a major review of board policy 503.4. Director Leeper asked if graduates of Cedar Falls Community Schools are surveyed on the conduct code policy. Mr. Conrad, Director of Secondary Education commented on the review of the policy with students by coaches on their perception of the policy. Dr. Pattee thanked the Board and the policy committee in all their work on reviewing the significant number of board policies presented. After discussion, Director Lantz moved and Director Hines seconded the motion to approve the first reading of 500 series board policies, as well as board policies 405.1, 704.5, and 710.4. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried.

Policy Title: *Communicable Diseases – Employees* Code No. *405.1*

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission or other substantial health or safety risk to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school District’s Bloodborne Pathogens Exposure Control Plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent or designee and provider of nursing services. All staff members should practice hygienic principles designed to protect themselves and others from infection.

The health risk to immunodepressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school District, or public health officials. Employees with communicable diseases may be excluded from the school District environment for the period of time that their conditions endanger the health or safety of others or they are physically unable to perform assigned tasks.

Health data of an employee is confidential and it will not be disclosed to third parties except as provided by law. Employee medical records are kept in a file separate from their personal file.

An employee who has a communicable disease which creates a substantial risk to others in the school District environment should report the condition to the superintendent or designee. It is the responsibility of the superintendent or designee, in conjunction with the provider of nursing services, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Policy Title: *Student Activities Fund* Code No. *704.5*

Revenue raised by students from student activities shall be deposited immediately after activity and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes allowable by law and approved by the superintendent or designee. An audit of these accounts shall be made at the same time as the annual audit.

Gate and concession receipts from student activities shall be deposited on the same day of the event. When this is not possible, receipts shall be kept in a locked vault and deposited the next business day. The Superintendent, Director of Business Affairs, or Athletic Director shall be responsible for designating the individual(s) who shall be in charge of collecting, counting, and depositing receipts.

Revenue collected from student contributions, club dues, special activities, admissions to special events, or from other fund-raising activities, will be under the jurisdiction of the board and under the specific control of the superintendent or designee. Revenue will be deposited in a designated depository and will be disbursed and accounted for in accordance with purposes allowable by law and instructions issued by the superintendent or designee.

All funds held in the student activities fund are considered funds of the school district and, as such, are public funds which must be expended only for legitimate public purposes and not for individual private benefit. All student activities funds are to be used to support the student activity program of the school district as provided by law.

Appropriate uses of student activities funds include ordinary and necessary expenses of operating school district-sponsored and district-supervised student cocurricular and extracurricular activities. Items of nominal value may be purchased to recognize qualifying activity groups, upon approval of the school principal. The board authorizes the expenditure of student activities funds for such purposes because they are designed to facilitate student participation and promote student cooperation and performance, assisting in fostering student morale and creating a more productive learning environment.

Inappropriate uses of the student activity fund include, but not limited to cash payments to student members and coaches/sponsors of activity groups, and costs that are not necessary to the cocurricular and extracurricular program.

School employees who have questions regarding whether a particular expenditure is in accordance with this policy should contact the District business office. It shall be the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Funds remaining in the senior class activity account after graduation or other discontinued accounts shall be transferred to such accounts as designated by the Superintendent or Director of Business Affairs.

Policy Title: Meal Charges Code No. 710.4

In accordance with state and federal law, the Cedar Falls Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$30.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Students will not be allowed to charge a la carte items if the account has a balance of \$0.00 or less. Funds may be added to accounts by on-line electronic payment or making a payment at the school office.

Students who qualify for free or reduced meal benefits shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

When a lunch account reached the maximum debt limit (\$30.00), students will be provided an alternative meal beginning the next school day. There will be no charge to the student for an alternate meal. Alternative meal for breakfast will be the same as the reimbursable menu option for the day. Alternative meal for lunch will be a sack lunch consisting of a cold entrée, vegetable or fruit serving consist of a basic sandwich (bread & cheese or similar) or a single entrée, vegetable or fruit of the food service supervisors choosing and up to 8 oz. of unflavored milk. Alternative meals will be provided until the student(s) account is paid in full.

Employees may use a charge account for meals, but may charge no more than \$30.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid in full.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified either by the District's electronic message system (e-mail or text), phone call or letters sent home. Negative balances of \$30.00 or more, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent or designee may develop an administrative process to implement this policy.

Policy Title: Objectives for Equal Educational Opportunities for Students Code No. 500

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, sex, marital status, socio-economic status, national origin, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Complaint Procedure

A "complaint" constitutes an allegation that these rules as they relate to the district's Equal Educational Opportunity Policy, Title IX, Title VI, the ADA, or Section 504, have been violated. Any student who believes that these rules or laws have been violated shall notify the building principal, supervisor, or the Director of Secondary Education or the Director of Elementary Education. The investigator shall attempt to resolve informally, or at the earliest possible stage, all complaints. A written record will be made and kept. Information received during the investigation shall be kept confidential to the extent possible. Any complainant may be represented at all steps of this procedure by a representative of their choosing. The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and may also interview witnesses as-deemed appropriate. Upon completion of the investigation, the investigator shall present a written report to the superintendent or designee.

If the complaint is not satisfactorily resolved, the grievant(s) may request in writing an impartial third-party hearing. The written request shall be filed with the Board Secretary within 30 calendar days of the receipt of the investigator.

The impartial hearing shall be conducted by a hearing officer to be selected by the District and the person(s) filing the complaint. The hearing officer shall be an administrative law judge or another third-party hearing officer that is qualified to hear complaints related to alleged non-compliance with federal and state regulations requiring non-discrimination in educational programs. The impartial third-party hearing officer selected shall set the date and the time of the hearing.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, City Group Center, 500 West Madison St, Suite 1475, Chicago, IL (312) 730-1560, <http://www.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be submitted instead of, or in addition to, an inquiry or complaint at the local level.

Policy Title: Resident Students Code No. 501.1

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. A student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining

a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent **or designee**.

Policy Title: *Nonresident Students* Code No. *501.2*

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent **or designee** upon application and payment of tuition. The tuition rate is the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent **or designee** and approval of the board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent **or designee** or board. These students, other than students in grades eleven and twelve, must have the recommendation of the principal.

Students in grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult, who resides in the school district, identified for administrative purposes.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to ~~October 1~~ **the state student count date** may be allowed to attend without the payment of tuition.

Policy Title: *Compulsory Attendance* Code No. *501.3*

Parents within the school district who have children over age six and under age sixteen by September 15, **or who are otherwise of compulsory attendance age**, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days **or hours** school is in session in accordance with the school calendar. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an **accredited approved** or probationary **accredited approved** private college preparatory school;
- are attending an accredited nonpublic school; ~~or~~;
- are receiving **Independent Private Instruction** or **Competent Private Instruction**;
- **are excused for sufficient reason by any court of record or judge;**
- **are excused in accordance with the law regarding deaf and blind children; or**
- **are exempted in accordance with the law regarding religious exemptions.**

It is the responsibility of the parent of a child to provide evidence of the child's mental ~~and~~ **or** physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the student will be **subject to further action in accordance with law, including** ~~referred~~ to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Policy Title: Entrance - Admissions Code No. 501.4

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The board will require evidence of age ~~and residency~~ in the form of a birth certificate or other evidence, **and evidence of residency**, before the student may enroll in the school district's education program. It is within the discretion of the superintendent or designee to determine what is satisfactory evidence for proof of age and residency.

Prior to enrollment, the child must provide the administration with their health and immunization certificate **showing evidence of immunizations required by law, unless immunization is not required for the child's enrollment because such immunization would be injurious to the health or well-being of the child or his or her family or because such immunization conflicts with the child's religion in accordance with law.** Failure to provide this information within the time period set by the superintendent or designee is reason for suspension, expulsion or denying admission to the student. **A student may be provisionally enrolled if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible in accordance with state law.**

Policy Title: Attendance Area Boundaries Code No. 501.5

Attendance area boundaries shall be determined by the Board of Education.

Students shall attend the school in the attendance area in which they live, except upon special assignment to another attendance center and with approval by the appropriate ~~director~~ **administrator**. ~~Parents shall have the right to appeal decisions pertaining to attendance assignments to the superintendent and the Board of Education.~~

Students moving within the district will attend the building center to which their residence is assigned. Under certain conditions the student may be permitted to remain at the original center or to be assigned to another attendance center by the appropriate ~~director~~ **administrator**.

There may be occasions when parents request, ~~for personal reasons~~ that a student be permitted to remain at their original school. In such circumstances, approval may be given by the appropriate ~~director~~ **administrator** for the student to remain temporarily at the original school. Such temporarily extended enrollments should terminate at a logical break point in the school year such as a vacation period, a reporting period or the end of the school year. When such a request is initiated by the parents, any needed transportation shall be provided by the parents **except as may be otherwise required by law.**

Policy Title: Student Absences — Unexcused Code No. 501.6

Students shall attend school unless excused by the building administrator. Absences, which are not approved by the administration, shall be unexcused absences. Students are subject to disciplinary action for unexcused absences.

A student absent without the building administrator's permission is considered truant. Truant students may be reported to law enforcement officials **in accordance with law**. Repeated trancies may result in loss of credit and possible exclusion from school. Under Iowa law, [Iowa Code §§ 294.4](#), it is a criminal offense when parents or guardians do not ensure that their children attend school on a regular basis.

Policy Title: Exchange Students Code No. 501.7

Exchange students may be enrolled **in** and attend the Cedar Falls Community Schools without tuition charges if they **temporarily** reside within the boundaries of this district and are recommended and approved by the ~~high school~~ administration as being qualified in accordance with their established rules and regulations.

The acceptable number of exchange students enrolled at a given time shall be one per 250 students or portion thereof enrolled in a given building. Individual cases which are unusual or unique and which would exceed the designated ratio shall be sent by the ~~high school~~ administration to the Board of Education or their designated representative for disposition. The district reserves the right to approve enrollment of exchange students associated/sponsored with programs meeting the guidelines established by the district.

Policy Title: Marriage and/or Pregnancy Policy Code No. 501.8

~~Married students may attend school and will have the same rights and responsibilities of all the other students in attendance. The school advises married students to notify their counselors so that the school is aware of the marriage.~~

~~A pregnant student may continue to attend school as long as she is able to maintain her academic class schedule and is physically able to be in regular attendance. She may also, upon request, make arrangements with school officials to continue her education through an alternate program.~~

~~Following the delivery of the child, the student may return to school whenever her doctor gives approval.~~

Policy Title: Open Enrollment as a Sending District Code No. 501.9

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students, who meet the requirements set by ~~law~~ ~~the board~~, to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the school district no later than March 1 ~~of the current academic year. in the year preceding the first year desired for open enrollment.~~ The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause ~~as defined by law~~ for failing to meet the ~~March 1~~ ~~respective~~ ~~deadlines~~ ~~or situations which involve harassment or a student's serious health condition~~ may make an open enrollment request in ~~accordance with the procedures in the open enrollment law.~~ ~~the same manner set forth above.~~

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days, ~~but not later than June 1~~, of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation ~~except as may be required by law.~~

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs ~~whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted.~~ ~~(The area education agency director of special education serving the receiving district shall determine whether the program is appropriate.)~~ The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent ~~or designee~~ to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent ~~or designee~~ to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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Parents requesting open enrollment out of the school district for their student will notify the school district no later than March 1 ~~of the current academic year. in the year preceding the first year desired for open enrollment.~~ The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause **as defined by law** for failing to meet the ~~March 1~~ **respective deadlines or situations which involve harassment or a student's serious health condition** may make an open enrollment request in **accordance with the procedures in the open enrollment law.** ~~the same manner set forth above.~~

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days, **but not later than June 1**, of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation **except as may be required by law.**

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs **whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted.** ~~(The area education agency director of special education serving the receiving district shall determine whether the program is appropriate.)~~ The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent **or designee** to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent **or designee** to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Policy Title: Homeless Children and Youth Code No. 501.11

The Board will make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment, and eliminate existing barriers to their receiving education which may exist in district policies or practices **in order to provide homeless children and youth with equal access to the same free public education as provided to other children and youth. Homeless children and youth shall not be separated from the mainstream school environment on the basis of their status as homeless, nor shall they be stigmatized or isolated on the basis of their status as homeless.**

The designated coordinator of homeless children and for tracking and monitoring programs and activities for these children is ~~the Director of Secondary Education.~~ **Senior Coordinator of Student Services. This person shall also serve as the District's liaison for homeless children and youth, and shall be responsible for assisting parents, guardians and unaccompanied youth in enrolling in school and accessing school services, obtaining student records, arranging for immunizations, and coordinating transportation services in accordance with law.**

Policy Title: Student Discipline Code No. 502.1

Introduction

An important part of the educational process is helping young people become aware of their rights and the responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively.

Parents/guardians must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without disruption by others.

The Cedar Falls Community School Board of Education affirms its support of the school student responsibility and discipline policies, its intent to support school staff that enforces these policies, and its intent to hold school staff accountable for implementing the policies.

Disciplinary action should follow as closely as possible the infraction or behavior that interferes substantially with the educational program and be related directly to the student(s) involved. The teacher is the key to providing disciplinary direction. The principal or designee should be involved only in those cases in which the student's behavior calls for assistance due to safety concerns or the serious or repetitive nature of the behavior.

For those few students who seem unable or unwilling to adjust self-discipline to the common good and who, consequently, continually disrupt the orderly operation of the school, procedures must be established to prevent and correct ~~abuses~~ **misconduct**. When situations allow, an attempt should be made by teachers, counselors, and administrators, in cooperation with parents/guardians, to help troubled students modify their behavior. ~~The Department of Education guidelines indicate that it is appropriate for the principal to suspend a student from classes when necessary. Section 282.3 of the Code of Iowa provides: "The Board may exclude from school children . . . whose presence in school has been found to be injurious to the health of other pupils . . ."~~

Code of Iowa

Section 282.4 of the code provides:

- The Board may, by a majority vote, expel any student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interests of the school.
- ~~That same section enables~~ The Board to permit any teacher, principal, or superintendent **or designee** temporarily to suspend a student, notice of the suspension being at once given in writing to the president of the Board **if suspension is out of school**. ~~Section 279.8 empowers the Board to adopt rules governing the conduct of students.~~

Section 282.5 provides:

- When a student is suspended by a teacher, principal, or superintendent **or designee**, pursuant to section 282.4, the student may be readmitted by such teacher, principal, or superintendent **or designee** when the conditions of the suspension have been met, but when excluded or expelled by the Board the student may be readmitted only by the Board or in the manner prescribed by the Board.

Special Note: Discipline of a special education student ~~can result in a change in placement, and therefore demands~~ **will conform to special** procedures **prescribed by applicable law**. Conditions governing the discipline of a special education student are contained in this policy.

The goal of school discipline policies should be to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.

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I. Definition of School Discipline

School discipline is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

II. Definition of Misconduct

Students will be disciplined for conduct which disrupts or interferes with an educational program, which disrupts the orderly and efficient operation of the school or school activity, which disrupts the rights of other students to obtain their education or participate, ~~or~~ which interrupts the maintenance of a scholarly, disciplined atmosphere **or which presents a threat to the health or safety of others in the school environment**. Misconduct may include, without limitation:

- A. Refusal to conform to school policies, rules or regulations.
- B. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school activity.
- C. Refusal to comply with directions from teachers, administrators, or school personnel including registered volunteers on school premises or participating in or attending school activities.
- D. Physical attack or threats of physical attack to students, teachers, administrators, or other school personnel.
- E. Possession of weapons or dangerous objects, or items that appear to be weapons or dangerous objects.
- F. Extortion.
- G. Criminal or illegal behavior.
- H. Theft, robbery, or possession of stolen goods.
- I. Damaging, altering, injuring, defacing or destroying any building, fixture, or tangible property.
- J. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property or other premises where a school sponsored activity will be held, whether or not any such property is actually destroyed or damaged.
- K. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device, in or about the school premises or other premises where a school sponsored activity will be held.
- L. Fighting or engaging in disruptive or violent behavior.
- M. Activities, including making noise, which disrupt the orderly, efficient and disciplined atmosphere of the school or school-sponsored activity.
- N. Abusive epithets, threatening gestures, or harassment of other students, teachers, administrators, school personnel or other persons lawfully on school premises or participating in or attending school activities.
- O. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless.
- P. Obstructing school premises or access to school premises or premises where a school activity is being held.
- Q. Possessing, consuming, **being under the influence of**, or distributing alcoholic liquors, **wine, ~~or~~ beer, or alcohol look-alikes** on school property or while attending a school activity.
- R. Possession, use, **being under the influence** or distribution of a controlled substance or controlled substance **paraphernalia or look-alikes**.
- S. Possession, use, or distribution of tobacco, including look-alike tobacco products and e-cigarettes **or vaping items**.
- T. Gambling.
- U. Documented misconduct detrimental to the best interest of the school district.
- V. Truancy.
- W. Unauthorized access to computer hardware or software and the manipulation of electronically stored information.
- X. Violating academic integrity by actions such as cheating or plagiarism.
- Y. Bullying and taunting.

III. Areas in Which Disciplinary Control of Students is to be Exercised

- A. While on school premises.
- B. While being transported to and from school-sponsored activities in school-owned and/or operated school buses, chartered buses, or privately owned vehicles.
- C. While attending or engaged in school-sponsored activities.
- D. While away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

IV. Consequences for Violating the Regulations, Rules, and Policies of the School District

Students who violate policies, rules or regulations of the school district, or who have documented cases of misconduct detrimental to the best interest of the school district, may be suspended, excluded, or expelled from school, or otherwise **disciplined** ~~punished~~ as provided by this policy. Students engaged in illegal activities may also be referred to the police.

The principal or designee may impose a range of penalties based upon their professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, community or school service projects, probation, written reprimand, detention, in-school suspension, loss of privileges, removal from class, **out-of school** suspension ~~from school~~, suspension from participation in activities, or recommendation for exclusion or expulsion.

The principal or designee shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed 10 **consecutive** school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an excused absence. The initiative to make up work must be made by the students.

The School Board of Education, upon the recommendation of the **superintendent or designee in consultation with the director of elementary or secondary education and the building principal**, may exclude or expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The Board may exclude or expel any incorrigible child or any child whose presence in school may be injurious to the health of other students or to the welfare of the school. Exclusion is defined as a student being excluded from regular attendance for a period determined by the board with an alternative educational program being provided by the district. Expulsion is defined as a board decision to deny a student any educational program (**except as required by law**) for a determinate period of time.

Corporal Punishment: Corporal punishment, meaning the intentional physical punishment of students, is prohibited.

~~Students with Disabilities: Students with disabilities who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education (refer to section VII).~~

Sanctions regarding **the student's behavior of students who are** ~~while~~ involved in activities/athletics shall be governed by Board Policy #503.4, **in addition to this policy**.

The Superintendent **or designee** shall develop rules and procedures to implement this discipline policy and shall report such procedures to the Board of Education of the school district.

V. Firearms

Any student who is determined to have brought a firearm to school **or knowingly possessed a firearm at school** will be expelled from school for a period of not less than one calendar year. The superintendent **or designee** shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

The term "firearm" **is defined by applicable law and** includes, but **is** not limited to:

- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; and
- D. any destructive device.

The term "destructive device" includes, but not limited to any explosive, incendiary, or poison gas, bomb or grenade.

The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

VI. Physical Contact With a Student and the Use of Reasonable Force

A. Physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances, is not designed or intended to cause pain, and is not done with the intent to punish the student. Such contact is not prohibited.

B. **Reasons for permissible** ~~Factors determining whether the contact was reasonable and necessary are:~~

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
- For the protection of property as provided for in Iowa Code Section 704.4 or 704.5.
- To remove a disruptive pupil from class, any area of school premises, or from school-sponsored activities off school premises.
- To prevent a student from the self-infliction of harm.
- To protect the safety of others.

In determining the reasonableness of the contact or force used, the following factors shall be considered:

- The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
 - The size and physical **or mental** condition of the student.
 - The instrumentality used in making the physical contact.
 - The motivation of the school employee in initiating the physical contact.
 - The extent **and nature** of injury to the student resulting from the physical contact, **if any**.
- C. Whenever force is used against a student to protect persons or property or to obtain possession of a weapon or dangerous object, it shall be reported immediately to the building principal or designee.
- D. Whenever force is used against a student to protect persons or property or to obtain possession of a weapon or dangerous object, it shall be reported immediately to the student's parents/guardians by the building principal or designee.

VII. Procedures for Exclusion / Expulsion Cases

- A. When a student is suspended pending recommendation for exclusion or expulsion, the building principal shall immediately notify the director of elementary or secondary education and the superintendent of schools to review the alleged misconduct and all relevant matters. Following this review, a final determination of a recommendation for exclusion or expulsion to the Board of Education will be made by the **superintendent or designee in consultation with the** director ~~and the superintendent~~. The building principal shall hold a conference with the parents/guardians and the student to discuss the reasons for the suspension and proposed recommendation for exclusion or expulsion.
- B. If, after investigation and review, it is determined that exclusion or expulsion should be recommended to the Board of Education, the building principal, with assistance from the director of elementary or secondary education and legal counsel, shall prepare appropriate notice. The director of elementary or secondary education shall consult with the secretary of the Board of Education to arrange a time for the hearing. The notice of hearing on the recommended exclusion or expulsion shall state the reasons for the recommendation and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation. There shall be included a direct citation of the section of the discipline policy, Board policy, and/or state statute that has been violated. The notice shall state the time and place of the hearing.
- C. Notice of the recommendation to the board for exclusion/expulsion shall be served upon the parents/guardians by the Director of Elementary or Secondary Education. The notice shall be sent by registered mail to the last known local address of the parents/guardians.
- D. At the same time the notice and supporting documents are delivered to the student and his/her parents/guardians, copies shall be ~~forwarded to the president of the Board of Education who shall call a meeting of the Board to hear the matter. Copies shall also be~~ delivered to the superintendent **or designee**, legal counsel, and the secretary of the Board of Education.

If the student has attained age 18, the notice shall be given to the student. It may also be given to the student's parents/guardians if they have shown the student is a dependent as defined in the Family Education Rights & Privacy Act of 1974 and the regulations there under.

- E. The Hearing:
1. The hearing shall be held on a date not later than 10 school days subsequent to the date of suspension.
 2. The student may be accompanied by:
 - a. Parent(s)/guardian(s)
 - b. Legal counsel or any other advisor of his/her choice
 3. The Board of Education and the school district may also be advised by legal counsel.
 4. The Board of Education, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
 5. The student and his/her parents/guardians may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parents/guardians by agreement, or waiver of hearing, or both.

6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegation of the notice in whole or in part. The student may also offer any explanation or comment that he/she believes relevant or appropriate.
7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify in his/her own behalf. To the extent that either party may rely on written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit cross examination or the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, or for other good cause, it shall have the authority to do so. The proceedings shall be administrative **in nature** and shall not be conducted as an adversary proceeding.
8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student or the parents/guardians of the student if the student is a minor.
9. If a party to the hearing should deliberately conduct himself/herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him/her and to proceed with the hearing as if he/she had not personally appeared. A hearing shall be attended only by the Board, **the Board Secretary**, the Superintendent or designee, administrative personnel familiar with the case, the student, the student's parents/guardians, the student's legal counsel or other advisor, and legal counsel for the school board and school district. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parents/guardians waive this exclusion. The Board may order all witnesses to be excluded on its own motion.
10. Provisions shall be made **detailed minutes and either for a transcript or for a verbatim record in the form of an audio recording of the hearing.** The complaint, the student's response, the transcript or record, and all other papers in the proceeding except the final disposition of the case, shall be **treated as a confidential student record for the use only in the proceedings and in the internal processes of the school district related thereto; and no such transcript, record, or papers and shall not be voluntarily disclosed except as provided by law to any person outside the school district.**

F. The Decision:

1. The Board of Education in executive session shall consider all relevant evidence introduced at the hearing, **and** make findings of fact and conclusions as to the disciplinary action as it deems to be appropriate. The Board may consider the student's prior record as submitted by the school administration at the hearing. The Board determination **as to disciplinary action** shall be by majority vote **in open session**. The Board of Education shall promptly notify the parents/guardians and the student, as well as the Superintendent **or designee or the person designated by him/her**, concerning the Board's findings of fact and determination.
- ~~2. Within three calendar days after receipt of notice of expulsion or their disciplinary action, the student may request in writing, reconsideration by the Board of Education, stating the reasons therefore. The Board of Education may, in its discretion, deny such requests and proceed to give effect to the exclusion, expulsion, or other disciplinary action; or it may grant the request and after reconsideration, either amend or confirm its determination. It shall then proceed to give effect to its final determination.~~
2. As part of the final decision, the Board will set the term of the exclusion or expulsion and will prescribe the conditions under which the student will be readmitted.
3. **The Board will prepare written findings of fact, conclusions, and decisions and provide same to the student and parents/guardians.**
4. A student **or parents/guardians** may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

VIII. Special Education

Special education students may be suspended **or expelled to the extent permitted by applicable law.** ~~for a term no longer than 10 consecutive school days unless weapons or drugs are involved, or if the student's conduct is not a manifestation of his/her disability.~~ The procedural protections of the Individuals with Disabilities Education Act (IDEA) **or other applicable law** are to be followed. **Educational services shall be provided to the student as required by law.** ~~In an emergency situation where a child poses an immediate threat to the safety of others, the principal may suspend the child for up to 10 school days and seek a court order temporarily enjoining the child from attending school or attending an alternative setting if more than 10 days. Multiple short term removals (i.e., 10 consecutive school days or less) for separate incidents of misconduct are permitted to the extent the removals would be applied to children without disabilities. Students who carry a weapon to school or school function or who possess or use illegal drugs or~~

~~sell or solicit the sale of a controlled substance while at school or school function, can be placed in an interim alternative educational setting as determined by the Individual Educational Program (IEP) team; but no more than for 45 calendar days.~~

IX. Non-authorized Persons

Persons should not be in the school building or on school premises at any time without authorization of the school building administrator. Any ~~intruder~~ **non-authorized person** ~~who interferes with school procedure may be required to leave the school premises and if his/her activities or actions disrupt the orderly operation of the school or school activity, or disrupt the disciplined, scholarly atmosphere, he/she~~ **will be required to leave the school premises and** may be subject to **criminal** prosecution.

- A. Non-authorized persons ~~are~~ **include:**
 - 1. Students not assigned to that specific building.
 - 2. Any person not an employee of the Cedar Falls Community School District.
 - 3. An employee or volunteer not assigned duties at that building or premises.
 - 4. **Other persons who do not have authorization of the school building administrator or designee.**
- B. School administrators may enlist the aid of the police department to have removed any non-authorized persons.
- C. Procedures dealing with non-authorized persons should be reasonable, ~~and~~ non-discriminatory and non-arbitrary in their operation.

X. Actions for Assault and Threats to School Personnel

- A. Whenever any officer, employee, or agent of the school district has been struck or attacked by any **student individual or group**, or has suffered bodily harm, **because of the actions of a student**, he/she shall notify the principal immediately who shall call the director and superintendent **or designee** . The principal shall notify the police and parents, and the student or students shall be suspended pending completion of the investigation and due process. Notice of the suspension shall be sent to the president of the Board through the superintendent **or designee**. Following the investigation and an administrative determination relative to its appropriateness, a recommendation for discipline, up to and including expulsion, may be made.
- B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by **a student, an individual or group of students**, he/she shall notify the principal immediately, who shall suspend the student ~~or students~~ pending completion of the investigation. Following the investigation and an administrative determination relative to its appropriateness, a recommendation for discipline, up to and including expulsion, may be made.
- C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

XI. Distribution of Discipline Policy and Administrative Rules and Procedures

The discipline policy and administrative rules and procedures shall be printed and distributed to attendance centers; shall be made available to staff, students and parents/guardians; and shall be available in at least one location in each attendance center which is accessible to staff, parents/guardians and students at the beginning of the school year. **Notwithstanding this policy and the corresponding administrative rules/procedures, the District reserves the right to take disciplinary actions as it deems appropriate on a case-by-case basis.**

Policy Title: *Substance Use and Abuse* Code No. **502.2**

A safe and drug-free school environment is recognized by the Cedar Falls Board of Education as essential to prevent serious problems and threats to the academic, social, physical, and emotional welfare of all students. The Cedar Falls Community School District is committed to the establishment of policies and procedures which:

- 1. increase student awareness of the hazards of substance use/abuse,
- 2. improve student attitudes and decision-making skills, and
- 3. provide assistance and referral services for students with substance use/abuse problems.

An atmosphere conducive to the educational excellence of all students is a major responsibility of the District. To successfully meet this obligation, procedures have been developed which are consistent with the laws of the state of Iowa.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco/nicotine, and unauthorized drugs or other controlled substances, or "look alike" substances that appear to be any of the foregoing tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. The distribution, dispensing, possession, and use of e-cigarettes, vapor products, and/or any other alternative tobacco/nicotine product are also prohibited, unless with physician authorization. a doctor note or nurse's permission.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension, exclusion, or expulsion, as stipulated in the board policy governing student discipline. Students participating in extra-curricular activities violating this policy will also be subject to disciplinary action as stipulated in the board policy pertaining to the extra-curricular code of conduct. The use, purchase/sale/distribution or being in possession of cigarettes, tobacco/nicotine or tobacco/nicotine products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, purchase/sale/distribution, or being under the influence of beer, wine, alcohol and/or of an unauthorized controlled substance may also be reported to the local law enforcement authorities. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension, exclusion, or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

It is the responsibility of the superintendent or designee, in conjunction with building principals, to develop administrative regulations regarding this policy.

Policy Title: Freedom of Expression Code No. 502.4

~~Student expression, other than student expression in student produced official school publications, made on the school district property premises or under the jurisdiction of the school district or as part of a school sponsored activity may be attributed to the school district; therefore, student expression must be responsible.~~ Students are allowed, indeed encouraged, to express their viewpoints and opinions. However, student expression must be appropriate to assure students learn and meet the goals of the school district and the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws or school rules, cause defamation of persons, be obscene, or indecent, lewd, vulgar, or profane, or encourage or cause a material and substantial disruption to the educational program. ~~The administration, when making this judgment, shall consider whether the activity in which the expression was made is school sponsored and whether review or prohibition of the students' speech furthers an educational purpose.~~

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for ensuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Student expression in official school publications, including material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee, are not subject to any prior restraint by school employees or officials except when the material violates this policy. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the restrictions against unlawful speech. The superintendent or designee shall be responsible for developing a student publication code.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression, and in such case the liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Policy Title: *Search and Seizure* Code No. 502.6

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been **or is being** violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched at any time without advanced notice.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, and/or sponsored school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension, **exclusion**, or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent **or designee**, in conjunction with the principals, to develop administrative regulations regarding this policy.

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. **Reasonable and Articulable Suspicion:** A search of a student **or protected student area** will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the **circumstances which gave rise to the need for the search and the objectives of the search**. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
- (1) the age of the student;
 - (2) the ~~sex~~ **gender** of the student;
 - (3) the nature of the infraction; ~~and~~
 - (4) the emergency requiring the search without delay; **and**
 - (5) **the objectives to be accomplished by the search.**

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items, or **the search will otherwise turn up evidence that the student is violating or has violated school district policies, rules, regulations or the law affecting school order.**
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) **Pat-Down Search**: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
 - (c) **Strip searches and body cavity searches, or the use of a drug-sniffing animal to search a student's body, are prohibited.**
 - (d) **If a student is not or will not be present at the time of a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.**

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students **as a courtesy**, they remain the property of the school district at all times **and do not create any protected student area**. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk, **even if the student provides a lock for it**. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such **inspections searches** will be confiscated by school officials and may be turned over to law enforcement officials.

A student's locker or desk or the contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Policy Title: Security Camera Supervision Code No. 502.7

The Board supports the use of security cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a student disciplinary proceeding.

The content of the video recordings ~~may be~~ are a student record subject to board policy and administrative regulations regarding confidential student records. **In such case, only those persons authorized by law, including those persons** with a legitimate educational purpose may view the recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent **or designee**, building principal, transportation director, bus driver and special education staffing team. A parent may view the video recordings **of their child to the extent provided by law.** ~~without consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents of students involved in the altercation must give consent in order for the video to be viewed by parents.~~

A video recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceedings.

Students are prohibited from tampering with the security cameras. Students found in violation of this regulation shall be disciplined in accordance with the District's discipline policy, will be reported to the police, and shall reimburse the District for any repairs or replacement necessary as a result of the incident.

Policy Title: Student Activity Program Code No. 503.1

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent or ~~his/her~~ designee. All out-of-state travel requires prior approval by the superintendent **or designee**. The events must not disrupt the education program or other district operations.

A student in grades 9-12 who participates in a sport sponsored by the Cedar Falls Community School District may participate in that sport as an individual or member of a team in an outside school event during the same season, with permission of the building activities council. Such outside participation shall not conflict with the school sponsored athletic activity. A student who participates in a sport sponsored by an organization other than the district without obtaining permission from the activity director shall be ineligible to participate on a school sponsored team in that sport for a period of twenty percent ~~(20%)~~ of the contests. This number shall be determined by multiplying the total number of contests in that sport by **twenty percent** 20%. In the case of a fractional number, the total contests that a student shall be withheld from will be determined by rounding to the nearest whole number. A student will be suspended for a minimum of one contest. If there is not a sufficient number of contests remaining in the scheduled season to fulfill the terms of a suspension, the suspension balance will be carried over to the tournament series and to the next season of that sport in which the student participates.

It shall be the responsibility of the superintendent **or designee** to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and **evidence of health insurance if any.** ~~proof of insurance on the student participating in certain activities.~~ Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and those identified in policy #503.2 **4.**

Policy Title: **Conduct Code for Extracurricular Activities** Code No. **503.4**

Extracurricular activities, for purposes of this policy, include all extracurricular athletics, cheerleading, dance team, clubs, extracurricular fine arts performances, student government, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school district.

It is a privilege to participate in extracurricular activities at the Cedar Falls Community Schools. Students participating in these activities **serve as ambassadors of the school and role models to other students,** and must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in extracurricular activities. Students participating in extracurricular activities are expected to abide by all rules of this policy 365 days a year, 24 hours a day, in and out of the specific extracurricular season and on or off school grounds.

The activity director may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known by the activity director or whose conduct is contrary to or in violation of this conduct policy or other board policy.

Item 1: To retain eligibility for participation in the Cedar Falls Community Schools extracurricular activities, students must conduct themselves as good citizens both in and out of school. Any student who is found to have violated the schools conduct code for extracurricular activities will be deemed ineligible for a period of time as described below. A student may lose eligibility under the conduct code for any of the following behaviors, including, but not limited to:

- Possession, use, distribution, or purchase of tobacco products, regardless of the students age;
- Possession, use, distribution, or purchase of e-cigarettes, vapor products, or alternative nicotine products, unless with **physician permission** ~~a doctor note or nurse's permission~~ **regardless of the student's age;**
- Possession, use, distribution, being under the influence, or the sale or purchase of alcoholic beverages;
- Being in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors;
- Possession, use, distribution, **being under the influence,** or purchase of illegal drugs and/or drug paraphernalia, **and** the unauthorized possession, use, distribution, **being under the influence of,** or purchase of otherwise lawful drugs, **and the possession, use, distribution, being under the influence of, or purchase of lawful items for the purpose of achieving mind-altering effects;**
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s);
- Inappropriate ~~or offensive~~ conduct such as fighting, insubordination, bullying, hazing or harassment of others, **or unauthorized possession of weapons.**

Length of Suspension:

- 1st Offense - Students shall be suspended for a minimum of twenty percent of all activities in which a student is participating at the time of the violation.
- 2nd Offense (within one year of the date of the first offense) – A student will be suspended for a minimum of forty percent of all activities in which the student is participating at the time of the violation.
- 3rd Offense (within one year of the date of the previous offense) – A student will be suspended from all activities for a period of one calendar year from the date of the last violation.

This number of events/games missed shall be determined by multiplying the total number of events in each activity for a period by twenty percent or forty percent for a second offense. In the case of a fractional number, the total events that a student shall be withheld from will be determined by rounding to the nearest whole number. A student will be suspended for a minimum of one extracurricular event.

If there is not a sufficient number for contests or performances remaining in the scheduled season to fulfill the terms of a suspension, or if the student is not currently participating in an extra-curricular activity, the suspension balance will be carried over to the tournament series and/or to the next season in which the student participates. A season is defined as commencing with the first day of practice, concluding with the last contest or performance. The penalty shall be immediate. To resume eligibility, it is mandatory that the student obtain and follow the recommendations of the school approved evaluation procedures.

For the first infraction, the voluntary admission of an infraction of the rules involving alcoholic beverages, tobacco or controlled substance will not result in a suspension if the coach/sponsor/administrator is notified within 72 hours of the violation. This provision may be used one time throughout the student's junior high school (7-8) and one time throughout the student's high school (9-12) career by any student. This voluntary admission may not be used by a student if the infraction is already known to the school or law enforcement agencies. In addition, it is mandatory that the student obtain and follow recommendations of the school approved evaluation procedures before that student regains eligibility. The purpose of this provision is to allow a student to seek help.

- Item 2: The Administration may also have at their discretion the ability to impose consequences of greater magnitude due to the severity of the violation. These violations include, but are not limited to the sale or use of an illegal drug during an activity, at school or away; a student who is arrested for or charged with a felony or charged with an act that would constitute a felony if committed by an adult.
- Item 3: Students cannot attempt to evade the intent of the Code of Conduct Rule by joining a new activity specifically to allow their suspension days to run its course. If a student athlete participates in an activity he/she had not been previously involved with, he/she must complete the season of the new activity in good standing in order for the suspension days to count.
- Item 4: A student must be present for three consecutive periods of a school day in order to perform at an activity that day, unless otherwise determined by the director of the activity and/or the building administrator.
- Item 5: Students must follow the IHSAA and IGHSAA academic requirements.
- Item 6: A student who is suspended from school due to disciplinary reasons according to Board Policy shall not participate in extracurricular practices or events, or attend Cedar Falls High School activities (on or off campus), during the suspension period. Additionally, a student who is expelled or excluded from school for an extended period of time may be ineligible to participate in activities for the remainder of the school year.
- Item 7: The director of extracurricular activities will establish and make known rules of conduct and regulations for the students participating in the activity. Those rules of conduct shall be approved by the activities director or building principal. Said rules shall be in writing and delivered to each student and parent in the particular activity at the beginning of the season. Additional rules of conduct may be established and will be made known at the beginning of the season. **Students are expected to abide by the rules as a condition of their continued participation in extracurricular activities.**

Appeal Procedure

Suspension of a student from an extracurricular activity shall be the decision of the activities director within the parameters of this guide, and after the activities director has informally investigated the allegation of misconduct, and has given the student **notice of the allegation and** the opportunity to respond. If the activities director determined that a violation of the activity code did occur, said student may be declared ineligible for extracurricular activities.

A student may contest the declaration of ineligibility by the activities director orally or in writing to the building principal **within three school days from notified of the declaration of ineligibility**. The building principal shall make a ruling within **two school days** ~~forty-eight hours~~ of receipt of notice of objection.

In the event the ruling of the building principal is adverse to the student, he or she may appeal the ruling in writing to the appropriate building activities council. The appeal shall be no later than three **school** days from receipt of decision of the building principal. The student will not be allowed to participate in any contest or performance during the appeal process, but may be allowed to participate in practice sessions. Said notice shall be delivered to the chairman of the appropriate building activities council. Any member of the building activities council who has been involved in prior matters regarding the ineligibility at issue may be disqualified from serving on the building activities council with regard to that matter. The building activities council shall hold a hearing within seven **school** days of the receipt of notice of appeal and make a ruling within **two school days** ~~48 hours~~ of the conclusion of the hearing.

~~An adverse decision of the building activities council~~ **adverse to the student** may be appealed **by the student** in writing to the superintendent ~~of schools~~ **or designee**. The appeal shall be within seven **school** days of receipt of decision from the building activities council and the superintendent **or designee** will make a ruling within **two school days** ~~48 hours~~ of **receiving the appeal**. ~~the conclusion of the hearing.~~

In the event of ~~adverse~~ **a decision by the superintendent or designee that is adverse to the student**, the ineligibility may be appealed to the Board of Education. However, it is with the discretion of the Board to determine whether to hear the appeal. The appeal shall be **made in writing** within seven **school** days of receipt of the decision from the superintendent **or designee**. **If the Board determines not to hear the appeal, the decision by the superintendent or designee shall be final.**

Policy Title: *Ninth Grade Participation* Code No. *503.5*

Junior high school students will not be permitted to participate in high school activities with the exceptions of:

- (a) ninth grade students will be permitted to take part in those sports not offered at the ninth grade in the junior high schools, and
- (b) ninth grade students will be permitted to participate in state solo and ensemble music contests.

Further exceptions to this policy must have the approval of the ninth grade student's coach/supervisor, building athletic/activities director, and building principal.

If a request is made and denied and the coach/supervisor would desire a reconsideration, it will be the responsibility of the director of secondary education to establish a time and location for the meeting. The meeting will include the personnel listed in the above paragraph.

Policy Title: *Conduct Code for Transfer Students* Code No. *503.6*

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Cedar Falls Community Schools, will not be eligible for interscholastic competition at Cedar Falls Community Schools, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Cedar Falls Community Schools as far as any Good Conduct Rule is concerned. **Other restrictions may apply to the student's eligibility as provided by law.**

Policy Title: *Activities Council* Code No. *503.7*

The primary functions of the Activities Council include policy development and review of contemplated changes in all of the secondary school extracurricular activities for the Cedar Falls Community Schools.

The Council shall be advisory to the superintendent and shall include but not be limited to the following members:

- Director of Secondary Education
- Senior High School Principal
- Senior High School Activities Director
- Each Junior High School Principal
- Each Junior High School Activities Coordinators
- Title IX Advisor
- Representatives-at-large: Music, Drama and Speech,
Athletics, Clubs and Organizations

Representatives-at-large shall be appointed by the director of secondary education for a two-year term and to be designated on an alternate-year basis. The director of secondary education will serve as chairperson of the Council and will schedule and plan for the meetings.

Policy Title: Dress Code No. 504.1

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the school district. Therefore, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment.

As determined by the principal, students must dress in a responsible manner. Health and safety factors are considerations in acceptable attire. No attire will be permitted that disrupts the learning process in school. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Additional, specific guidelines may be imposed at the building level.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Policy Title: Communicable Diseases – Students Code No. 504.2

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents of a student with a communicable disease should inform the school nurse about the communicable disease so the appropriate measures may be taken. Health information of a student is confidential and shall not be disclosed except as provided by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district and/or public health officials.

It is the responsibility of the superintendent or designee, in conjunction with the provider of nursing services, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Policy Title: Acquired Immune Deficiency Syndrome (AIDS) Code No. 504.3
Student Attendance Guidelines

The Board of Education of the Cedar Falls Community School District is responsible for providing an education to all students of the district pursuant to the requirements of the Code of Iowa and Federal law in the best possible educational setting for all concerned. Therefore, it shall be the policy of the Cedar Falls Community School District that:

- ~~1. Parents are to notify the Superintendent of a communicable disease (i.e., Hepatitis B, HIV, AIDS) which creates a substantial risk to other students, employees or others at school.~~
- ~~2. Students diagnosed as having AIDS, or with laboratory evidence of infection with the AIDS associated virus (HIV), and receiving medical attention shall be allowed to attend classes in an unrestricted educational setting.~~
- ~~3. An appropriate alternative educational plan, which may include a more restricted environment, be provided for the student diagnosed as having AIDS or laboratory evidence of infection with the HIV virus if:
 - ~~a. Cutaneous (skin) eruptions or weeping lesions that cannot be covered are present.~~
 - ~~b. Inappropriate behavior which increases the likelihood of transmission (i.e. biting or incontinence) is exhibited.~~
 - ~~c. The student is too ill to attend school.~~~~
- ~~4. Siblings of infected students shall be allowed to attend school in an unrestricted educational setting.~~

~~Decisions as to the educational management of these students will be shared utilizing expertise of the student's physician, parent or guardian, public health personnel and district staff.~~

~~The final decision in these cases remains with the Board of Education of the Cedar Falls Community School District. The Board reserves the right to make such decisions as may be necessary to protect the health and safety of all students and staff.~~

Policy Title: *Physical and Sexual Abuse of Students by Employees* Code No. *504.4*

It is the policy of the Cedar Falls Community School District that all forms of physical abuse and sexual abuse, **as defined by law**, of students by **school** employees are prohibited. Each employee, regular or temporary, is covered by this policy.

~~Physical abuse is defined as any nonaccidental physical injury to the student. An employee may, however, make physical contact with the body of a student if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain; or if the employee uses reasonable force, as defined by Iowa law, for the protection of the employee, the student, or other students; or to obtain the possession of a weapon or other dangerous object within the student's control; or for the protection of property.~~

~~Sexual abuse of students is defined as any improper contact, action (including, but not limited to spoken threats, intimidation, solicitation) or attempted abuse of a sexual nature.~~

Each report or complaint alleging or indicating the possibility of abuse of a student or students by an employee or employees will be investigated immediately, **in accordance with legal requirements**. The primary investigators (level one investigators) will be the director of elementary education (in the case of elementary students) or the director of secondary education (in the case of secondary students) and the director of human resources. An official or officials of the Cedar Falls Police Department or other trained, experienced professional(s) shall be utilized as the alternate (level two) investigator(s).

All results of an investigation of reported physical or sexual abuse will be forwarded to the superintendent of schools as soon as is possible. It is the responsibility of the superintendent of schools to cause such actions as may be appropriate to remedy any **founded** ~~proven~~ **report of** abuse.

Policy Title: *Anti-Bullying/Harassment: Students* Code No. *504.5*

Harassment and bullying are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students **by students**, staff, and/or volunteers who have ~~direct~~ **regular significant** contact with students, will not be tolerated in the school or school district.

The Board of Education prohibits harassment, bullying, hazing, or any other victimization **of a student** based on any of the following actual or perceived traits or characteristics **of a student**, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. **(The District also prohibits unlawful discrimination against its students, including discriminatory harassment on the basis of race, color, creed, sex, marital status, religion, national origin, disability, sexual orientation, gender identity, socio-economic status, or any other protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with a student's academic performance, or affects a student's educational opportunities.)**

This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned, leased or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures including, but not limited to, suspension, exclusion, and expulsion. **If, after an investigation, an employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including, but not limited to, termination of employment. If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be disciplined by appropriate measures including, but not limited to, exclusion from school grounds.** All reports of bullying/harassment will be documented and reported to the Iowa Department of Education **as required by law.**

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic or work performance, **or**
- Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school

Electronic includes, but is not limited to, communication via electronic mail, internet-based communications, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, any of the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that **have**s the purpose or effect of causing injury, discomfort, fear, or suffering to the **targeted student**
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the **targeted student**
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the **targeted student**
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury discomfort, fear, or suffering to the **targeted student**
- Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to, or rejection of, the conduct by **the student a school employee** is used as the basis for academic decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with the **student's education academic or work performance** by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

School employees, volunteers, parents or guardians, and students will assist with the enforcement of this policy, including, but not limited; to assisting with educational and preventative measures, reporting, and investigations of harassment or bullying. Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official or supervisor shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint or give false statements in an investigation may be subject to appropriate disciplinary action.

Retaliation against any person **who filed filing** a bullying or harassment complaint or **who** assisted or participated in a **bullying or** harassment investigation or proceeding is also prohibited. Any **student person** found to have retaliated in violation of this policy shall be subject to **appropriate disciplinary action** ~~measures including, but not limited to, suspension, exclusion and expulsion.~~

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The ~~Director of Secondary Education and/or Director of Elementary Education~~ **superintendent** or designee will be responsible for handling all complaints by students alleging bullying or harassment. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying. **The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy.**

It is the responsibility of the superintendent **or designee**, in conjunction with the investigator and principals, to develop procedures regarding this policy. The Board will annually communicate this policy. The policy may be publicized by the following means

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in ~~the~~ registration materials
- Inclusion on the school or district websites
- Readily accessible in the principal and counselor offices
- Other

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

(Completion of this form is optional. The District also encourages direct communication of concerns with the student's teacher, counselor, administrator or other trusted staff member who can assist in documenting a bullying/harassment complaint, if the student is comfortable doing so.)

Name of complainant: _____

Position of complainant: _____

Name of **student Target**: _____

Date of complaint: _____

Name of person who allegedly harassed or bullied: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc.
(attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/____

Completed complaint form should be given to ~~student's target's~~ building principal

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Name of ~~student~~ **Target**: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____/____/____

Completed complaint form should be given to target's building principal.

Policy Title: Anti-Bullying/Harassment: Students Code No. 504.5R1

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Students ~~Individuals~~ who feel that they have been bullied or harassed should:

- Communicate to the person who allegedly harassed or bullied that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the person who allegedly harassed or bullied, the individual should ask a teacher, counselor or principal to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the person who allegedly harassed or bullied, the individual should communicate to a teacher, counselor or principal:
 - what, when and where it happened,
 - who was involved,
 - exactly what was said or what was done,
 - witnesses,
 - what the person said or did, either at the time or later,
 - how the person felt, and
 - how the person who allegedly harassed or bullied responded.

INCIDENT INVESTIGATION & RESOLUTION PROCEDURE

Once an incident of bullying or harassment has been communicated to a teacher, counselor, **or principal; administrator or other district staff member**; OR a written notice of a complaint has been received, an investigation process will begin. The Directors of Elementary and Secondary Education or designee are charged with ensuring the appropriate investigation procedures are in place and carried out and will begin the investigation process for all complaints received by the Central Administration Office. Information received during the investigation will be kept confidential to the extent **reasonably** possible.

The person who first received knowledge of the alleged bullying or harassment will either begin the investigation or document the incident for the building principal **or designee, who will then conduct a preliminary inquiry. If inquiry indicates bullying or harassment likely occurred, and cannot be resolved at the building level, it may be transitioned to the District office for investigation.** ~~who then becomes the investigator.~~

The ~~investigator~~ **Superintendent or designee** will begin the investigation and intervention reasonably and promptly by completing and documenting all steps in the district's process. As part of this process, the investigator will interview the **targeted student** and the person doing the alleged harassing or bullying. The investigator may ask for documentation of the behavior, including but not limited to letters, computer printouts, electronic files, or pictures. The investigator may also interview witnesses or ask for written statements as deemed appropriate. **District employees, students and volunteers shall fully and fairly cooperate in the investigation.**

Information about the incident will be entered in the district's computer system, whether founded or unfounded, using a district-approved form and process which complies with the Department of Education's reporting procedures. The investigator will make a determination as to if bullying or harassment is founded along with any conclusions and next steps, which may include disciplinary action, **in the form of a written report.** The building principal will be notified of all bullying or harassment incidents, whether founded or unfounded, by the investigator. Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. All founded cases of bullying or harassment will result in notification of both the ~~targeted (if a student)~~ and **the harasser's parents or guardians (if a student).**

If the investigator has a conflict of interest, the alternate investigator shall investigate.

Other, more specific procedures may apply to cases involving discrimination, harassment, or bullying based on sex as proved by applicable laws.

POINTS TO REMEMBER IN THE INVESTIGATION

- ~~Evidence uncovered in the investigation is confidential.~~
- ~~Complaints must be taken seriously and investigated.~~
- ~~No retaliation will be taken against individuals involved in the investigation process.~~
- ~~Retaliators will be disciplined including, but not limited to suspension, exclusion, and expulsion.~~

STUDENT HANDBOOK PROVISION

Bullying or Harassment

~~Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.~~

~~Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:~~

- ~~Places the person in reasonable fear of harm to the person or property~~
- ~~Has a substantially detrimental effect on the person's physical or mental health~~
- ~~Has the effect of substantially interfering with the person's academic or work performance~~
- ~~Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school~~

~~Electronic includes, but is not limited to, communication via electronic mail, internet based communications, cell phones, electronic text messaging or similar technologies.~~

~~Harassment and bullying may include, but are not limited to, any of the following behaviors and circumstances:~~

- ~~Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the target~~
- ~~Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the target~~
- ~~Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the target~~
- ~~Repeated remarks of a demeaning nature that have the purpose or effect of causing injury discomfort, fear, or suffering to the target~~
- ~~Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment~~

~~Persons who feel that they have been harassed or bullied should:~~

- ~~Communicate to the person who allegedly harassed or bullied that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the person who allegedly harassed or bullied, the individual should ask a teacher, counselor or principal to help.~~
- ~~If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the person who allegedly harassed or bullied, the individual should communicate to a teacher, counselor or principal exactly what happened including:~~
 - ~~what, when and where it happened,~~
 - ~~who was involved,~~
 - ~~exactly what was said or what was done,~~
 - ~~witnesses,~~
 - ~~what the person said or did, either at the time or later,~~
 - ~~how the person felt, and~~
 - ~~how the person who allegedly harassed or bullied responded.~~

~~Harassment or bullying is defined as, but is not limited to:~~

- ~~• Involving one-sided, unwanted actions,~~
- ~~• Causing social, emotional, or physical harm,~~
- ~~• Involving an imbalance of power,~~
- ~~• Causing the target to feel threatened or unsafe, or~~
- ~~• Is typically, but not always, repeated.~~

~~Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:~~

- ~~• verbal, physical, written, or electronic harassment or abuse (“electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, cell phones, electronic text messaging or similar technologies),~~
- ~~• pressure for sexual activity,~~
- ~~• repeated remarks to a person with sexual or demeaning implications, and~~
- ~~• suggesting or demanding sexual involvement, accompanied by implied or explicit threats.~~

~~Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons which:~~

- ~~• Places the person in reasonable fear of harm to the person or property,~~
- ~~• Has a substantially detrimental effect on the person’s physical or mental health,~~
- ~~• Has the effect of substantially interfering with the person’s academic or work performance, or~~
- ~~• Has the effect of substantially interfering with the person’s ability to participate in, provide, or benefit from the services, activities, or privileges provided by a school.~~

Policy Title: *Interviews of Students by Outside Agencies* Code No. *505.1*

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper ~~warrant~~ **authority**.

Policy Title: *Student Organizations* Code No. *505.2*

Secondary school student-initiated, noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings will not interfere with the orderly conduct of the education program or other school district operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program will have priority over the activities of another organization.

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations are provided access to meeting space and school district facilities **before and after the instructional school day**.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings; ~~however-~~ ~~E~~employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

It is the responsibility of the superintendent **or designee**, in conjunction with the principal, to develop administrative regulations regarding this policy.

Policy Title: Student Performances Code No. 505.4

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent or designee that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent or designee, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis.
- All groups of students should have an opportunity to participate.
- Extensive travel by one group of students should be discouraged.

It is within the discretion of the superintendent **or designee** to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent are the responsibility of the parent and the student.

Policy Title: Testing and Evaluation Program Code No. 505.5

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program funded by the United States Department of Education, to submit, without prior written consent from the student's parent or guardian (or the student if the student is not a minor), to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent/guardian; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

It is the responsibility of the superintendent or designee, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the responsibility of the board to review and approve the evaluation and testing program.

Policy Title: Administration of Medication to Students Code No. 506.1

Some students may need prescription and non-prescription medication to participate in their educational program. It is the responsibility of the parent or legal guardian to ensure that the school receives properly authorized medication. Medication shall be administered and accessed only by the school nurse or, in the nurse's absence, by a person who has successfully completed the Iowa School Medication Management course. A medication administration course and periodic update shall be conducted by a registered nurse, and a record of course completion shall be kept on file at the agency.

Medication shall not be administered without written authorization from the parent or legal guardian. Written authorization shall include the student's name, date of request, medication name, administration instructions, and authorizing signature. The medication must be in the original labeled container either as dispensed by the pharmacist or as sold by the manufacturer. A record of the administration of medication shall be kept for each student receiving medication and shall include:

- Date
- Student's name
- Medication
- Medication dosage
- Administration time
- Administration method
- Signature and title of person administering medication
- Any unusual circumstances, actions or omissions

By law, the school district shall permit students with asthma or other airway constricting disease or students with risk of anaphylaxis to self-administer their medication or use an epinephrine auto-injector, as the case may be, upon authorization of their parent or guardian and prescribing licensed health care professional in writing. Students may self-administer other medications the following emergency medications: Insulin, Epi-pen injection, or airway constrictive medication with a written authorization of statement by the student's parent or legal guardian and physician upon a showing of competency in accordance with law. These authorizations statement will be on file in the nurse's office and renewed annually. Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or legal guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student as established by Iowa Code Section 280.16. The school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.

Medication shall be stored in a secured area unless alternate provision is documented. The parent or legal guardian is responsible for providing safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment at the end of the school year or whenever it is no longer needed at school. Emergency protocols for medication-related reactions and uncommon medication administration situations shall be posted in the area where medications are administered. Medication information shall be confidential information **not subject to disclosure** except as provided **by law**. ~~to the Family Educational Rights and Privacy Act (FERPA).~~

The superintendent or ~~the superintendent's~~ designee shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and non-prescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school. **The parent/guardian must notify school officials immediately if any changes occur in the administration of medication during the school year.**

Policy Title: *Student Special Health Services* Code No. *506.2*

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program **and applicable by law.**

The superintendent **or designee**, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Policy Title: *Student Records Access* Code No. *506.3*

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 **in accordance with law.** 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/legal guardian and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age ~~or is attending an institution of post-secondary education at the post-high school level.~~ Parents/legal guardian of an eligible student is 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/legal guardian may be provided access without the written permission of the student. A representative of the parent/legal guardian or eligible student, who has received written permission from the parents/legal guardian or eligible student, may inspect and review a special education student's records. Parents/legal guardian, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents/legal guardian may not access the student records.

A student record may contain information on more than one student. Parents/legal guardian 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/legal guardians and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. Parents/legal guardian, 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/legal guardian 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/legal guardian or an eligible student, the school 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 school district.

If the parents/legal guardian 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/legal guardian or an eligible student may request that the school district amend the student records. The school 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/legal guardian or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents/legal guardian or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents/legal guardian ~~and~~ or the eligible student's request to amend the student record is further denied following the hearing, the parents/legal guardian 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 school district discloses the student records, the explanation by the parents/legal guardian or eligible student will also be disclosed.

In general, the school district may only disclose personally identifiable information from a student's education record with the signed and dated written consent of the parents or eligible student. However, student records may be disclosed in limited circumstances without parental/legal guardian 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/legal guardian or the eligible student.~~ This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district ~~and AEA personnel~~ whom the superintendent or designee has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll or is already enrolled, provided the ~~other~~ school district notifies the parents/legal guardian or eligible student the student records are being sent and the parents/legal guardian or eligible student have an opportunity to receive a copy of the records and challenge the contents of the records (unless disclosure is initiated by the parents/legal guardians or eligible student, or the annual notification includes a provision that records will automatically be transferred in such cases) 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 lawfully 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; or
- as otherwise permitted by law.

STUDENT RECORDS ACCESS

The school 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 school district to the parties without parental/legal guardian consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental/legal guardian 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 school 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 school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents/legal guardian 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 **or designee** to annually notify parents/legal guardian and eligible students of their right to inspect and review the student's records, **seek amendment of the student's records, and consent to disclosures of information from the student's records except as may otherwise be permitted by law.** The notice is given in a parents/legal guardian or eligible student's native language.

The notice will include a statement that the parents have a right to file a complaint alleging the school 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

USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests ~~from parents~~ for access to **the student's their** ~~child's~~ records, use of the data, and procedures for its transmittal within ~~forty five~~ **45** calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, **request amendment of the records and a hearing pursuant to the procedures outlined below**, and, if a difference of opinion is noted **following the hearing**, is permitted to file a letter in the cumulative folder stating the dissenting person's position. ~~If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.~~

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents/legal guardian of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

3. **A school official has a legitimate educational interest if the official needs to access or review student records to perform their professional responsibilities with regard to the student(s) whose records are being accessed. School officials having access to student records are defined as having a legitimate educational interest.** A school official is a person employed by the school 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 school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. **A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records.**

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll **or is already enrolled**, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless **disclosure is initiated by the parents/legal guardians or eligible student** or the school district annually notifies parents that the records will be sent automatically.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, **signed and dated** written consent is given by the parent, legal guardian, or **eligible student** ~~a student of majority age~~. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.
6. **Information in student records that has been designated as directory information may be shared if the parent, legal guardian, or eligible student has not opted out of the designation of that information as directory information.**
7. **Other releases of information may take place as permitted by law.**

Hearing Procedures

1. Upon parental **or eligible** request, the school district will hold a hearing regarding the content of a student's records, which the parent/legal guardian **or eligible student** believes to be inaccurate, misleading, or in violation of the privacy rights of **the** students.
2. The hearing will be held within a reasonable time after receipt of the parent/legal guardian or eligible student's request. The parent/legal guardian or eligible student will receive reasonable advance notice of date, time and place of hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents/legal guardian or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent/legal guardian or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents/legal guardian **or eligible student** may appeal the hearing officer's decision to the superintendent **or designee** within 10 days if the superintendent **or designee** does not have a direct interest in the outcome of the hearing.
7. The parents/legal guardian **or eligible student** may appeal the superintendent **or designee's** decision, or the hearing officer's decision if the superintendent **or designee** was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal. **If the board does not hear the appeal, then the superintendent or designee's decision, or the hearing officer's decision, if the superintendent or designee was unable to hear the appeal, shall be final.**

Policy Title: Student Library Circulation Records Code No. **506.4**

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental/legal guardian **or eligible student** consent **or as otherwise provided by law**. Individuals who may access such records **may** include a student's parents/legal guardian, the student, authorized licensed **school** employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, ~~the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education~~ and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the **student or the student's parents/legal guardian in accordance with law**. Parents/legal guardian may not access records, without the student's permission, of a student who has reached the age of majority ~~or who is attending a post-secondary educational institution~~ unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

It is the responsibility of the superintendent **or designee**, in conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

Policy Title: Student Directory Information Code No. 506.5

~~Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice~~ **means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.** It may include the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, **honors**, and awards received, address, birth date, **and place, major field course** of study, **telephone number, e-mail address, grade level, enrollment status, the most recent school or other educational agency or institution attended by the student, photograph and other likeness**, and other similar information regarding individual students. **Student directory information may be released by the school district without the consent of parents/guardians or eligible students.**

~~Prior to giving directory information to the public, Parents/guardians will be given notice annually of the designation of certain information as directory information intent to give out directory information and have the opportunity to deny the designation of some or all of their child's information as directory information. inclusion of their child's information in the directory information.~~

It shall be the responsibility of the superintendent **or designee** to provide **the** notice and to determine the method **of notice** that will inform parents/**guardians or eligible students**.

Policy Title: Student Physicals and Immunization Certificates Code No. 507.1

First time students enrolling in either pre-kindergarten or kindergarten or first grade shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district. **Students shall also have such other health screenings as required by law.**

A certificate of health stating the results of a physical examination and signed by the physician must be on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization **showing evidence of immunizations required by law** ~~against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, hepatitis B (if born on or after July 1, 1994), and other immunizations required by law.~~ The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so **as rapidly is as medically feasible in accordance with law.** Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students **as provided by law.**

Students desiring to participate in interscholastic athletic activities shall have a physical examination by a licensed physician and provide proof of such an examination to the school district.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa ~~State~~ Department of **Public** Health Certificate of Immunization Exemption to be exempt from this policy.

Policy Title: Student Illness or Injury at School Code No. 507.2

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents/legal guardian as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. **School personnel will also call for emergency medical services if warranted.** An ill or injured child will be turned over to the care of the parents/legal guardian or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent or designee within 24 hours after the student is injured.

Annually, parents/legal guardian is required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents/legal guardian and alternative numbers to call in case of an injury or illness.

Specific requests for emergency interventions that should not be performed will require individual consideration and discussion among parents/legal guardian, physician, school and health care providers as well as the student, if indicated. A written plan specifying alternative procedures to be followed will be developed as a result of this discussion.

The superintendent **or designee** is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

Policy Title: *Student Wellness Policy* Code No. *507.3*

While maintaining learning through the support and promotion of good nutrition and physical activities, the Cedar Falls Community Schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The District provides a comprehensive learning environment for developing and practicing life-long wellness behaviors. The entire school environment, not just the classroom, shall be aligned with school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

All foods **and beverages** available on school grounds and at school sponsored activities during the instructional day shall meet or exceed the school district nutrition standards and be in compliance with state and federal law. Food should be served with consideration toward nutritional integrity, variety of appeal, taste, safety, and packaging to ensure high-quality meals.

The District Safety Committee will conduct periodic assessments to determine the scope of policy compliance and the extent of progress made toward the student wellness goals. As part of this assessment the Committee will review current trends in nutrition and physical policies and practices, and the provisions that support an environment of healthy eating and physical activity **and involve/update the school community and general public as appropriate.**

District Targeted Wellness Goals:

- A. Nutrition Education and Promotion: Emphasizes caloric balance between food intake and physical activity.
- B. Physical Activity: **The school district will comply with requirements regarding physical activity for students in accordance with applicable law.** ~~Students in grades K-5 will have thirty (30) minutes of physical activity per day. This requirement can be met through a combination of physical education, recess, classroom, and other activities. Students in grades 6-12 shall have at least one hundred twenty (120) minutes of physical activity per week. This goal can be met with a combination of PE, school, and non-school sponsored athletics, and other activities.~~
- C. Other School-based Activities that Promote Student Wellness: Classroom health education will compliment physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- D. District food service department, in conjunction with the Wellness Committee, will establish, at a minimum, the following wellness goals:
 - a. Establish a student food committee
 - b. Promote fruits, vegetables, whole grain products, low fat and fat-free dairy products
 - c. Identify required state and federal changes in a la carte, vending and fundraising activities and ensure compliance
 - d. Work towards increasing participation in breakfast and lunch
 - e. Provide professional development for all food service personnel as necessary
 - f. Notify the community of wellness goal activities through the District's website
- E. Nutrition Guidelines for all Foods Available during the School Day: The school district nutrition standards **for foods and beverages available at school during the school day** shall be in compliance with state and federal law*.

*For the purpose of this policy, the school day is defined as first bell to last bell, Monday through Friday, when students are regularly scheduled for classes.

The District may permit marketing and advertising of only those foods and beverages that meet the requisite nutrition standards.

The District shall conduct an assessment of this policy every three years, to determine compliance, comparison to model wellness policies, and progress made in attaining the policy goals. Revisions will be made to the policy as deemed necessary, with involvement/updating of the school community and general public as appropriate.

The superintendent or designee, in consultation with the Supervisor of Food Service, shall have the authority and responsibility to ensure each school complies with this policy.

Policy Title: Emergency Plans and Drills Code No. 507.5

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other emergencies are conducted each school year. Fire and tornado drills are conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. Other emergency drills such as lock down, shelter in place, and off-site evacuation shall be conducted periodically.

Each attendance center will maintain a copy of the Cedar Falls Community School District Safe Schools Plan. The Plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Item No.9 – Chapter 5 and 6 Book Study “Fierce Conversations”

Dr. Pattee led the Board in the study of chapters 5 and 6 of the book “Fierce Conversations” by Susan Scott.

Item No.10 – Superintendent’s Report

Dr. Pattee reported on the following:

1. Commencement – May 28, 2017, at the University of Northern Iowa McLeod Center
2. Retirement reception for school district employees, May 31, 2017 at 4:15 p.m. at Pheasant Ridge
3. Board and Administrative Council Retreat on June 7, 2017.
4. Starting with the June 12, 2017 Board meeting through the 2017-2018 school year board meetings will begin at 5:30 p.m. as a pilot project
5. Special Board meeting June 27, 2017 at 4:30 p.m. at the Robinson Administration Center

Item No. 11 – Questions, Comments, and Concerns

Board members commented on the Gold Star teaching ceremony that was held on May 23, 2017, as well as congratulations to all the graduating seniors from the Cedar Falls High School.

Item No. 12 – Adjournment

Director Hines moved and Director Shaw seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Hines, Lantz, Leeper, and Shaw. Those voting “no” none. Motion carried. The meeting was adjourned at 8:44 p.m.

Secretary

President