

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.

Nondiscrimination

No student in the school district shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in district programs on the basis of race, color, creed, sex, religion, marital status, national origin, disability, sexual orientation, gender identity, or socio-economic status. The district prohibits unlawful discrimination against students, including discriminatory harassment on the basis of any 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 academic performance or affects educational opportunities.

Sexual Harassment

It is the policy of the school district to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual

harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy. "Sexual harassment" shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; (ii) submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or (iii) such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include, but is not limited to the following: requests or pressure for sexual activity; unwelcome touching; other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature; repeated remarks to or about a person with sexual or demeaning implications.

Complaint Procedure

Any person alleging a violation of this policy may make a report or file a formal complaint by contacting one of the District's designated Equity Coordinators:

Equity Coordinator: Students

Ms. Tara Estep, Executive Director of Enrichment
and Special Programs

Cedar Falls Community School District

1002 West First Street

Cedar Falls, IA 50613

Phone: 319-553-3000

Email: tara.estep@cfschools.org

Equity Coordinator: Staff

Dr. Adrian Talbot, Executive Director of Human
Resources

Cedar Falls Community School District

1002 West First Street

Cedar Falls, IA 50613

Phone: 319-553-3000

Email: adrian.talbot@cfschools.org

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination including, but not limited to, letters, emails, tapes, signs, and pictures. The complainant shall receive assistance in completing the complaint form as needed.

The equity coordinator shall designate an investigator to promptly and reasonably investigate the complaint, who shall generally be the building administrator or designee. In the event the investigator is the alleged perpetrator, or otherwise has a conflict of interest, an alternate investigator shall be designated. The investigator shall commence an investigation and proceed to completion no later than 30 days following receipt of the complaint. If the investigator needs more time to process the complaint, he/she shall notify the parties and keep them apprised of the status of the investigation. Both the complainant and the alleged perpetrator will be given an opportunity to be

interviewed or give a statement. Witnesses may also be interviewed. District employees, students and volunteers shall fully and fairly cooperate in the investigation. The investigation shall be confidential to the extent consistent with the District's legal obligations and the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

The investigator shall prepare a written report of findings and conclusions, which shall be submitted to the equity coordinator. If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If, after investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. Other corrective actions may be taken as appropriate.

No person shall retaliate against a student or other person because the student or other person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment/service.

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 Iowa Department of Education, and/or the Iowa Civil Rights Commission. 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.

The Board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of discrimination involves an allegation of sexual or other harassment toward a student, the matter will also be processed in accordance with Code No. 504.4 regarding abuse of students and/or Code No. 504.5.1 regarding anti-bullying/harassment, as applicable.

Title IX: Discrimination and Harassment Based on Sex Prohibited

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

Date of Adoption: November 24, 2008

Date of Review: July 10, 2023

Date of Revision: May 24, 2010
April 8, 2013
June 12, 2017
July 8, 2019
September 28, 2020

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.

Date of Adoption: June 22, 2009

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017

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 the state student count date may be allowed to attend without the payment of tuition.

Date of Adoption: November 10, 2008

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017

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 ~~ly accredited~~ **approved** private college preparatory school;
- are attending an accredited nonpublic school;
- 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 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 referral 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.

Date of Adoption: October 12, 1992

Date of Revision: January 13, 2003
September 28, 2009
April 8, 2013
June 12, 2017

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 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.

Date of Adoption: November 10, 2008

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017

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 administrator.

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 administrator.

There may be occasions when parents request, that a student be permitted to remain at their original school. In such circumstances, approval may be given by the appropriate 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.

Parents or guardians of siblings in the same grade level academically in grades kindergarten through grade five may request the siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the school principal at the time of registration for classes, or within fourteen days after the children's first day of attendance during the school year. If a valid request is received by the school principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the district administration retains complete discretion to select the classroom teacher(s) to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the school principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

Date of Adoption: June, 1965

Dates of Revision: September 10, 1979
January 24, 1983
March 12, 1990
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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, it is a criminal offense when parents or guardians do not ensure that their children attend school on a regular basis.

Date of Adoption: October 12, 1992

Date of Review: July 10, 2023

Date of Revision: January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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 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 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.

Date of Adoption: March 25, 1974

Date of Review: July 10, 2023

Date of Revision: December 11, 1989
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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, to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the **sending and receiving school district in accordance with district practice**. ~~school district no later than March 1 of the current academic year.~~ 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 **and prekindergarten enrolled in special education programs and included in the district's basic enrollment will file in the manner set forth above.** ~~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 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 receiving district will approve **or deny** open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the **board's approval of the application.** ~~start of the school year.~~ The receiving district's superintendent or designee 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 factor 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 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.

Date of Adoption: September 11, 1989

Dates of Revision: August 12, 1991
October 14, 1991
January 11, 1993
September 12, 1994
July 8, 1996
July 10, 2000
January 13, 2003
July 18, 2005
October 27, 2008
April 8, 2013
June 12, 2017

Policy Title:

Open Enrollment as a Receiving District

Code No. *501.10*

The school district will participate in open enrollment as a receiving district. As a receiving district, the Board of Education will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The Board of Education ~~shall~~ **will** have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The Board of Education shall take action on the open enrollment request **at the next regular board meeting** ~~in accordance with the timelines established by law before the year preceding the first year desired for open enrollment.~~ The superintendent or designee will notify the sending school district and parents within five days of the school district's action, ~~but not later than June 1,~~ to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the Board. Insufficient classroom space is determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the Board of Education may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, current and projected financial condition of the school district, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the Board of Education.

Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The Board of Education, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

~~Generally, Students in grades 9 through 12 open enrolling into the school district shall not be eligible for participation in interscholastic athletics, at the varsity level, in accordance to law. during the first 90 days of open enrollment into the school district. However, such students may be eligible to participate if an exception provided by law is applicable to the student.~~

Parents of students whose open enrollment requests are approved by the Board of Education shall be responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance as provided by law. The Board of Education will not approve transportation into the sending district except as may be required by law.

An open enrollment request into the school district from parents of a special education student is 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 school district is appropriate for the student's needs and 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 school district, in consultation with the sending district and the appropriate area education agency(ies) before approval is granted. The special education student shall remain in the sending district until the final determination is made. **For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.**

The policies of the school district ~~shall~~ **will** apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Date of Adoption: September 11, 1989

Dates of Revision: August 12, 1991
October 14, 1991
January 11, 1993
July 8, 1996
July 10, 2000
January 13, 2003
July 18, 2005
October 27, 2008
June 8, 2009
April 8, 2013
August 8, 2016
June 12, 2017

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 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.

Date of Adoption: November 13, 1995

Date of Review: July 10, 2023

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October 27, 2008
April 8, 2013
June 12, 2017

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 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 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.
- The Board permits 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.
- When a student is suspended by a teacher, principal, or superintendent or designee, 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.

Discipline of a special education student will conform to 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, 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, 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 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, 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~~ **associate superintendent** 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.

Sanctions regarding the behavior of students who are 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 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~~ **associate superintendent** and the superintendent or designee 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~~**associate 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~~ **associate superintendent** and legal counsel, shall prepare appropriate notice. The ~~director of elementary or secondary education~~ **associate superintendent** 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~~ **associate superintendent**. 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 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 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 and shall not be disclosed except as provided by law.

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, concerning the Board's 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. 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.

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 non-authorized person will be required to leave the school premises and may be subject to criminal prosecution.

A. Non-authorized persons 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, or has suffered bodily harm, because of the actions of a student, he/she shall notify the principal immediately who shall call the ~~director~~ **associate superintendent** 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, he/she shall notify the principal immediately, who shall suspend the student 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.

Date of Adoption: August 13, 2007

Date of Revision: October 27, 2008
April 8, 2013
April 7, 2014
June 12, 2017

I. Authorized Actions

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 as provided by this policy. Students engaged in illegal activities may also be referred to the police or other social agency.

The following actions are authorized under the discipline policy of the school district and by these administrative rules and procedures, and may be taken at any stage in the discipline proceedings.

- A. By the staff member or the principal or other administrator as the principal's designee*:
1. Conference with student.
 2. Parent conference or communication.
 3. Detention, before or after school or on Saturday.
 4. Removal from class, not to exceed one school day.
 5. Referral to administration for further action.

*Staff members are to follow the procedures and expectations of the building discipline plan.

- B. By the principal or designee:
1. Warning
 2. Counseling
 3. Reprimand
 4. Probation
 5. Detention
 6. In-school suspension
 7. Denial of privileges and/or participation in extracurricular activities
 8. Out-of-school suspension
 9. Removal from a specific class for up to the balance of the semester, with educational alternatives
 10. Recommendation, in conjunction with the director of elementary or secondary education and the superintendent or designee to the board of education for exclusion or expulsion
 11. As an alternative to the above actions, the principal or designee may offer a student an opportunity to participate in community or school service projects. Failure to perform the obligations of this alternative on the part of the student would lead to further disciplinary action
- C. By the Board of Education of the school district: Exclusion or Expulsion. Following review of the evidence at the board hearing, the Board may exclude, expel, or order a lesser sanction as an alternative to exclusion or expulsion.

- D. The Board of Education shall expel any student, who is determined to have brought a firearm to school, or knowingly possessed a firearm at school, for not less than one calendar year. The Superintendent or designee has the authority to recommend to the Board of Education that the expulsion requirement be modified on a case-by-case basis.

Criminal acts may be subject to discipline procedures under the discipline policy. In addition, criminal acts may be reported by the building principal or his/her designee to the police.

II. Definitions

- A. Detention: Detention shall be the requirement that a student remain after school, or come to school early, or on Saturday for purposes of discipline.
- B. Removal from class: Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or designee for a period of time not to exceed one day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.
- C. Denial of privileges and/or participation in extracurricular activities: Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.
- D. Probation: Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the board of directors, including misconduct as defined in the discipline policy, or in cases of conduct detrimental to the best interests of the school. Breach of the conditions of probation may result in more severe sanctions.
- E. In-school suspension: In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school grounds by suspension.
- F. Out-of-school Suspension: Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of not to exceed 10 consecutive school

days for any infraction. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as excused absences.

- G. Removal from a specific class for up to the balance of the semester: Removal from a specific class for up to the balance of the semester is isolation of a student from a specified class while under proper supervision and occurs where the student's conduct does not warrant exclusion from other classes or suspension/expulsion from school.
- H. Exclusion: Exclusion is an act carried out only by the Board of Education by a majority vote that excludes a student from school for a determinate period of time. During the period of exclusion, the school district will provide the student with an alternative educational program.
- I. Expulsion: Expulsion is that act carried out only by the Board of Education by a majority vote that expels any student from school for a determinate period of time. During the period of expulsion, the school district will provide no educational program or services to the student unless required by law.

III. Administrative Action

- A. Removal from class: Classroom teachers may temporarily remove from class any student for misconduct. Such removal from class shall be to the office of the principal or designee and shall not exceed one day.

When a student is removed from class to the office of the principal or designee by a classroom teacher, the principal or designee shall ascertain the reasons for the temporary removal from class. The classroom teacher shall submit a written report to the principal specifying the misconduct or reason for suspension from class. If necessary, suitable arrangements for readmission to class shall be established during a teacher-student conference, which may include the principal or designee, and may also include the parent(s)/guardian(s). Administrative procedures in Section IV shall be followed.

- B. Probation: The principal or designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant further removal from class or removal from school by suspension. Written notice of probation shall be given to the student and his/her parent(s)/guardian(s) and shall be placed in the student's supplementary record. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the

other authorized actions pursuant to the discipline policy and these administrative rules and procedures. Administrative procedures in Section IV shall be followed.

- C. In-school suspension: The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed 10 consecutive school days. In-school suspension may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school premises by suspension. Written notice of in-school suspension shall be given to the student and his/her parent(s)/guardian(s), and shall be placed in the student's supplementary record. Administrative procedures in Section IV shall be followed.
- D. Removal from a specific class for up to the balance of the semester with educational alternative (secondary students only): If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee, in consultation with the Director of Secondary Education, determines that exclusion or expulsion is not recommended, then the principal may remove the student from the specific class for up to the balance of the school semester and may specify coincidental with such removal some other supervised alternative for the student. Such removal action shall be taken only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his/her parent(s)/guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s)/guardian(s), and the Director of Secondary Education.

When such removal is ordered, it shall be with the opportunity for proper administrative supervision during the time of such removal.

- E. Out-of-school suspension: A student may be suspended out-of-school for up to 10 consecutive school days by the principal or designee for violation of the regulations or rules established by the board of directors of the school district, including misconduct as defined by the discipline policy, or for conduct detrimental to the best interests of the school district or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school or school activity. Notice of suspension shall be given to the student's parent(s)/guardian(s) and the Director of Elementary or Secondary Education. Administrative procedures in Section IV shall be followed.
- F. Manifestation Determination: If a long-term suspension (in-school or out-of-school) is imposed on a student receiving special education services, an immediate meeting of the student's IEP team should be held to assess

determine whether the misconduct giving rise to the suspension was manifestation of the student's disability and to assess the effectiveness and appropriateness of the student's placement. In an emergency situation where a child poses an immediate threat to the safety of others, and in the absence of parental consent to the long-term suspension, the school will seek a court order temporarily enjoining the child from attending school.

IV. Administrative Procedures

These procedures are to be followed when a student is placed on probation or suspended or denied privileges or declared ineligible for extracurricular activities, or when a student is removed from a specified class for the balance of the semester.

- A. A student should be told what he/she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s)/guardian(s).
- B. If the student denies the charges, he/she should be given an opportunity to explain his/her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response.

The principal or designee may, in his/her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront such person(s); or to hear the person(s) in behalf of the student. Such proceedings shall be informal. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.

- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presences pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice and hearing should

follow as soon as practical, not later than three school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, if practicable, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his/her parent(s)/guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his/her parent(s)/guardian(s) may be heard as heretofore provided.

- E. When a student is suspended pending exclusion or expulsion, the procedures for exclusion or expulsion in the discipline policy shall be followed. If the principal determines not to recommend exclusion or expulsion, the principal, the student, and the student's parent(s)/guardian(s) shall make suitable arrangements for readmission.
- F. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s)/guardian(s) by agreement, or waiver of hearing or both.

V. Procedures for Sending a Suspended Student Home During the School Day

When a student is suspended, the principal shall attempt to reach the student's parent(s)/guardian(s) to inform them of the school's action and to request that they come to the school for the child. If the student is entitled to transportation, and if the parent(s)/guardian(s) are unable to come for the child, the school shall provide transportation to the home, provided there is a parent(s)/guardian(s) there to receive the child. If the principal cannot reach the parent(s)/guardian(s), or where no one will be at home to receive the student, the student shall remain on school property until the close of the school day.

Notwithstanding this requirement, the principal may order the student to leave the school premises immediately when faced with mass violations of school rules or where it is not possible to keep the student on school premises and restore order to protect people on the school grounds. However, even in this instance, distance to the home and the age of the individual child may require keeping the student until the parent(s)/guardian(s) can be contacted or other arrangements can be made.

VI. Truancy Procedure

Truancy is a symptom of maladaptive behavior and may require remedial procedures. The following sequential steps outline a guide to be followed. Most cases will be resolved by use of steps A, B, and C. More persistent truancy cases may result in suspension and/or exclusion or expulsion from school, and some may be subject to further action in accordance with law, including referral to the county attorney.

- A. The principal or designee shall counsel with the student.
- B. The parent(s)/guardian(s) shall be informed by telephone and/or mail and be requested to counsel with the student. The school counselor should be notified and shall arrange for ongoing counseling.
- C. The principal or designee shall hold a conference with the student and the student's parent(s)/guardian(s).
- D. The principal may suspend the student or place the student on probation. A conference must be held with the student and the student's parent(s)/guardian(s) before the student is readmitted to school. The principal may require an agreement stating the conditions of readmission which shall be signed by the student and the principal.
- E. The student may be suspended and the principal or designee may arrange for a psychological evaluation and may make whatever other investigation is relevant and recommend appropriate remedial measures. This may mean a referral to the juvenile court or other community agencies.
- F. The principal may recommend exclusion or expulsion of the student and/or recommend further action in accordance with law, including referral to the County Attorney.

VII. Procedures for Handling Student Alcohol, Tobacco/Nicotine, or Controlled Substance Cases

- A. When it is determined that a student has been under the influence of using, possessing, selling or delivering alcohol, tobacco/nicotine, unauthorized controlled substances, or look-alikes on school premises or at school activities the student may be suspended by the building principal. The administrative procedures for suspension shall be applied in such case.
- B. In addition, if it is determined that the student has been under the influence of, using, possessing, selling or delivering unauthorized controlled substances on school premises or at a school-sponsored activity, the student may be recommended for exclusion or expulsion by the building principal.

- C. All instances of alcohol, tobacco/nicotine, or unauthorized controlled substance influence, possession, use, or sale, or delivery shall be reported to the parent(s)/guardian(s), and may be reported to local law enforcement agencies.
- D. Repeated violations involving alcohol and tobacco/nicotine may result in a recommendation to the board of education for exclusion or expulsion.

VIII. Referral of students with substance abuse problems

- A. All school personnel shall report information relative to students with alleged substance abuse problems to the principal.
- B. The principal may refer the matter to the nurse, counselor, student assistant team, or other school personnel.
- C. The principal may refer the case to a medical consultant as permitted by law.
- D. Assistance for substance abuse, rather than punishment, is the first goal of these referrals.

Notwithstanding anything in these administrative regulations to the contrary.

Date of Adoption: August 13, 2007

Date of Revision: October 27, 2008
April 8, 2013
April 7, 2014
June 12, 2017

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 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.

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;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Date of Adoption: April 7, 2014

Date of Revision: December 8, 2014
June 12, 2017

Policy Title:

Freedom of Expression

Code No. 502.4

~~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.~~

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that 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, indecent, lewd, vulgar, or profane, or encourage or cause a material and substantial disruption to the educational program.~~

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers and educational purpose. 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.

~~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~~ **are** responsible for ensuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent **or designee** 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.

Date of Adoption: September 19, 1994

Date of Revision: January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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~~ **will** not create a protected student area and ~~shall~~ **will** 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~~ **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. 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.

Date of Adoption: October 13, 1997

Date of Revision: January 13, 2003
 October 27, 2008
 April 8, 2013
 June 9, 2014
 June 12, 2017

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. Reasonable and Articulate 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 gender of the student;
- (3) the nature of the infraction;
- (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 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.

Date of Adoption: October 27, 2008

Date of Revision: April 8, 2013
June 12, 2017

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 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.

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.

Date of Adoption: November 10, 2008

Date of Review: July 10, 2023

Date of Revision: July 8, 2012
April 8, 2013
June 12, 2017

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 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 of the contests. This number shall be determined by multiplying the total number of contests in that sport by twenty percent. 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. 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 #503.4.

Date of Adoption: June 12, 1989

Date of Review: July 10, 2023

Date of Revision: December 9, 1996
September 15, 1997
February 23, 1998
October 30, 1998
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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 more visible 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 more visible 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 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 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 the last three periods of a school day in order to perform at an activity that day, unless otherwise determined by a building administrator.
- Item 5: Students must follow the IHSA 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 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 of the conclusion of the hearing.

A decision of the building activities council adverse to the student may be appealed by the student in writing to the superintendent 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 of receiving the appeal.

In the event of 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.

Date of Adoption: July 9, 1979

Date of Review: July 10, 2023

Date of Revision: January 23, 1989
December 9, 1996
June 14, 1999
January 13, 2003
May 9, 2005
June 12, 2006
October 27, 2008
April 8, 2013
June 9, 2014
December 8, 2014
June 12, 2017

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~~ **associate superintendent** to establish a time and location for the meeting. The meeting will include the personnel listed in the above paragraph.

Date of Adoption: October 11, 1973

Dates of Revision: March 10, 1980
December 11, 1989
September 14, 1992
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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.

Date of Adoption: January 25, 1993

Date of Review: July 10, 2023

Date of Revision: January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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~~ **high school activities director** for a two-year term and to be designated on an alternate-year basis. The ~~director of secondary education~~ **high school activities director** will serve as chairperson of the Council and will schedule and plan for the meetings.

Date of Adoption: September 18, 1978

Dates of Revision: January 10, 1983
April 10, 1989
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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.

Date of Adoption: February 28, 1972

Date of Review: July 10, 2023

Date of Revision: January 22, 1990
May 10, 1999
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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 or designee 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.

Date of Adoption: December 8, 1986

Date of Revision: December 11, 1989
December 9, 1996
October 12, 1998
January 13, 2003
June 9, 2009
April 8, 2013
December 8, 2014
June 12, 2017

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.

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 associate superintendent 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 or designee 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 report of abuse.

The board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of abuse involves an allegation of sexual harassment toward a student, the matter will also be processed in accordance with Code No. 500.0 regarding equal educational opportunity and/or Code No. 504.5.1 regarding *Anti-Bullying/Harassment: Students*, and/or 504.5.2: *Discrimination and Harassment based on Sex Prohibited*, as applicable.

Date of Adoption: July 10, 1989

Date of Review: July 10, 2023

Date of Revision: June 11, 1990
 January 13, 2003
 October 27, 2008
 April 8, 2013
 June 12, 2017
 July 8, 2019

Policy Title:

Anti-Bullying/Harassment: Students

Code No. 504.5.1

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 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. (Pursuant to Code No. 500.0) 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. Pursuant to Code 504.5.2 *Discrimination and Harassment Based on Sex Prohibited* the District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at www.cfschools.org/about-us/TitleIX

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.)

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 has 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 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 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 a bullying or harassment complaint or who assisted or participated in a bullying or harassment investigation or proceeding is also prohibited. Any person found to have retaliated in violation of this policy shall be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The 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 registration materials
- Inclusion on the school or district websites
- Readily accessible in the principal and counselor offices
- Other

Date of Adoption: August 13, 2007

Date of Review: July 10, 2023

Date of Revision: October 27, 2008
January 14, 2013
April 8, 2013
June 12, 2017
July 8, 2019
September 28, 2020

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student: _____

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 building principal

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Name of student: _____

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: / /

Policy Title:

Anti-Bullying/Harassment: Students

Code No. *504.5.1R1*

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Any person alleging a violation of this policy may file a complaint with the school district's equity coordinator. The complainant may be required to complete a written complaint form and to turn over copies of evidence of harassment and/or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The complainant shall receive assistance in completing the complaint form as needed.

The equity coordinator shall designate an investigator to promptly and reasonably investigate the complaint, who shall generally be the building administrator or designee. In the event the investigator is the alleged perpetrator, or otherwise has a conflict of interest, an alternate investigator shall be designated. The investigator shall commence an investigation and proceed to completion no later than thirty (30) days following receipt of the complaint. If the investigator needs more time to process the complaint, he/she shall notify the parties and keep them apprised of the status of the investigation. Both the complainant and the alleged perpetrator will be given an opportunity to be interviewed or give a statement. Witnesses may also be interviewed. District employees, students and volunteers shall fully and fairly cooperate in the investigation. The investigation shall be confidential to the extent consistent with the District's legal obligations and the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

The investigator shall prepare a written report of findings and conclusions, which shall be submitted to the equity coordinator. If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If, after investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. Other corrective actions may be taken as appropriate.

No person shall retaliate against a student or other person because the student or other person has filed a harassment and/or bullying complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment/service.

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 board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of harassment and/or bullying involves an allegation of sexual harassment or other discrimination toward a student, the matter will also be processed in accordance with Code No. 500.0 regarding equal educational opportunity and Code No. 504.4 regarding abuse of students, as applicable.

Policy Title: ***Discrimination and Harassment Based on Sex Prohibited***

Code No. ***504.5.2***

In accordance with Title IX of the Education Amendments Act of 1972, the Cedar Falls Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Equity Coordinators:

Equity/Title IX Coordinator: Students

Ms. Tara Estep, Executive Director of Enrichment
and Special Programs

Cedar Falls Community School District
1002 West First Street
Cedar Falls, IA 50613

Phone: 319-553-3000

Email: tara.estep@cfschools.org

Equity/Title IX Coordinator: Staff

Dr. Adrian Talbot, Executive Director of Human
Resources

Cedar Falls Community School District
1002 West First Street
Cedar Falls, IA 50613

Phone: 319-553-3000

Email: Adrian.talbot@cfschools.org

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact a District Equity/Title IX Coordinator.

Date of Adoption: August 10, 2020

Date of Review: July 10, 2023

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 authority.

Date of Adoption: June, 1965

Date of Review: July 10, 2023

Dates of Revision: September 10, 1979
January 24, 1983
December 11, 1989
January 13, 2003
October 27, 2008
April 8, 2013
June 12, 2017

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, 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.

Date of Adoption: June 1965

Date of Review: July 10, 2023

Dates of Revision: September 10, 1979
January 24, 1983
December 11, 1989
January 13, 2003
June 8, 2009
April 8, 2013
June 12, 2017

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.

Date of Adoption: June, 1965

Date of Review: July 10, 2023

Dates of Revision: September 10, 1979
January 22, 1990
December 9, 1996
January 13, 2003
June 8, 2009
April 8, 2013
June 12, 2017

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).

~~without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent or guardian.~~

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.

Date of Adoption: January 27, 2003

Dates of Revision: June 8, 2009
April 8, 2013
June 12, 2017

The Board recognizes that 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, health assistant, or, in the absence of health office staff, by a person who has successfully completed the Iowa School Medication Management course. A medication administration course and periodic update shall be overseen by a registered nurse, and a record of course completion shall be kept on file by the district.

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. Dosing directions must be within the Manufacturer's Direction for Use on the product label. All medications provided by the parent shall be in an unopened container within the expiration date for use.

- The District will provide Acetaminophen 325mg-650mg for oral dosing every four to six hours as needed during instructional hours to secondary students (grades 7-12) with ~~a completed and signed medication permission form~~ authorization from the parent or legal guardian.
- The District will not provide ~~any medications~~ Acetaminophen for elementary students (grades PK-6).

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 prescription medications with written authorization of the student's parent or legal guardian and physician upon a showing of competency in accordance with law. These authorizations will be on file in the health office and will be renewed annually for continuation by the school nurse. 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.

Cedar Falls Schools Health staff will follow the Iowa Nurse Practice Act standards. FDA approved non-medication treatments will ONLY be administered at school with written orders from a physician as defined in the State of Iowa.

~~Some of these treatments include but are not limited to:~~

- ~~• Oil based treatments such as essential oils~~
- ~~• CBD oils or supplements~~
- All other supplements

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.

The superintendent or 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.

Date of Adoption: April 10, 1995

Date of Revision: December 9, 1996
February 11, 2002
January 13, 2003
October 25, 2004
June 8, 2009
September 28, 2009
April 8, 2013
June 12, 2017
August 9, 2021

Policy Title: *Administration of Stock Prescription Medication*

Code No. 506.1.2

The Cedar Falls Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for an opioid antagonist from a licensed healthcare professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, dark, temperature-controlled location in each school building.

A school nurse or health assistant shall routinely check the stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an opioid antagonist shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an opioid antagonist according to generally accepted standards of practice (“medication error”)

Reporting: The district will contact emergency medical services (911) immediately after a stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock opioid antagonist;
- Each medication error with the administration of opioid antagonist; or
- The administration of an opioid antagonist.
- Incidents should be reported to the Iowa Department of Education's School Nurse Leader, Melissa Walker, by email at melissa.walker@iowa.gov

Within 30 days, the district will report any naloxone administration to the Iowa Department of Health and Human Services:

- Reported administration should be sent to the State Opioid Response (SOR 2) helpdesk at sor@idph.iowa.gov as an email
- The email should only include the date of administration and the outcome (was the individual able to be revived).

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an opioid antagonist provided they acted reasonably and in good faith.

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

Date of Adoption: December 12, 2022

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.

Date of Adoption: February 23, 1998

Date of Review: July 10, 2023

Date of Revision: January 13, 2003
September 28, 2009
April 8, 2013
June 12, 2017

Policy Title:

***Student Special Health Services
Regulation***

Code No. ***506.2R1***

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their individualized educational program and applicable law.

A. Definitions

"Assignment and delegation" - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

"Co-administration" - the eligible student's participation in the planning, management, and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

"Individual health plan" - the confidential, written, preplanned, and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation, and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

"Supervision" - the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

- C. Prior to the provision of special health services the following will be on file:
- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
 - Written statement by the student's parent requesting the provision of the special health service.
 - Written report of the preplanning staffing or meeting of the education team.
 - Written individual health plan available in the health record and integrated into the IEP or IFSP.
- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Date of Adoption: September 28, 2009

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017

Policy Title:

Student Records Access

Code No. **506.3**

The board recognizes the importance of maintaining ~~student~~ **education** records and preserving their confidentiality, **as provided by law**. 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.

Definitions:

~~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. 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.~~

For the purposes of this policy, the defined words have the following meaning:

- "Educational Record" means those records that contain information directly related to a student and which are maintained by an education agency or a by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents or guardians of an eligible student are provided access to education 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 parent or guardian may be provided access without the written permission of the student.

~~A student~~ **An education** 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, **and other individuals authorized in accordance with law**, 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, 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 may not access the student records.** Parents/legal guardian, an eligible student or

an authorized representative of the parents will have the right to access the student's **education** 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 education** 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 education** records.

Upon the request of parents/legal guardian or an eligible student, the school district will provide an explanation and interpretation of the **student education** 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 rights of the student, the parents/legal guardian or an eligible student may request that the school district amend the **student education** 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 **education** 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 or the eligible student's request to amend the **student education** 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 education** record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's **education** records will become a part of the **student education** record and be maintained like other **student education** records. If the school district discloses the **student education** 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 education** records may be disclosed in limited circumstances without parental/legal guardian or eligible student's written permission. 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 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 ~~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;
- 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. 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 for access to the student's records, use of the data, and procedures for its transmittal within 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.

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.

2. 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. 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~~ **education** 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~~ **Education** records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release ~~student~~ **education** records to other persons or agencies, signed and dated written consent is given by the parent, legal guardian, or eligible student. 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~~ **education** 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~~ **Education** 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~~ **education** 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.

1. Upon parental or eligible request, the school district will hold a hearing regarding the content of a student's **education** 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.

Date of Adoption: August 12, 1974

Dates of Revision: June 8, 1981
January 22, 1990
March 10, 1997
April 14, 2003
April 8, 2013
June 12, 2017

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 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.

Date of Adoption: June 22, 2009

Date of Revision: April 8, 2013
June 12, 2017

Policy Title:

Student Directory Information

Code No. **506.5**

Student directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 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 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.

Parents/guardians will be given notice annually of the designation of certain information as directory information and have the opportunity to deny the designation of some or all of their child's information as 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.

Date of Adoption: September 27, 2010

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017

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~~ **medical provider** 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 **medical provider** 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~~ **denial of admission**.

Students enrolling for the first time in the school district shall also submit a certificate of immunization showing evidence of 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 as is medically feasible in accordance with **the 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 **after traveling outside the country for thirty days or more, 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~~ **District** athletic activities shall have a **current** physical examination by a licensed ~~physician~~ **medical provider** 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 Department of Public Health Certificate of Immunization Exemption to be exempt from this policy.

Date of Adoption: April 26, 1999

Dates of Revision: January 27, 2003
September 13, 2010
April 8, 2013
June 12, 2017

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 ~~health office staff~~ principal to ~~complete file an injury accident report and submit it to the building principal immediately following an injury. This report will be shared~~ with the superintendent or designee within ~~five school days~~ 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, ~~medical providers~~ physician, school and ~~the school care team, 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.

Date of Adoption: January 27, 2003

Date of Revision: June 9, 2009
April 8, 2013
June 12, 2017

The Cedar Falls Board of Education is committed to the optimal development of every student. The Board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The District provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to the following:

The District will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
- **Physical Activity:** Schools will provide students with age and grade-appropriate opportunities to engage in physical activity that meet the *Iowa Healthy Kids Act*.
- **Other School-Based Activities that Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student-run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with the law. The District will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in School nutrition standards on campus during the school day.

The superintendent, or designee, shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;

- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

WELLNESS REGULATION

To implement the Wellness Policy, the following District specific goals have been established:

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotions that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following.

- Students will be provided with nutrition education that is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Students will have the opportunity to enjoy developmentally appropriate, culturally relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, and taste testing.
- Nutrition education will extend across all aspects of living and across all education settings where it is appropriate.
- Staff will emphasize a healthy balance between food intake and caloric intake.
- Staff is discouraged from using food or withholding food from a student as a form of punishment or as a way to modify or manipulate behavior.
- Staff will engage in promoting nutrition that:
 - Includes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices; and links with other meal programs and nutrition-related community services.

Goal 2 – Physical Activity: Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the *Iowa Healthy Kids Act*. The goal(s) for addressing physical activity include the following:

- Engage students in moderate to vigorous physical activity for at least fifty percent of Physical Education classes and exercise groups unless medically authorized special needs are verified
- Provide opportunities outside of the school day and other structured exercise groups for students to get exercise and physical activity.

- Include students with disabilities, special health care needs, and provide other alternatives if deemed medically necessary
- Encourage classroom teachers, as well as direct care staff, to provide opportunities for physical activity throughout the day, as appropriate
- Staff is not to use physical activity (e.g. running laps, push-ups) or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following.

Cedar Falls Schools will develop a wellness team that will be comprised of members from direct care staff, program supervisors, client families, donors, nursing staff, teachers, food service workers, community members, and clients who are passionate about health and wellbeing of the students.

- The purpose of the wellness team is to form a group supporting, encouraging, and promoting good nutrition, physical activity, and overall wellbeing for students.
- The wellness team will establish goals for enhancing and promoting nutrition education, encouraging physical activity, and other school and milieu activities to continuously promote client wellness.
- The goals established by the wellness team will be integral to our client's health and lifelong wellbeing.

The Cedar Falls Board of Education's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval.
- Implementing a process for permitting direct care staff, program supervisors, student families, donors, nursing staff, teachers, food service workers, community members and clients to participate in the development, implementation, and periodic review and update of the policy.
- Make the policy and updated assessment of the implementation available to the public. This information shall include the extent to which Cedar Falls Schools is in compliance with policy and a description of the progress being made in attaining the goals for the policy.
- The Wellness Policy is reviewed every three years and is updated as needed by the members of the School Wellness Committee.

Date of Adoption: May 8, 2006

Date of Review: July 10, 2023

Date of Revision: September 27, 2010
April 8, 2013
June 9, 2014
June 12, 2017
July 8, 2019
November 8, 2021

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.

Date of Adoption: September 28, 2009

Date of Review: July 10, 2023

Date of Revision: April 8, 2013
June 12, 2017