



Employee Handbook

Updated on 08/09/2016

Mission Statement

Educating each student to be a lifelong learner
and a caring, responsible citizen.

Cedar Falls Community Schools
A Tradition of Excellence

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Administrative Statement
of the
Cedar Falls Community School District
on

Equal Employment Opportunity / Affirmative Action

The Cedar Falls Community School District has been, and will continue to be, an equal opportunity employer. To assure full implementation of this policy, we will assure that:

- A. Persons are recruited, hired and promoted for all jobs without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability or genetic information. Placement decisions are based solely on an individual's qualifications for the position being filled.
- B. Other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs and district sponsored programs and activities are administered without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability or genetic information.
- C. The Cedar Falls Schools will not discriminate against any individual because of physical or mental handicap or because of disabled veteran status.

It is our policy to take affirmative action in the employment of qualified minorities, females, handicapped individuals, Vietnam era and disabled veterans. This will include all employment practices. Reasonable accommodation will be provided whenever possible in our effort to advance employment opportunities for handicapped individuals and disabled veterans.

All components of Board policy 401.2 and the associated rules, regulation and employment procedures will be evaluated and updated every two years.

This district has a strong commitment to equal opportunity and affirmative action. We expect your continued assistance and support in attaining this objective of equal employment opportunity and achieving our affirmative action goals.

July 27, 2016

Andrew Pattee
Superintendent of Schools



Cedar Falls Community Schools 2016-2017 Calendar



July 2016

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August 17-19	New Teacher Orientation
August 22-24	Teacher Workshop
August 25	First Day of School
September 5	Labor Day - No School
September 16	Professional Development
October 28	End of First Quarter (45 days)
November 1	7-12 Evening P/T Conferences
November 3	7-12 Evening P/T Conferences
November 4	7-12: No School
November 4	PK-6: Noon Dismissal
November 15	PK-6 Evening P/T Conferences
November 17	PK-6 Noon Dismiss/PT Conferences
November 18	PK-6: No School
November 18	End of First Trimester (60 days)
November 23	Professional Development
November 24-25	Thanksgiving: No School
December 23-30	Winter Break: No School
January 2	PK-12 No School
January 3	PK-12 Students Return to School
January 12	End of Second Quarter (44 days)
January 13	7-12: No School - Teacher Workday
January 16	MLK Jr. Day: No School
February 24	Professional Development
February 28	End of Second Trimester (60 days)
March 7	PK-6 Evening P/T Conferences
March 9	PK-6 Noon Dismiss/PT Conferences
March 10	PK-6: No School
March 13-17	Spring Break
March 24	End of Third Quarter (43 days)
March 28	7-12 Evening P/T Conferences
March 30	7-12 Evening P/T Conferences
March 31	7-12: No School
May 17	PK-6 Noon Dismiss/Performance Writing
May 28	Graduation
May 29	Memorial Day: No School
May 31	End of Fourth Quarter (47 days)
May 31	End of Third Trimester (60 days)
June 1	Teacher Work Day

January 2017

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- Vacation
- Holidays
- Professional Development
- Workshop/Workday

Days missed due to inclement weather will be made up on subsequent week days at the end of the school year.

approved 3/21/16

Cedar Falls Community Schools
Cedar Falls, Iowa

Long-Range District Goals

1. All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond high school.
2. All K-12 students will achieve at high levels in mathematics, prepared for success beyond high school.
3. All K-12 students will achieve at high levels in science, prepared for success beyond high school.
4. All K-12 students will use technology in developing proficiency in reading, mathematics, and science.
5. All students will choose healthy lifestyles and feel safe and connected to school.
6. Support services will operate effectively and contribute to improved student and parent satisfaction.

EMPLOYEE RELATED POLICIES, PROCEDURES, RULES and REGULATIONS

All Staff Members

Statement of Guiding Principles (400)

Created: 9/8/2008 Last Revised: 08/08/2016

It is the policy of the Board of Directors of the Cedar Falls Community School District to provide an educational program of the highest standard possible and feasible and to fulfill the mission statement of the District. Success in attaining these goals is dependent in large measure upon the competency of the personnel of the District. Therefore, it shall be the policy of the Board of Directors to recruit and retain employees who exhibit the highest standards of professionalism and competency.

Each member of the District's staff provides an important service for the students--whether teaching or assisting in the classroom, working in the office, preparing meals, maintaining facilities, transporting students, or performing other duties. Each employee has an impact on the school environment by his/her dedication to work and his/her actions,

verbal and nonverbal. Each employee shall be expected to be a positive role model for the students. All District personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment.

It is the policy of the Board of Directors to delegate to the superintendent or designee and to the superintendent or designee's administrative staff decisions regarding personnel matters, except as may be specifically limited by Board policy or by law.

Except where a specific provision has been collectively bargained governing the employment relationship, all employees of the District shall be governed by the policies of the Board of Directors and by administrative procedures, rules and directives. Persons employed by another organization to perform services for the District shall not be granted salary or benefits by the District, but shall be subject to other District policies and administrative procedures, rules and directives while performing services for the District.

The Board reserves discretion, which may be delegated to administrative personnel, to determine the number of positions and employees, the qualifications for and the duties of each position in the District, and the required standards of performance of employees.

Definitions (401.1)

Created: 9/8/2008 Revised: 08/08/2016

The following terms shall have the following meanings as used in these Series 400 policies:

Administrators

The term "administrators" shall include professional licensed employees employed under contracts issued pursuant to Iowa Code Section 279.23 and shall include the superintendent of schools, the director of secondary education, the director of elementary education, principals, and associate principals. The term shall also include the director of business affairs and the director of human resources, positions not covered by the stipulations of Iowa Code Section 279.23.

Supervisors and Coordinators

Unless the context otherwise requires, such as by reference to an employee's "immediate supervisor," the term "supervisors" shall include supervisory employees who are not licensed employees, including the supervisor of financial services, the supervisor and the manager of food services, the supervisor of buildings and grounds, the manager of custodial services, the supervisor of transportation, and the supervisor of information technology services. Coordinators provide leadership for a function or area, typically under the direction and guidance of a supervisor or administrator. Such positions include, but not limited to the Coordinator of Student Services, Coordinator of Instructional Services, Coordinator of Instructional Technology, Coordinator of TAP, Coordinator of ECHOES, and Coordinator of Preschool.

Licensed Employees

The term "licensed employees" shall include all professional employees who hold certificates, licenses or statements of professional recognition from the Iowa Department of Education and the Iowa Board of Educational Examiners or a license from the Board of Nursing, whether full-time or part-time, when such certificates, licenses or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, librarians, and coaches.

It is solely the responsibility of the employee to file and maintain a valid license with the Human Resources Department. No licensed employee will be employed or permitted to serve without a current and valid license.

Classified Employees

Classified employees are employees who are not administrators, supervisors, or licensed employees. Classified employees are employed to fulfill their duties on a monthly or hourly basis. The term "classified employees" shall include the following employees, whether full-time or part-time:

- a) transportation employees
- b) clerical employees
- c) custodial and maintenance employees
- d) paraeducators
- e) food service employees
- f) child care employees
- g) information technology employees

Full-time Employees

The term "full-time employees" shall include all employees who are contracted to work a minimum of 40 hours per week, except in cases where the term is otherwise defined by law.

Part-time Employees

The term "part-time employees" shall include all employees who are contracted to work fewer than 40 hours per week except in cases where the term is otherwise defined by law.

Temporary Employees

The term "temporary employees" shall include all employees who have been employed for a period of time of four consecutive months or less. In addition, all substitute teachers, counselors, teacher librarians and nurses not on continuing contracts shall be deemed temporary employees.

Employees at Will (401.9)

Created: 9/8/2008 Last Revised: 08/08/2016

Classified employees, licensed employees, supervisors, and coordinators may have letters of appointment or may be issued written contracts stating the salary or hourly wage rate. Classified employees, licensed employees, supervisors, and coordinators are not guaranteed a minimum number of days or hours of employment. All classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators whether they do or do not have written contracts are considered "at will" employees who may be terminated at any time for any reason. The superintendent or designee has the authority to hire classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators without advance Board approval. The superintendent or designee has authority to discipline and discharge classified employees, licensed employees (with the exception of discharge of teachers and administrators), supervisors, and coordinators without advance Board of Education approval, subject to the right of the employee to appeal such decision under the complaint procedure of Code No. 401.4, or as otherwise specified by law. Classified employees, licensed employees, supervisors, and coordinators are not automatically re-employed each school year.

Equal Employment Opportunity/Affirmative Action (401.2)

Created: 9/8/2008 Last Revised: 08/08/2016

Selection for Employment and Assignments

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the

essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

Complaints of Discrimination

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

Confidentiality

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the 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.

Corrective Action

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notice

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed

to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Inquiries or grievances related to the employment provisions of this policy may be directed to the Employment Equity Officer of the Cedar Falls Community School District, Adrian P. Talbot, Human Resource Director, 1002 West First Street, Cedar Falls, IA 319-553-3000. Inquiries or grievances related to program or access to facilities may be directed to the Section 504 Coordinator, Daniel E. Conrad, Director of Secondary Education, 1002 West First Street, Cedar Falls, IA 319-553-3000. All grievances may be submitted to the Director of the Iowa Civil Rights Commission in Des Moines, or to the Director of the Region VII Office of the Civil Rights, United States Department of Education, Kansas City, MO.

Harassment (401.3)

Created: 8/13/2007 Last Revised: 08/08/2016

Purpose

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment will not be tolerated.

Sexual Harassment

General – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching

- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

Harassment Complaint Procedures

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, "including a finding that the complaint was founded, unfounded, or inconclusive" will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

Confidentiality

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a harassment 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.

Corrective Actions

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notification

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

Staff Development

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

Violence in the Workplace (402.13)

Created: 2/26/1996 Last Revised: 08/08/2016

Cedar Falls Community School District is committed to providing a safe, professional work environment that is free of violence, either by employees against other employees or by third parties against employees. Work place violence may include, but is not limited to, the following when such conduct is committed on school district property, at a school district activity or event, or in connection with a school district activity or event:

- offensive and/or unlawful touching by one person against another,
- threats of bodily harm to another,
- causing physical harm or injury to another,
- use of abusive language, threatening, or intimidating comments,
- possession of unauthorized firearms or weapons,
- conduct detrimental to school personnel, which may cause undue disruption of work or be perceived as endangering the safety of persons or property,
- stalking, or
- causing or encouraging another to commit conduct as listed above.

Such conduct will be subject to disciplinary action, up to and including termination of employment. Employees who believe they have been subjected to violence in the work place, as defined in this policy, should immediately terminate all contact and communication with the offending party, inform their immediate supervisor and file a written complaint with the Director of Human Resources. Allegations of work place violence shall be investigated, documented and, if substantiated, disciplinary action shall be taken. Initiating legitimate complaints under this policy shall not cause any negative impact on the complainant, nor shall it affect their employment, compensation or work assignments.

Drug and Alcohol-Free Workplace (402.12.1)

Created: 06/11/1990 Last Revised: 08/08/2016

General

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance in the workplace, or during work time unless legally prescribed by a physician. "Workplace" includes school district premises, property, facilities or vehicles; "workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related event, activity or function including, but not limited to, field trips and athletic events where students are under the control of the school district or where the employee is engaged in school business. Any violation of this policy shall be grounds for discipline, up to and including immediate discharge.

Federal Grant Employees

Prohibition

In addition, no employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use, on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act and as further defined by federal regulation.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. This includes, but is not limited to, any building or any school premises, any school-owned or approved vehicle used to transport students to and from school or school activities, off school property during any school-

sponsored or approved activity, event, or function, where students are under the jurisdiction of the District where work on a federal grant is performed.

Reporting

As a condition of employment on any federal grant, each employee who is engaged in performance of a federal grant shall agree to abide by this policy and shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.

Sanctions

An employee who violates the terms of this policy may be suspended or discharged, at the discretion of the District and in accordance with law.

Notification

The superintendent or designee shall give a copy of this policy to each employee engaged in the performance of federal grants. The superintendent or designee shall also notify the granting agency within 10 days after receiving notice of a conviction.

Programs

The superintendent or designee shall also establish a drug-free awareness program to inform employees of this policy, possible sanctions for violation of this policy, of the dangers of drug abuse in the workplace, and of any available drug counseling, rehabilitation and employee-assistance programs.

No Limitations

This policy is not intended to limit the rights of the District to discipline, including discharging, any employee who engages in an illegal act involving alcohol or drugs away from school when such violation adversely affects the employee's ability to perform his/her duties. Further, the section on a drug-free workplace under federal grant programs shall not limit the District's authority to prohibit other alcohol and drug-related behavior as set forth in this policy.

Drug and Alcohol Policy and Testing Program for Non CDL Positions (402.12.3)

Created: 02/09/2010 Last Revised: 08/08/2016

Statement of Policy

In order to foster an appropriate environment for the education of students and to protect the health and safety of employees, it is the policy of the Cedar Falls Community School District that the following conduct is prohibited: the use, sale, offering for sale, distribution, manufacturing, or possession of illegal drugs, controlled substances, imitation controlled substances or counterfeit controlled substances in the workplace;

- (1) any improper use of "legal" or physician-prescribed drugs in the workplace,
- (2) the use, sale, offering for sale, or possession of alcoholic liquor (beer, wine, or alcohol) in the workplace, and
- (3) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs in the workplace.

Application

The portion of this policy which pertain to testing (Sections C through M) apply to all individuals who are not required to possess a commercial driver's license in order to perform the duties of their position, with the exception of Section E, Pre-employment Testing, which shall not apply to substitute employees, temporary or seasonal employees.

Unless otherwise specified, this policy applies to all District employees, including part-time employees.

This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on District premises and will not be permitted to conduct business if found to be in violation of this policy.

Testing Provisions

The District will conduct drug testing when the District makes an offer of employment to individuals who are not required to possess a commercial driver's license in order to perform the duties of their position.

The District may conduct drug and alcohol testing of individuals who are not required to possess a commercial driver's license in order to perform the duties of their position under the following circumstances:

- Where there is reasonable suspicion of the use of illegal drugs, controlled substances or alcohol,
- When investigating certain workplace accidents, and/or injuries, and
- During or after rehabilitation.

Definitions

- (1) As used in this policy, the term "controlled substance" means any substance specified in Schedule I, II, III, IV, or V of the federal Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12, and any substance defined as a "controlled substance" by federal or state law.
- (2) Workplace is defined as the site for the performance of work done in the capacity as an employee. This includes school District facilities, other school premises or school District vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school-approved or school-related event, activity or function including, but not limited to, field trips and athletic events where students are under the control of the District or where the employee is engaged in school business.
- (3) Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. The term "alcohol" may include, but is not limited to, beer, wine, liquor, other alcoholic beverages, and medicines containing alcohol (unless the packaging seal is unbroken).

Pre-Employment Testing

Applicants for employment will undergo drug testing as part of the physical requirements prior to commencement of their duties for employment. The testing will be conducted at a laboratory or testing facility approved under rules adopted by the Department of Health and specified by the District. If the test of an individual results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances, the applicant will not be eligible for employment.

Reasonable Suspicion Testing

Any employee who is reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will be suspended from their job duties pending an investigation and verification of their condition. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will not be permitted to drive a motor vehicle after they have been suspended. If the employee has driven a motor vehicle to work, the employee must either make arrangements with another individual to drive their vehicle or must make arrangements for alternative transportation.

Employees may be subject to testing when the superintendent or designee has reason to believe that an employee is using or has used alcohol or other drugs in violation of the District's written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

- Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.

- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the District.
- Evidence that the employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the District's premises or while operating the District's vehicle, machinery, or equipment.

Reasonable suspicion testing will only be required during, just before, or just after the period of the day when the employee is engaged in work functions.

Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee produces an alcohol concentration result of less than 0.04 and/or Medical Review Officer (MRO) verified negative test result for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee leads to an MRO-verified positive test result for the use of controlled substances or an alcohol concentration of 0.04 or greater, then the period of suspension will be without pay and further disciplinary action may be taken up to and including termination of employment.

Post-Injury Testing

Employees may be subject to testing if they have suffered a work-related injury for which a report could be required under Iowa Code Chapter 85, Workers Compensation. Iowa Code Section 85.16(2) provides that worker's compensation benefits will not be allowed for an injury which was caused by the employee's intoxication, if the intoxication was a substantial factor in causing the injury. In determining whether an employee will be required to submit to a post-injury drug test, the District will apply the standards set forth in Part F of this policy ("Reasonable Suspicion Testing").

The employee is permitted to obtain necessary medical attention following an accident, to leave the scene of an accident for the period necessary to obtain necessary emergency medical care, but the employee will be subject to post-injury testing and must remain readily available for testing or the employee will be deemed to have refused to submit to testing.

Alcohol tests will be administered as soon as practicable, but no later than eight hours after the injury. Tests for illegal drugs or controlled substances will be administered as soon as practicable, but no later than 32 hours after the injury.

Rehabilitation

Employees who have tested positive on a drug or alcohol test and whose employment has not been terminated will be subject to testing during, and after completion of, drug or alcohol rehabilitation. The number, type, and frequency of follow-up tests will be as directed by the substance abuse professional and, unless otherwise recommended, will consist of at least six tests in the first 12 months following the employee's return to duty.

Cooperation Required

Any individual who refuses to submit to an alcohol or controlled substance test, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be subject to disciplinary action. The phrase "refuses to submit to an alcohol or controlled substance test" means that the individual:

- Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing, or
- Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing, or
- Engages in conduct that clearly obstructs the testing process.

All employees are encouraged to make use of available resources for treatment of substance abuse problems. Under certain circumstances, employees may be referred for treatment for substance abuse. An employee will be subject to disciplinary action for:

- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Testing will be conducted in a manner to assure the highest degree of accuracy and reliability by using techniques and laboratory facilities which meet the requirements of the Iowa Department of Health.

Confirmatory Testing

If the result of the initial test for alcohol is positive or if the result of the initial test is positive for the presence of a controlled substance, a confirmatory test must be performed. The confirmatory test will use a different chemical process than was used in the initial screen for drugs or alcohol. The confirmatory drug or alcohol test will be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

Employee Requested Testing

If a confirmed positive drug or alcohol test for a current employee is reported to the District by the Medical Review Officer (MRO), the District will notify the employee in writing by certified mail, return receipt requested, of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the District for reimbursement of expenses concerning the test. The fee charged an employee will be an amount that represents the costs associated with conducting the second confirmatory test, which will be consistent with the District's cost for conducting the initial confirmatory test on an employee's sample.

If the employee, in person or by certified mail, return receipt requested, requests a second confirmatory test, identifies an approved laboratory to conduct the test, and pays the District the fee for the test within seven days from the date the District mails by certified mail, return receipt requested, the written notice to the employee of the employee's right to request a test, a second confirmatory test will be conducted at the laboratory chosen by the employee. The results of the second confirmatory test will be reported to the medical review officer who reviewed the initial confirmatory test results and the medical review officer will review the results and issue a report to the District on whether the results of the second confirmatory test confirmed the initial confirmatory test as to the presence of a specific drug or alcohol. If the results of the second test do not confirm the results of the initial confirmatory test, the District will reimburse the employee for the fee paid by the employee for the second test and the initial confirmatory test will not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

If a confirmed positive drug or alcohol test for a prospective employee is reported to the District by the medical review officer, the District will notify the prospective employee in writing of the results of the test, of the name and address of the medical review officer who made the report, and of the opportunity for the prospective employee to request records.

Employee Requested Testing

Post Offer/Pre-Employment:

If the test of an individual who is applicant for employment results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances, the applicant will not be eligible for employment.

Employees:

Disciplinary action, including termination of employment, may be taken against employees for any of the following reasons:

- A violation of any provision of Board of Education Policy.
- If the test of the employee results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of 0.04 or greater.
- A failure or refusal to submit to testing.
- Engages in conduct that clearly obstructs the testing process.
- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Payment for Evaluation and Treatment

The District's responsibility for the cost of any evaluation, treatment, or counseling will be limited to the benefits provided by the District's health insurance plan for such evaluation, treatment, or counseling.

Employee Assistance Program (EAP)

Created: 2/9/2010

The District provides employees and dependent immediate family member's access to an Employee Assistance Program (EAP). The services help individuals and families deal with life's difficulties, as well as the stress often associated with them. Services are provided by counselors employed by an outside agency. Services may be accessed through self-referral, or informal supervisory referral.

Goals of the Employee Assistance Program (EAP)

- A. To assist employees and their dependents in obtaining confidential EAP services.
- B. To provide assessments, short-term counseling, and referral when necessary, for employees and their dependents.
- C. To identify employees whose work performance can be improved by seeking assistance to resolve personal issues.

Examples

Issues covered by the Employee Assistance Program (EAP) include, but are not limited to:

- | | |
|-----------------------------------|-----------------------|
| A. Marital or family difficulties | F. Gambling |
| B. Depression/anxiety | G. Grief and loss |
| C. Job performance | H. Parenting issues |
| D. Relationship issues | I. Financial Problems |
| E. Alcoholism or drug abuse | J. Stress/Job Stress |

Confidentiality

Confidentiality for those employees or family members who use the Employee Assistance Program will be protected. No information regarding specific individuals will be released by the EAP service provider without written consent of the individual. However, state and federal regulations require EAP professionals to report to the Iowa Department of Human Services any suspected or known cases of child or elder abuse. If EAP professionals determine or have reasonable cause to believe that a client may be dangerous to him/herself or others, they are required to notify the appropriate persons.

Cost

EAP services are paid by the District, with a maximum of four (4) visits permitted per presenting problem/issue. EAP services cover visits with an EAP counselor for the initial problem assessment and short-term counseling. If medical assistance or additional counseling is needed, the employee or dependent will be referred to another agency. If referred beyond EAP services, the employee/ dependent will be responsible for any costs not covered by the District's medical insurance plan.

Procedure

1. Use of Employee Assistance Program can be accessed in two ways:
 - A. Self Referral:
 - (1) The employee or family member contacts the EAP directly at their own discretion
 - B. Informal Supervisory Referral:
 - (1) A supervisor offers the availability of EAP services as a source of support and confidential assistance. In some instances a supervisor may encourage or recommend that an employee contact EAP; however the decision whether or not to do so will remain the employee's.
2. Self or Informal Supervisory Referrals:
 - A. The employee calls (319) 235-3550 or toll free 1-800-303-9996, 8 a.m. - 8 p.m. Monday-Thursday and 8 a.m.-3 p.m. Friday as the first step for confidential consultation. If a crisis occurs after hours or on weekends, call any of the previous numbers or 319-235-HELP. An on-call EAP counselor will contact the employee within one hour for identified crisis calls.
 - B. After the initial assessment session, the employee may pursue short-term counseling with the counselor or be referred to an appropriate resource for assistance.
 - C. All contacts made by the employee (and his/her dependents) are confidential, whether it is a self or informal supervisory referral.

Employee Rules of Conduct

Created: Created: 8/2009 Last Revised: 8/4/2010

To support effective delivery of the educational program and to sustain the well being of employees in a safe and healthy work environment, following employee rules of conduct serves the best interests of individual employees and the organization as a whole.

Listing all forms of behavior that are considered unacceptable in the work place is impossible. In addition to Board policies addressing harassment, discrimination, drugs, and violence in the work place, the following is an illustrative but not exhaustive list of employee actions considered to be unacceptable, a detriment to the desired culture of the organization, and likely to lead to disciplinary action up to and including termination of employment. When circumstances warrant, law enforcement and/or external regulatory and licensing agencies will be contacted; employees may also be subject to personal legal liability:

- Unauthorized possession of district property, or the property of a fellow employee, visitor, or student;
- Willful damage or destruction to the property of the district or others;
- Deliberate misuse of, or unauthorized use of district supplies, materials, equipment, or services;
- Falsifying or altering district records or reports including one's time card or the time card of another;

- Deliberate deception which secures an employee unfair or unlawful gain;
- Dishonesty, or unethical behavior;
- Working unauthorized over time;
- Exceeding the number or length of break periods;
- Absenteeism or tardiness;
- Loafing, excessive visiting, engaging in unauthorized personal business, sleeping during scheduled work hours, or leaving the work area without supervisor permission or following established protocols for doing so;
- Making or receiving excessive personal phone calls, or other forms of electronic communication;
- Disobedience, insubordination, failure or refusal to carry out written or oral instructions from a person with supervisory authority;
- Interfering with or hampering another employee's efforts to fulfill his/her responsibilities;
- Use of abusive, threatening, or obscene language, or otherwise showing disrespect and mistreatment of coworkers, visitors, patrons, or representatives of outside agencies;
- Violation of sanitary or safety rules;
- Unauthorized disclosure of confidential information.

Employee Dress

Created: 8/4/2010

No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in business-like attire in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school-related activities. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of grooming or dress judged by the principal to be inappropriate shall not be allowed. ID Badges shall be worn when on duty during the school year.

Administrators and Teachers Professional Dress Guidelines

Created: 07/21/2011

The personal appearance of Cedar Falls Community School District teachers and administrators affects the respect parents, community members, and others have for the school district, the staff, and the respect that employees have for themselves and others. As a representative of the Cedar Falls Community School District, employees are expected to dress with dignity and professionalism.

Employees shall dress as professionals on a daily basis, in business-like attire, in order to set a good example for students, co-employees and the general public. No mode of attire will be considered proper for school wear that detracts from or disrupts classroom and school decorum.

- Attire *not* acceptable on school days when students are present, or parent-teacher conferences includes: denim jeans (any color), novelty T-shirts or sweatshirts with logos or sayings inappropriate for school; tank tops, muscle shirts, tube tops, midriff tops or halter tops; spandex exercise or biking pants; spandex exercise shorts, cut-off shorts, gym or running shorts, sweat pants, short shorts, and short or long bib overalls. Shorts may not be worn in buildings that are fully air conditioned.
- Hats are not appropriate in the workplace. Head covers, or other attire that does not adhere to these guidelines, which are required for medical reasons, religious purposes or to honor cultural traditions are allowed.
- Flip-flops, slippers or pool shoes are not appropriate footwear for the workplace.
- Visible tattoos shall not be obscene, vulgar, profane, or representative of drug/alcohol use or gang affiliation, or a distraction to the educational environment.

- “Dress Down” days will not be allowed. One day per week may be designated as red and black or school/spirit days for which school themed t-shirts and sweatshirts are acceptable, but jeans are not allowed. At the building principal’s discretion, participation in fund raising activities, i.e., “dollars for denim” will be allowed. The fund raising activity must be for a non-school organization or purpose.

Cedar Falls Community School District ID Badges shall be visible at all times on student days.

Exceptions to the above may be made by administrators based on employee assignment and/or responsibilities such as physical education, industrial technology or field trips.

If clothing fails to meet these standards, as determined by the employee’s supervisor and/or Human Resources Director, the employee will be asked to refrain from wearing the inappropriate item to work in the future. If the problem persists, the employee may be sent home to change clothes and/or be subject to progressive discipline.

Recruitment, Qualifications, and Selection of Personnel (401.5)

Created: 09/08/2008 Last Revised: 08/08/2016

The superintendent or designee shall be responsible for recruiting personnel for the various positions within the District, with the assistance of other employees as the superintendent or designee may so determine. The superintendent or designee shall take affirmative action to encourage persons to apply in accordance with the District’s affirmative action plan.

The superintendent or designee shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. Vacant positions shall be posted online at the Teachlowa.gov website as required by law. Vacant positions requiring licensed employees not filled via transfer shall generally be advertised in at least one print or electronic publication having state-wide circulation. All applicants shall be required to complete an application. Applicants who provide false, inaccurate, or incomplete information in their application form or resume or who fail to disclose information requested in the application form may not be eligible for employment.

To the fullest extent permitted by state and federal law, the District may consider all information concerning an applicant or an employee in making hiring, termination, and other employment-related decisions. The term “all information” includes information of any kind (verbal, written, photographic, videographic, etc.) that is accessible in any medium (print, electronic, etc.) from any source.

The District may consider public information and other information to which it has lawful access. This may include information that is contained in social networking sites, blogs, and other websites. If there is information that pertains to the applicant that requires explanation, interpretation, or clarification when it is considered by the District, it is the applicant’s obligation to communicate this information to the District.

Information that is relevant to the District’s decisions may be considered regardless of the date on which the District obtains the information and regardless of the date on which the information was first published, created, or made accessible to the District.

Employees who have provided false, inaccurate or incomplete information in their application form or resume or who have failed to disclose information requested in the application form will be subject to disciplinary action up to and including termination of employment. This policy applies to all employees regardless of the date on which the individual was employed and applies to all violations regardless of the date on which the District discovers the violation of this policy.

Applications for employment may be obtained and completed online at the District’s website or applicants may contact the Human Resources Department for assistance in completing an application. Administrators and supervisors will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning employment and assignment.

Selection and assignment of staff shall be based upon the following:

- a. All professional employees shall be properly certificated, authorized or licensed as required by statute, the Iowa Department of Education and the Iowa Board of Educational Examiners and as required by the District's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the District's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the District.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.
- g. Ability to exercise discretion and good judgment.
- h. Diligence and dependability.
- i. Honesty and integrity.
- j. Ability to follow instructions and suggestions of supervisors.
- k. Degree of being well-informed on all essentials relating to the position.
- l. Compatibility with the District's philosophy and programs.
- m. Adherence to professional ethics.
- n. Personal qualities advantageous to the position.
- o. History of past successful job experiences.
- p. If applicable, impact on the school and or department from which an employee is requesting an internal transfer, as well as the "fit" with the existing staff in the school and or department into which an internal transfer has been requested.
- q. Satisfactory outcomes on post-offer pre-employment testing, and where applicable pre-assignment testing including, but not limited to, drug and alcohol testing and physical abilities testing.
- r. Other factors or qualities as may be determined from time to time by the administrative and supervisory staff.

The District shall carefully consider the facts relating to any applicant who has a known history of a criminal conviction or of a conviction or judicial or administrative finding of child, dependent adult, or sexual abuse, and shall make an employment decision in accordance with applicable law. The District shall perform criminal and abuse background checks as required by law and as deemed necessary by the administration.

Employment of administrators and teachers shall require Board of Education approval. The superintendent or designee will have the authority to employ:

- licensed employees, other than administrators and teachers
- supervisors and coordinators
- classified employees

Workplace Inspections (403.6)

Created: 10/13/2008 Last Revised: 08/08/2016

Employees may be assigned desks, workspaces, lockers, or other storage areas, computers and electronic communications devices in connection with the performance of their job duties. These desks, workspaces, lockers, storage areas, computers and electronic communications devices are District property. The District retains the right to inspect these areas and devices including accessing, inspecting and reading anything stored in or on them at any time and for any reason, without notice, including checking for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in desks, workspaces, lockers, storage areas, computers and electronic communications devices or in any materials or data therein, including any personal property or information stored in such spaces or on such devices.

The District assumes no responsibility or liability for any items of employee personal property which are placed in or on desks, workspaces, lockers, storage areas, computers and electronic communications devices. Employees are not to store hazardous materials, weapons, controlled substances not validly prescribed for the employee, or alcoholic beverages on District property, except that a small container of spray commonly used for self-defense may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if the District conducts an inspection or examination under the terms of this policy, there will be at least two individuals present at the time of the inspection or examination. Similarly, except in cases of emergency, if it is reasonably believed that an employee has a prohibited item inside a personal belonging the employee will first be asked to open the personal belonging before the inspection proceeds.

Employee Health: Physical & Mental Health Examination: Vaccines (402.7)

Created: 3/1/1976 Last Revised: 08/08/2016

New Employees

Reports of physical examinations shall be required of all employees who will be working in job categories designated by the District to have physical examinations, including, but not limited to, custodial employees, food service employees and transportation maintenance employees. Such examinations shall be required upon their initial employment with the District, and/or at the time of their transfer into a position in a job category designated by the District to have physical examinations, certifying fitness to perform assigned duties with or without reasonable accommodation. The reports shall be required only after an offer of employment has been made. The examination shall be conducted by a medical professional selected by the District.

Bus drivers shall present reports of physical examinations by a certified medical examiner selected by the District evidencing fitness to perform duties as required by law. Such examinations shall be required upon initial employment and/or at the time of their transfer into the position, and every other year thereafter as required by law or more frequently, as required by the District or Health Care Provider

Additional Examinations

An employee may be required to have additional examinations (physical and/or mental) when, in the judgment of the superintendent or designee, or the Board of Education, such examinations are relevant to the employee's performance or status.

Vaccines

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials in their work settings shall receive training and education on safety precautions and shall be provided the opportunity for a District-paid Hepatitis B vaccine. The employee shall sign a written waiver if he/she refuses the vaccine.

Genetic Information

Created: 07/27/2011

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of any individual or family member of the individual, except as specifically allowed by this law. To comply with this law, employees, or their health care providers, should not provide any genetic information when responding to a request by the District for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or any individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Nepotism (401.16)

Created: 09/08/2008 Last Revised: 08/08/2016

The District may employ more than one member of the same family. As with all employees, the employment of more than one individual in a family is a decision made on the basis of the individual's qualifications, credentials and records. Assignment of family members to the same building or department will be avoided, but is not prohibited, subject to review by the superintendent or designee.

Favoritism or other preferential treatment with regard to the employment of more than one individual in a family is strictly prohibited. No preferential treatment will be solicited or granted in any aspect of the employment relationship including, but not limited to, hiring, selection, assignment, evaluation, training, compensation, promotion, retention, discipline, or discharge.

No employee will directly supervise a family member.

For purposes of this policy family member is deemed to include individuals related within the third degree by birth or marriage. Family relationships covered by this policy include, but may not be limited to: spouse; parent (including step relationships); brother; sister; son or daughter (including step, adopted, foster, legal ward); in-law relations i.e. father, mother, brother, sister, son, daughter; grandparent; grandson or granddaughter; uncle; aunt; niece; nephew.

The superintendent or designee may recommend an exception to the restrictions in this policy on a case-by-case basis.

Tutoring and Conducting Personal Business (403.2)

Created: 10/13/2008 Last Revised: 08/08/2016

All instructional and extra-curricular services to students shall be provided as a part of the District's instructional and activity program. No employee shall accept fees or other compensation for private tutoring, lessons, coaching or any other educational services for District students during the school year or while under contract outside of the school year unless specific written approval is obtained in advance from the superintendent or designee.

No District facilities, equipment, materials or supplies shall be used by any employee for private tutoring, lessons, coaching or any other educational services or for an employee's private business or activities without prior specific approval from the superintendent or designee.

The Board of Education, through its administration, retains all rights to determine when individuals and employees, when on school property or during working hours, may conduct personal business.

Vacations and Holidays (402.2)

Created: 09/22/2008 Last Revised: 08/08/2016

Vacation days and holidays shall be set forth in a collective bargaining agreement, employee handbook or individual contract approved by the Board of Education. Vacation days will be prorated for employees who are not contracted for or who do not work a full contract year.

Vacation

Eligibility for employees not covered by a collective bargaining agreement: All regular full time and part time twelve (12) month, supervisory and classified employees shall accrue paid vacation. Part time twelve (12) month employees shall earn vacation which is prorated based on full time equivalency (fte). Administrators shall be eligible for vacation as specified in individual employment contracts and agreements.

Vacation accruals: Existing employees shall begin accruing on July 1st each year and shall be credited on the last day of each month. Vacation shall be available for use, subject to supervisory approval, in the month immediately following the month in which it was accrued. Upon initial employment new employees shall have vacation accrual prorated from the date of employment through June 30th of the initial year of employment, credited on the last day of each month. Thereafter vacation accrual shall begin on July 1st and be credited on the last day of each month.

Vacation shall accrue as follows:

Service Period	Date	Annual Total (Weeks Or Hours)
Year 0	Start date through June 30	Proration of 2 weeks; i.e. 80 hours
Year 1-5	July 1 - June 30	2 weeks
Years 6-12	July 1 – June 30	3 weeks
Years 13 and above	July 1 – June 30	4 weeks

Note: The superintendent or designee may grant a deviation from this accrual schedule under circumstances deemed appropriate. Under no circumstances shall an employee, other than administrators, accrue more than a total of four (4) weeks of vacation per year, excluding any amount which may have rolled over from a prior year.

Paid sick leave, vacation, personal leave and other paid leave are considered as time worked for the purpose of vacation accrual. Accrual shall be based on a regular 40 hour week and shall not include over time hours. Unpaid time, including workers' compensation leave, shall not be included for purposes of accrual computation.

Vacation Rollover: As of June 30th of any school year, any vacation balance over the total vacation hours accrued during that school year, with the exception of administrators, will be forfeited.

Rate of Pay: Vacation shall be paid at the employee's regular straight time rate of pay per hour.

Holiday's During Vacation: If a recognized holiday falls within a period of paid vacation that day shall be treated as a holiday and shall not be debited from the employee's vacation balance.

Vacation Scheduling: Approval of requests to take vacation rests with the immediate supervisor or designee with managerial authority. Vacations may be scheduled at any time during the contract year. Vacation may be taken in one (1) hour increments by Classified employees who are considered Non-Exempt employees under the Federal Fair Labor Standards Act and as such are compensated on an hourly wage basis. All other groups of employees are considered Exempt employees under the Fair Labor Standards Act and as such shall take vacation and all other paid time off in one half (0.5) or whole (1.0) day increments.

Termination: Employees who provide a minimum of fourteen (14) calendar days' notice of intent to terminate employment shall be paid for all accrued but unused vacation earned as of the final day of paid employment. Any

employee who has taken more vacation than has been either rolled over or accrued by the date of termination, shall have his/her final pay adjusted accordingly.

Discipline: Failure on the part of the employee to follow procedures for requesting vacation, failure of an employee to return to work on the specified date following vacation, failure to communicate in a timely manner an inability to return to work on the specified date, or failure to provide a legitimate reason for failing to return on the specified date, may be grounds for disciplinary action, including dismissal.

HOLIDAYS

Holidays for employees not covered by a collective bargaining agreement: All regular full and part-time 12 month Administrators, Supervisory and Classified employees shall be eligible for the following paid holidays, which shall be prorated for part-time employees based on full time equivalency:

July 4 th	Two days at Christmas time
Labor Day	Two days at New Year's time
Thanksgiving Day	Martin Luther King, Jr. Day
Friday after Thanksgiving	Memorial Day

For individuals employed on a basis of less than 12 months, paid holidays are as follows, (provided that the holiday falls during an employee's effective period of employment):

July 4 th	New Years (1 day)
Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
Christmas (1 day)	

If an emergency situation requires an employee to work on a holiday, the employee if regularly compensated on an hourly wage basis shall receive holiday pay at straight time plus double time pay for time worked.

Holiday pay eligibility: An employee must be in an active paid status on the work day immediately preceding a holiday to receive holiday pay.

Holiday pay rate: Shall be at the regular straight time hourly rate for the employee, and shall be prorated on the basis of time worked per 40 hour week.

(Note: As a general practice:

- 1. When a holiday falls on a Saturday, the paid day off will be the immediately prior Friday. When a holiday falls on a Sunday, the paid day off will be the immediately following Monday.*
- 2. To receive holiday pay, an employee must be in an active paid status on the payroll on the work day immediately preceding the holiday.)*

Veteran's Day Holiday

Created: 1/10/2011

The 2010 Iowa legislature passed a law requiring employers to grant Veteran's Day as time off, for employees who are veterans. The employer may only deny a request to take this holiday if granting the time would adversely impact public health or safety, or it would cause the employer to experience significant operational disruption (code of Iowa 2010, 91A.5A).

Any District employee who is a military veteran and wishes to take this holiday, should submit a leave request form to his/her immediate supervisor; documentation signifying veteran's status e.g. federal certificate of release or discharge from active duty, or similar document, may be requested by the supervisor. The request should be submitted at least ten (10) business days prior to the holiday.

The Veteran's Day holiday is an **unpaid** holiday. An employee who has a paid Personal Day available may take that day to coincide with Veteran's Day, but there is no requirement to do so.

Leaves of Absence (402.3)

Created: 2/10/1969 Last Revised: 08/08/2016

Employees covered by collective bargaining agreements shall receive leaves of absence in accordance with the appropriate collective bargaining agreement provisions. This policy delineates leaves of absence for employees not covered by a collective bargaining agreement.

Sick Leave

Employees, except temporary employees, shall be granted paid leave of absence for personal illness, injury, or associated treatment each year in the following amounts:

- 1st full school year: Twelve (12) days
- 2nd full school year: Thirteen (13) days
- 3rd full school year: Fourteen (14) days
- 4th full school year: Fifteen (15) days
- Thereafter: Eighteen (18) days

Unused sick leave days may be accumulated to a maximum of ninety-five (95) contract days, including the current year allocation. Accrued but unused sick leave is not "paid out" upon termination of employment.

Sick leave days will be prorated for employees who are not contracted for or who do not work a full contract year. Part-time employees shall be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours.

Up to a maximum of six days of paid sick leave may be approved under the following circumstances; such days will be deducted from the employee's personal sick leave balance:

- Leave for the parent of a new born or newly adopted child
- Illness, injury, or medical treatment for a member of the employee's immediate family.

"Immediate family" is defined as: a spouse, parent (including step relationships), or child (including step, adopted, foster, and legal guardian).

(NOTE: Elective and cosmetic surgery and related procedures, including but not limited to cosmetic treatments, orthodontic consultation or treatment, lasik surgery, periodic physicals and preventative health check-ups, etc. do not qualify for paid sick leave.

An employee making a claim for paid sick leave, either for the employee's own illness or that of a family member, shall provide a medical report from a doctor confirming the necessity for such a leave of absence upon request of the superintendent or designee. A report may also be required to confirm fitness to return to duty.

Workers' Compensation

An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa workers' compensation law. If an employee receives workers' compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the workers' compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the workers' compensation benefits supplemented from the District by using either sick leave, vacation leave, personal leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease.

An employee who, in the course of employment, suffers a personal injury resulting from an episode of violence toward that employee for which workers' compensation is payable, shall be entitled to have workers' compensation benefits supplemented in order for the employee to receive full salary and benefits for the shortest of:

- (a) one year from the date of the disability; or
- (b) the period during which the employee is disabled and incapable of employment.

Supplementation in such situations shall not be charged against sick leave, vacation time, personal leave, or earned compensatory time. The District may require the employee, as a condition of receiving benefits under this section, to provide a signed statement that justifies the use of this leave and, if medical attention is required, a certificate from a licensed physician that states the nature and duration of the leave.

Extended Disability Leaves of Absence

An administrator, supervisor or classified employee, except a temporary employee, who is unable to work because of personal illness or injury, and who has exhausted all paid leave available, may be granted an unpaid leave of absence and may continue all available fringe benefits at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act.

Family and Medical Leave Act

Federal law requires the District to grant up to 12 weeks of unpaid leave per year to employees who have been employed at least 12 months and who have worked at least 1,250 hours during the preceding 12 months for the purpose of

- (1) the employee's personal serious health condition,
- (2) caring for the employee's newly born child,
- (3) caring for a child placed for adoption or placement of a foster child,
- (4) caring for the employee's parent, spouse, or child (under 18 years of age, or 18 years of age or older and incapable of self-care because of a physical or mental disability) with a serious health condition, and
- (5) a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or has been notified of an impending call to active duty in the Armed Forces in a foreign country.

In addition, federal law requires the District to grant eligible employees up to 26 weeks of leave during a single twelve-month period to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty on active duty.

During FMLA the District requires an eligible employee to first utilize any earned paid sick leave, vacation time or other leave provided by policy or by a collective bargaining agreement to the extent the purpose is covered by and consistent with requirements for the paid leave time. Any FMLA leave in excess of available paid leave shall be unpaid.

At the employee's option, the District shall continue the District's contributions towards health insurance on behalf of the employee for up to twelve (12) (or 26, if applicable) weeks as if the employee were still at work. If the employee has more than 12 (or 26, if applicable) weeks of paid leave available, the District shall continue the District's contribution until the paid leave is exhausted. The employee shall remit the employee's contribution towards health insurance by the date the District makes payment to the insurance carrier or within 30 days thereafter. Failure to make contributions when due may result in the employee losing coverage during the period of the leave. If the employer makes the employee-owed payments, the employee authorizes the District to offset such sums advanced against any sums owed to the employee. If the employee does not return to work at the end of the leave (except for reasons specified in the Act), the employee will be required to reimburse the District for all contributions made by the District while the employee was on unpaid leave.

Employees may request leave under the Family Medical and Leave Act for up to a total of 12 weeks per year (or a total of 26 weeks to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty). "Year" shall be defined as a 12-month period measured forward from the date an employee's first FMLA leave begins. Leave to care for a newly-born, adopted or foster child must conclude within 12 months of the birth or placement of the child. Spouses, both of whom are employed by the District, may take a combined 12-week allotment for the birth or placement of a child and/or spouses may take a combined 26-week allotment to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty. The District may require an employee to provide written certification from a health care provider when an employee requests family and medical leave for the employee's own serious health condition or to care for the employee's parent, spouse, or child with a serious health condition, or to care for a covered service member with a serious illness of injury.

Bereavement Leave

Employees, except temporary employees, may be granted up to five days paid leave per occurrence in the event of the death of a member of the employee's immediate family. The "immediate family" shall include spouse, child (including step, adopted, foster or legal guardian relationship), parent, step-parent, brother, or sister of the employee.

Emergency Leave

Employees, except temporary employees, shall be granted up to a total of three days of paid emergency leave per contract year in the event of a death or a serious health condition in the extended family or of a close friend, where sick leave or bereavement leave provisions do not apply.

"Serious health condition" is defined as: an illness, injury, impairment, or physical/mental condition that involves:

- A. either, inpatient (at least one overnight stay), non-elective treatment in a hospital, hospice, or residential care facility including any period of subsequent related outpatient treatment delivered in a hospital, hospice, or medical treatment facility in connection with the initial inpatient condition;
- B. or, the actual day an immediate family member undergoes outpatient surgery (or other invasive procedure) at a hospital or medical treatment facility, including doctor's office when the doctor deems it medically appropriate, where the presence of the employee is medically required by the patient's doctor.

"Extended family" for purposes of leave for a serious health condition is defined as grandparent, grandchild, sister, brother, in-law relations (i.e. father, mother, sister, brother, son, daughter) or close friend.

"Extended family" leave for a death is defined as in-law relations (i.e. father, mother, sister, brother, son, daughter), grandparent and grandchild, or close friend.

In the event of death of a student or employee of the Cedar Falls Community School District, the principal of the appropriate building may grant to an appropriate number of employees sufficient time to attend the funeral.

Personal Leave

Employees, except temporary employees, are allowed up to two days of paid leave per year for personal leave. Personal leave may be granted for routine doctor or dental appointments including physicals, dental visits, well-baby appointments, preventive health checkups; visits with financial or legal advisors; or such other purposes as the employee may determine. Personal leave days may be accumulated up to four days, including the current year allotment. Personal leave shall be taken by Classified Employees in one hour, one-half day, one day, or two day allotments. The unused personal leave days will be added to the allotment of sick leave and may be in excess of the established sick leave maximum.

Personal leave may be granted for use at a time that extends a vacation or holiday.

Military Leave

Leaves for military service will be granted in accordance with applicable law which provides that employees (other than employees employed temporarily for six months or less) who are members of the national guard, organized reserves or any component part of the military, naval, or air force or nurse corps of Iowa or of the United States, or who may be otherwise inducted into the military service shall, when ordered by proper authority to service, be entitled to a leave of absence for the period of such service, and without loss of pay for the first 30 calendar days of such leave of absence.

Jury Duty and Subpoena Leave

Employees called for jury service, or subpoenaed in a civil or criminal court proceeding on a matter related to their employment with the District, shall be permitted to be absent from duties. Pay received for jury or witness service, except travel expense, shall be remitted to the District. In order to receive payment, the employee must give at least two days' prior notice of the summons for service or subpoena, and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform duty all day shall return to work.

Conference Leave

An employee appointed by the appropriate director to represent an area of service or instruction or the District, will be granted leave with pay to attend educational conferences or conventions. All approved costs will be borne by the District.

An employee approved by the appropriate director to attend an educational conference or convention directly or closely related to the employee's area of service shall be eligible for leave with pay. In such instances, the District shall provide a substitute, if necessary, and may partially or wholly reimburse the employee for approved expenses (depending upon factors which include, but are not limited to, the nature of the conference, the number of persons attending, and the costs related to the attendance).

An employee who is an officer or participant of a curriculum specialty event, conference, or convention may attend with pay if approved by the appropriate director. In such instances, the District shall pay for the cost of any required substitute, but will not reimburse the employee for any conference/convention-related expenses.

Requests for approval for leaves described in paragraphs two and three of this section must be made to the appropriate director at least two (2) weeks before the beginning of the leave.

Public Office Leave

Leaves of absence for service in an elected municipal, county, state or federal office shall be granted in accordance with applicable law. The leave of absence shall be without pay or benefits and shall not exceed six years. The employee may continue all fringe benefits in effect for the duration of the leave at his/her own expense. In addition, an employee who becomes a candidate for elective public office shall be granted a leave commencing within 30 days prior to a contested primary, special, or general election and continuing until the day after the election. The employee shall first use any earned compensatory time, then vacation and personal leave time and then unpaid leave. An employee who is a candidate for any elective public office shall not campaign while on duty as an employee.

Other Absences

Leaves of absence for reasons other than those listed above, or in excess of the number of days allowed, may be granted by the superintendent or designee. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. The District shall not continue fringe benefits, but the employee may continue the fringe benefits for the duration of the leave at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act.

Discipline

Absences for reasons other than those provided for in this policy or in a negotiated agreement, or failure on the part of the employee to follow procedures for requesting leave of absence, failure of the employee to provide reasonable evidence confirming the necessity for the leave of absence following request by the District, failure of an employee to return to work on the specified date following the leave of absence, failure to communicate in a timely manner an inability to return to work on the specified date following the leave of absence, or failure to provide a legitimate reason for failing to return on the specified date following the leave of absence, may be grounds for disciplinary action, including dismissal.

Submitting Leave Requests Via AESOP

Effective July 1, 2012, all employee absences are to be submitted electronically through AESOP. Employees may access the program via the internet at www.aesopeducation.com or by calling 800-942-3767. Login and password information are provided by Human Resources and emailed to employees. Communications regarding absence approvals and/or denials are delivered through the employee's school email address.

Reporting Child and Dependent Adult Abuse (403.12)

Created: 10/13/2008 Last Revised: 08/08/2016

Any licensed employee or other mandatory reporter who believes, or has reason to believe, that a student has been abused or neglected as defined by law shall see that such child abuse or neglect, dependent adult abuse or neglect, or suspected abuse or neglect, is reported to the Department of Human Services in compliance with the law. The District shall arrange for licensed staff members to complete training relating to the identification and reporting of child and dependent adult abuse.

Child Abuse Reporting Regulation (403.12R1)

Created: 10/13/2008 Last Revised: 08/08/2016

Iowa law requires licensed employees and other mandatory reporters to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional practice. A "child" is defined as a person under 18 years of age.

The law further specifies that a licensed employee or other mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability as provided by law.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. (*Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.*)
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so, or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to Iowa Code section 725.1 (which deals with prostitution).

- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, or its salts, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
- The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.
- Cohabitation by a person responsible for the care of the child with a person on the sex offender registry, unless the person responsible for the care of the child is married to or the parent of the registered sex offender.
- Any other circumstances as defined by law.

Teachers in public schools are not "persons responsible for the care of the child" under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

Licensed employees and other mandatory reporters are required to report, either orally or in writing, within 24 hours to the Iowa Department of Human Services when the employee reasonably believes from knowledge obtained within the scope of employment that a child has suffered from abuse. If the licensed employee or other mandatory reporter has reason to believe that immediate protection for the child is advisable, the employee shall also make an oral report to an appropriate law enforcement agency. Within 48 hours of an oral report, a written report must be filed with the DHS.

District employees shall report orally to the following:

Department of Human Services Child Protection Investigation Unit (Phone: 291-4441 or 1-800-362-2178 for Black Hawk County only.)

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the information.

- name, age, and home address of the child,
- name and home address of parents, guardians or other persons believed to be responsible for care of the child,
- the child's present whereabouts if not the same as the parent's or other person's home address,
- description of nature and extent of injuries, including evidence of previous injuries,
- name, age, and condition of other children in the same home,
- any other information considered helpful in establishing the cause of the injury to the child, the identity of the person(s) responsible for the injury, or in providing assistance to the child, and
- name and address of the person making the report.

Cooperation

It is not the responsibility of employees to prove that a student has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible to investigate the incident of alleged abuse. All employees shall cooperate in good faith with the Department of Human Services in an investigation. The Department of Human of Services has the right to come to the school where the student named in a report is located. The administrators must cooperate with the investigation by providing confidential access to the student named in the report and to other children for the purpose of interviewing the child(ren) to obtain relevant information.

Formal Evaluations (401.14)

Created: 7/11/977 Last Revised: 08/08/2016

Evaluation of Superintendent

The primary purposes of formal evaluation of the superintendent are to improve and enhance the performance of the superintendent, to communicate to the superintendent the Board of Education's perception of his/her performance, and to provide written documentation of the superintendent's level of performance to provide a basis for contract decisions.

The Board of Education shall be responsible for the formal evaluation of the superintendent. The Board of Education may utilize relevant information from other persons as it so desires. Each Board of Education member shall have an opportunity to complete a written evaluation of the superintendent on a form adopted by the Board of Education. The form shall provide evaluation on how well the superintendent performs the duties of the superintendent's job description and how well the superintendent has met goals established for the superintendent. The Board of Education president or designee shall then prepare a written composite evaluation. The superintendent shall be given a copy of the composite evaluation and shall have the opportunity to discuss the evaluation with the Board of Education. The superintendent may respond in writing to the evaluation. The written composite evaluation and any response shall be filed in the superintendent's confidential personnel file.

The Board of Education will formally evaluate the superintendent at least one time each contract year. A conference to review progress towards meeting professional goals and District goals shall be held as frequently as the Board of Education deems necessary.

Evaluation of Other Administrators and of Supervisors

The primary purposes of formal evaluation of the administrators and supervisors are to improve and enhance the performance of each administrator and supervisor and to provide written documentation of the individual's level of performance to provide a basis for contract decisions.

The superintendent or designee shall be responsible for evaluating the performance of all other administrators and of supervisors in the District. The superintendent or designee may delegate this authority and duty to other authorized persons to evaluate the performance of individuals. The evaluator may utilize other individuals to assist in the formal evaluation process and may utilize relevant information from other individuals.

Each administrator and supervisor shall be formally evaluated at least one time each contract year. A conference to review progress towards meeting professional goals shall be held annually.

A copy of the completed formal evaluation will be given to the evaluated administrator or supervisor and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Evaluation of Licensed Employees Other Than Administrators

The primary purposes of formal evaluation of licensed employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

Licensed employees of the District shall be formally evaluated by the administrative staff of the District in accordance with law. Administrative staff may utilize relevant information from other individuals in the performance of this duty. Licensed employees shall be evaluated in accordance with the procedures set forth in the negotiated agreement with their bargaining representative.

Evaluation of Classified Employees (Other Than Supervisors)

The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions.

The superintendent or designee shall be responsible for the evaluation of classified employees of the District. The superintendent or designee may delegate this authority and duty to other administrators or supervisors of the District. The evaluator may utilize relevant information from other individuals in the performance of this duty.

The superintendent or designee shall approve evaluation forms for evaluation of classified employees. Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once tri-annually thereafter. A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

Classified employees of the District shall be formally evaluated using the criteria specified in the evaluation form.

Other

Nothing in this policy shall preclude other methods of evaluation in addition to those prescribed herein, which may include self-evaluation, peer-evaluation, or student evaluation and the use of verified comments from individuals from outside the District, including comments from parents and students, as long as such additional sources of evaluation are related to the employee's performance as an employee of the District.

Any person formally evaluating the performance of licensed employees (except Board of Education members when evaluating the superintendent) shall obtain and maintain an evaluator's license from the Iowa Board of Educational Examiners.

Gifts and Honoraria to District Employees and Their Families (403.4)

Created: 6/1965 Last Revised: 08/08/2016

Except as otherwise provided in this policy, no employee of the District or member of an employee's immediate family (spouse or dependent children) shall solicit, accept, or receive any gift or series of gifts, nor shall any employee of the District accept an honorarium if the donor is or is seeking to be a party to one or any combination of sales, purchases, leases, or contracts with the District or if the donor will personally be or is the agent of a person who will be directly or substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally.

A "gift" for purposes of this policy shall include anything of value in return for which legal consideration of equal or greater value is not given. However, the following gifts may be allowed:

- (1) a contribution to a candidate; or
- (2) informational material relevant to official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written audio or visual format; or
- (3) anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary; or
- (4) an inheritance; or
- (5) anything available or distributed free of charge to the public generally; or
- (6) items received from a bona fide charitable, professional, educational, or business organization to which the employee belongs as a dues paying member, if the items are given to all members of the organization without regard to the individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received; or
- (7) actual expenses for food, beverages, registration, travel, and lodging for a meeting which is given in return for the employee's participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or

- (8) plaques or items of negligible resale value given as recognition for public services; or
- (9) food and beverages provided at a meal that is part of a bona fide event or program at which the recipient is being honored for public service; or
- (10) nonmonetary items with a value of \$3.00 or less received from one donor during one calendar day; or
- (11) items or services solicited by or given to, for purposes of a business or educational meeting, a state, national, or regional government organization in which the District is a member, or solicited by or given for purposes of a business or educational meeting, a state, national, or regional government organization whose membership and officers are primarily composed of state or local government officials or employees; or
- (12) items or services received as part of a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional organization in which the District is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose membership and officers are primarily comprised of state or local government officials or employees; or
- (13) funeral flowers or memorials to a church or nonprofit organization; or
- (14) gifts for an employee's wedding or 25th or 50th wedding anniversary; or
- (15) payment of salary or expenses by the District for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a Board of Education, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the District for attending the meeting; or
- (16) gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the recipient.
- (17) actual registration costs for informational meetings or sessions which assist the employee in the performance of the person's official functions. The costs of food, drink, lodging, and travel are not "registration costs" under this paragraph. Meetings or sessions which the employee attends for personal or professional licensing purposes are not "informational meetings or sessions" under this paragraph.

An otherwise prohibited nonmonetary gift may be accepted if the gift is donated within 30 days to a public body, the department of administrative services, or a bona fide educational or charitable organization as provided by law.

An "honorarium" for purposes of this policy means anything of value that is accepted by, or on behalf of, an employee of the District, as consideration for an appearance, speech, or article. However, the following "honoraria" may be accepted:

- (1) payment of actual expenses for registration, food, beverages, travel, and lodging when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or
- (2) a non-monetary item if the employee donates the item within 30 days to a public body, a bona fide educational or charitable organization, or the department of administrative services of the State of Iowa; or

- (3) a payment made to the employee for services rendered as part of the employee's private business, trade or profession if the payment is commensurate with the actual services rendered and is not made because of the person's status as a public official or public employee but, rather, because of the employee's special expertise or other qualifications.

This policy shall not prohibit District employees from receiving gifts from or on behalf of students or groups of students for special occasions such as holidays, retirement, end of sessions, or periods of illness, *provided* the gift is not of excessive value and is not given to influence the employee's judgment in professional or official matters, but rather is given as a token of appreciation

It shall be the policy of the District to encourage students and their parents to donate an item for the District or for a classroom or activity in lieu of donating gifts personally to an employee.

It is the intent of the Board that District officials and employees be extremely cautious and circumspect about accepting any gratuity, favor, or gift. The acceptance of personal benefits raises suspicions that tend to undermine public trust.

Electronic Communication Systems (403.7.1)

Created: April 9, 2001 Last Revised: 08/08/2016

No Privacy Expectation

All of the District's automated and technology systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.

Computers Owned by the District

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer. All software must be installed by the information technology department. Individual employees shall not download software, including screen savers. All software installed on District computers must be installed in the District's software inventory. The information technology department will catalog software and file all licensing agreements.
- Passwords need to be kept secure in a discreet location.

E-mail Usage Policy

Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Unauthorized use of another user's name/account to access e-mail or the Internet is prohibited.

Internet Usage

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. Employees are expected to access only educationally appropriate sites. The District has the ability and reserves the right to review records of use of the Internet.

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

Inappropriate Uses of Internet and/or E-mail

The District prohibits the inappropriate uses of the Internet (including e-mail), including, but not limited to, the following:

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that improperly disparage the products or services of other entities.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, accessing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server or gain unauthorized access to another's systems or materials.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access and other use of the District's information technology systems may be monitored at any time, without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

Employee Use of Social Media (403.7.2)

Created 10/14/2013 Revised: 08/08/2016

The Cedar Falls Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including text, audio, video, images, podcasts, social networking websites including, but not limited to Facebook, Twitter, Instagram, and similar sites now or in the future, and personal web pages or blogs, and electronic messaging, are subject to the normal requirements of

legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

District / Professional Use of Social Media

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties shall be honest about his or her identity, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- An employee must identify himself or herself and position held with the District. Never create an alias or be anonymous.
- The “cfschools.org” address attached to an employee’s name and/or email implies that he/she is acting on behalf of the District and, as such, employees are expected to conduct themselves in a professional manner.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District’s system is subject to being monitored or inspected at any time.
- Employees must comply with District policy on *Use of Information Resources*.
- Absent parent permission, staff members may not share, send, or post pictures, text messages, e-mails or other material that personally identifies District students. Employees may not use images of students, e-mails, or other personally-identifiable student information for personal gain, profit, or any other non-school related purpose.
- Staff members shall not submit or post confidential information about the District, its students, alumni, or employees; one must assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- By their very nature, social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, staff must set and maintain social networking privacy settings at the most restrictive level.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if a post was deleted; staff must assume that a message or image which is posted or communicated can never be completely deleted.

Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees when that speech in certain circumstances, such as the personal use of social media, interferes with the employee’s ability to perform his or her duties or affects the District’s ability to efficiently provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If an employee is participating on a social networking website, web page, and/or blog for personal use, the employee may identify himself or herself as an employee of the District. However, the employee must state that he/she is expressing personal opinions, not those of the District.

- If identifying oneself as a District employee, remember that one’s actions will reflect not only on you, but also on the District.
- Staff shall never pretend to be someone else and submit or post information concerning the District.
- Staff shall not use the District’s school logos or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website, or other personal web page to any District website or material.
- If submitting or posting information or comments that are not related to the District, a staff member’s activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- While an individual does not have control of what others may submit or post on social networking websites; staff members must be aware that conduct in one’s private life may affect one’s professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to your status with the District.
- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any social networking website. This includes becoming “friends” on such sites. Employees should refrain from engaging in social interaction with current students enrolled in the District through personal pages on social networking websites and other personal web pages or electronic messaging.
 - Employees may use professional web pages that are created through the District and used solely for school-related purposes. Notify parents of intentions to use this media to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships must be followed.
- Staff members shall not provide personal contact information to students currently enrolled in the District. Only provide an official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, participating on any personal social media, regardless of whether such participation is through District or personal equipment shall be limited to professional purposes.

Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he/she should consult his or her supervisor.

Employee Complaint Procedures (401.4)

Created: 4/19/1976 Last Revised: 08/08/2016

Purpose

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.

Exclusion

Any matter brought under a grievance procedure of a collective bargaining agreement shall not also be brought under the procedures of this policy.

Procedures

Any employee with a complaint regarding his/her working conditions may first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within 15 working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within 15 working days of being notified. This informal step may be bypassed.

If the matter is not satisfactorily resolved, the employee may file a written complaint with the immediate supervisor. The complaint should be filed within 15 working days of the event giving rise to the complaint or within 15 working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within 15 working days of the filing of the written complaint.

If the employee still feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the immediate supervisor's disposition with the next level supervisor along with a request for further review. The request should be filed within ten working days of the disposition by the immediate supervisor. The next level supervisor shall attempt to indicate the disposition of the complaint in writing within 15 working days of the filing of the request for further review.

If the matter is not satisfactorily resolved, the employee may continue to file requests for further review through the chain of authority through the superintendent or designee. The same procedures and timelines as set forth above for review by a next level supervisor shall apply through the chain of authority through the superintendent or designee.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board of Education by filing the written complaint and the written dispositions with the Board of Education secretary and ask for a place on the agenda. The Board of Education secretary shall consult with the Board of Education president. The Board of Education president may direct that the matter be placed on the Board of Education agenda. If the Board of Education president declines to place the matter on the Board of Education agenda, the superintendent or designee's decision shall be final. If the matter is placed on the Board of Education agenda, the employee may appear at the Board of Education meeting and discuss the matter with the Board of Education. The administrative staff may also discuss the matter with the Board of Education. Prior to the Board of Education meeting at which the matter will be discussed, the Board of Education secretary should ascertain whether a closed session may be appropriate. The Board of Education may refuse in its sole discretion to take action on the complaint or the Board of Education shall decide the matter as soon as practicable, and the Board of Education secretary shall communicate the Board of Education's decision to the employee. If the Board of Education declines to decide the matter, the disposition of the superintendent or designee shall be final.

Non-interference

To the extent possible, all investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

Discrimination and Harassment Complaints

Employees alleging improper discrimination or harassment may bypass any step of these procedures which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

Notification of Arrest, Criminal Charges, Child or Dependent Adult Abuse Complaints (401.18)

Created: 06/08/2015 Revised: 08/08/2016

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees are arrested, have any criminal charges filed against them, receive a disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resources Department. Notification of the Human Resources Department should occur within five business days of notification to the employee. Employees whose duties require possession of a

Commercial Driver's License and/or who regularly and frequently operate District vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees will be responsible for the payment of a fine, penalty, or ticket incurred while operating a District vehicle. Other employees need not report such traffic tickets.

Employees must notify the Human Resources Department of any child or dependent adult abuse complaints filed against them. Employees must notify the Human Resources Department regarding the findings in any complaint against them alleging child or dependent adult abuse. The Human Resources Department should be notified of any complaints and findings within five business days of notification to employee.

Information relating to arrests, criminal charges and abuse complaints shall be treated as confidential and shall be maintained as part of the employee's personnel file.

Employees who do not notify the District as required by this policy may be subject to disciplinary action up to and including termination.

Public Conduct on School Premises and at School Activities (1006.1)

Created: 10/25/1999 Last Revised: 7/8/2012

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

All Teaching Staff

Duties and Responsibilities of the Teacher

Created: 10/23/1972 Last Revised: 11/25/2002 Last Reviewed: 08/08/2016

Each teacher shall be under the direction of the superintendent of schools and the appropriate director, and immediately responsible to the building principal for carrying out policies of the Board of Education as they relate to the functions of the school, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities include:

1. To hold a valid license, issued by the Iowa Board of Educational Examiners, endorsed for the position assigned.
2. To diagnose, prescribe, evaluate, and guide student learning experiences, in concert with current goals and objectives; such functions to be performed as an individual teacher or in concert with other staff members.
3. To share responsibility for the development of curriculum, educational procedures, and student activities to be used in achieving goals and objectives.
4. To supervise all associates and volunteers who assist in serving students for whom the teacher is responsible.
5. To evaluate and assess student achievement and to use the information thus gained as a basis for developing additional educational strategies.
6. To provide for the care and protection of school property.
7. To participate in the district's in-service training program.
8. To maintain cordial and cooperative working relations with colleagues.
9. To be responsible for such co curricular matters and other duties beyond the regular classroom activities as may be determined by the building principal.
10. To provide comprehensive reports to the parents or guardians and the principal on the academic progress and development of each student.
11. To maintain good public relations and appropriate school-community and school-home working relationships.
12. To be flexible, energetic, innovative and imaginative in providing learning activities for students.
13. To recognize each student as an individual and to attempt to enhance the student's self image.
14. To demonstrate competence in the Iowa Teaching Standards:
 - Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.
 - Demonstrates competence in content knowledge appropriate to the teaching position.
 - Demonstrates competence in planning and preparing for instruction.
 - Uses strategies to deliver instruction that meet the multiple learning needs of students.
 - Uses a variety of methods to monitor student learning.
 - Demonstrates competence in classroom management.
 - Engages in professional growth.
 - Fulfills professional responsibilities established by the school district.

Licensure and Transcripts (401.7)

Created: 7/11/1977 Last Revised: 08/08/2016

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the State of Iowa or any of its agencies or Board of Educations' are required to have the certificate, license or statement valid for the position for which they have been employed on file in the Human Resource Department prior to commencing duties. It shall be the sole responsibility of each employee to maintain current licensure or certification. Employees may not continue to be employed or to be paid if not properly licensed or certified.

Licensed employees are required to have an official copy of their college transcripts on file with the Human Resources Department prior to commencing duties. Employees earning additional credits shall file an official college transcript with the Human Resource Department. Temporary employees may also be required to file their transcripts.

Probationary Status (401.10)

Created: 7/11/1977 Last Revised: 08/08/2016

The first three consecutive years of employment of a licensed employee (other than of an administrator) in the Cedar Falls Community School District shall be a probationary period, unless the employee has already successfully completed the probationary period as a licensed employee in another Iowa school district. Nonadministrative licensed employees who have previously successfully completed a probationary period in another Iowa school district will serve a one year probationary period in the Cedar Falls Community School District.

For purposes of this policy, a licensed employee shall be deemed to have met the requirements for successfully completing a probationary period in another Iowa school district if the licensed employee was employed in the prior district for the requisite number of years, received a satisfactory or better evaluation for the most recent formal evaluation, and the licensed employee has not engaged in conduct which would disqualify the licensed employee from receiving a continuing contract from the prior district.

The first two consecutive years of employment of an administrator in the Cedar Falls Community School District shall be a probationary period.

Only the Board of Education, in its discretion, may waive the probationary period for any licensed employee who has previously served a probationary period in another Iowa school district. The Board of Education may extend the probationary period for one additional year with the consent of the licensed employee. The Board of Education will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent or designee's recommendation.

Employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented.

Teacher Assistance Policy (401.15)

Created: 3/7/05 Last Revised: 08/08/2016

If a supervisor or evaluator determines that a teacher, other than a beginning teacher, is not meeting District expectations under the Iowa teaching standards and criteria, or other standards and criteria set in the collective bargaining agreement, the teacher may be required to participate in an assistance program(s) for remediation of the identified concerns, in accordance with applicable law.

Definitions:

Evaluator: The administrator charged with responsibility as the primary evaluator of the teacher.

Supervisor: The director of elementary education or the director of secondary education, or both, as appropriate.

Awareness Phase: There is an optional awareness phase, which may not extend beyond two months (60 calendar days). This element exists for use in instances where the evaluator responsible for the decision to begin intensive assistance determines that it is appropriate to use the time for informal discussions and collaboration on the performance modifications identified. When implemented, this phase requires participation by the teacher and the evaluator, but may include other persons, as determined by the evaluator and/or supervisor.

Professional Assistance Phase: This optional phase is for the purpose of providing assistance through the involvement of the teacher, the evaluator and other person(s), as deemed appropriate for the situation, in working with the teacher to effectively implement identified performance modifications. It may follow an awareness phase, or it may be the initial assistance function. The elements of this phase are determined by the participating parties.

If the identified performance concern(s) no longer exist at any point during the professional assistance phase, the evaluator may return the teacher to his/her prior status. That notification will be in written form, and will be included in the teacher's personnel file with a notation that the professional assistance phase activities did not constitute a complete intensive assistance cycle.

Intensive Assistance Phase (Employment at Risk): At any time during the awareness phase, if the first phase option has been utilized, or at any time during the professional assistance phase, if the second phase option has been utilized, or at any other time as determined by the evaluator and/or supervisor, the formal intensive assistance program may commence. Intensive assistance involves the provision of organizational support and technical assistance for the remediation of identified teaching and classroom management concerns, and intensive assistant may not function for more than twelve months.

- **Notification:** The teacher will receive a written notification of the fact that formal intensive assistance has been initiated.
- **Limitations:** A teacher may be a participant in Intensive Assistance (Employment at Risk) Phase for not more than two times during his/her employment with this school district. Iowa Teaching Standards 1-7 will be considered as possible areas for intensive assistance with career teachers. Beginning teachers will not qualify for intensive assistance, and issues emanating from Iowa Teaching Standard 8 will not qualify for this program.
- **Assistance Strategies:** The evaluators and other persons appointed by the evaluator and/or the supervisor to serve on the assistance team with the teacher function as sources of ideas, strategies and methods of instruction and management, and in any other manner deemed appropriate by the evaluator and/or the supervisor. Periodic meetings will be held with the teacher, and classroom observations will be conducted.
- **Documentation:** Appropriate documentation will be maintained for Professional Assistance and Intensive Assistance Phases.
- **Dissolution:** Intensive assistance team activities will cease at the close of the twelve month period or at any other earlier time determined by the evaluator or supervisor.

ADMINISTRATION OF TESTS

Created: 10/4/2010

In the administration of standardized tests, it is a violation of test security to do any of the following:

1. Provide inappropriate test preparation such as any of the following:
 - a. Copy, reproduce, or use in any manner any portion of any secure test booklet, for any reason.
 - b. **Share an actual test instrument in any form. This includes using old copies of the ITBS/ITED.**
 - c. Use test preparation materials or strategies developed specifically for Annual Progress Reporting or the Annual Yearly Progress report.
2. Deviate from the test administration procedures specified in the test examiner's manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Change or fill in answers on student answer documents.
6. Provide inaccurate data on student answer documents.
7. Engage in any practice to artificially raise student scores, without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this policy.

After testing is completed, test booklets are to be returned according to procedures outlined by Iowa Testing Programs in the materials.

CONSEQUENCES OF TEST ADMINISTRATION VIOLATIONS

If a violation of test administration protocol occurs, as determined by the superintendent following an investigation of allegations of irregularities, the superintendent shall determine whether the integrity of the testing program has been jeopardized, whether some or all of the test results are invalidated, and whether a teacher or administrator has violated

the Code of Ethics of the Iowa Board of Educational Examiners as found at 282 – Iowa Administrative Code, Chapter 25.

Reports of students cheating on assessments shall be submitted to the building principal for investigation and disciplinary procedures.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the superintendent shall make a timely report to that Board.

If the superintendent believes that assessment results are invalid, the superintendent shall make a timely report to the Iowa Department of Education.

Substitute Teachers (404.1)

Created: 6/1965 Last Revised: 08/08/2016

It is the policy of the Board of Education to attempt to hire properly certificated, licensed or qualified individuals to substitute for absent employees. Substitute employees shall be retained by the administration, or designee, and not by the individual employee. A personnel file of all licensed substitute employees, including their licenses, shall be maintained.

Licensed substitutes shall be paid at a daily rate set by the Board of Education. The licensed substitute shall be paid for at least one-half day and in accordance with a schedule adopted by the Board of Education.

Teaching Day

Teachers shall be present at school within the following hours or such additional times as the principal may from time to time require. While the following hours are only minimums, students needing special attention should have a regular opportunity for assistance within the following hours. All teachers shall be in their school building and ready for work at least 30 minutes prior to the opening of the official school day and shall be subject to assignment by the principal of the school. Teachers are required to remain at their place of assignment, as determined by the principal of the school, for at least 30 minutes after the close of the official school day. Teachers who sponsor student activities are not expected to be available to help individual students while those sponsored activities are in session. On Fridays and days immediately preceding a holiday or vacation, teachers may depart their buildings 15 minutes prior to the end of the standard teaching day, unless requested to remain by principal.

In accordance with provisions of this work rule, the specific time schedule is as follows:

<u>Classification</u>	<u>Standard Teaching Day</u>	<u>Official School Day</u>
Senior High	7:25 a.m.-3:25 p.m.	7:55 a.m.-2:55 p.m.
Junior High	7:30 a.m.-3:30 p.m.	8:00 a.m.-3:00 p.m.
Elementary	8:15 a.m.-4:15 p.m.	8:45 a.m.-3:45 p.m.
Preschool	8:45 a.m.-4:15 p.m.	8:45 a.m.-1:50 p.m.

Collaborative Planning Time

Grades 7-12: Late Start

On late start days, students in junior and senior high school will start school 90 minutes later than the start of the official school day. The late start provides time for staff to work collaboratively in inter- and intra-building teams on planning, curriculum, professional development or other matters as determined by building and district administrators.

	<u>Teacher Day Starts</u>	<u>Collaboration Time</u>	<u>Student Day</u>	<u>Teacher Day Ends</u>
Senior High	7:25 a.m.	7:25 a.m. – 8:55 a.m.	9:25 a.m. - 2:55 p.m.	3:25 p.m.
Junior High	7:30 a.m.	7:30 a.m. - 9:00 a.m.	9:30 a.m. - 3:00 p.m.	3:30 p.m.

Administratively scheduled meetings shall not pre-empt this teacher collaboration time unless there is a compelling reason to do so.

Grades K-6: Early Dismissal

Once per week during a regular five-day week, time will be provided for the specific purpose of individual, grade-level, departmental, group, intra building and/or inter building planning and curriculum development. Professional development may be scheduled, up to nine times each school year, to occur on such days. Students will be dismissed at 1:50 p.m.

	<u>Teacher Day Starts</u>	<u>Student Day</u>	<u>Collaboration Time</u>	<u>Teacher Day Ends</u>
Elementary	8:15 a.m.	8:45 a.m. – 1:50 p.m.	Grade-Level: 2:05 p.m. – 3:05 p.m. Specialist: 3:15 p.m. – 4:15 p.m.	4:15 p.m. 4:15 p.m.

Administratively scheduled meetings shall not pre-empt this teacher collaboration time unless there is a compelling reason to do so.

Leaving the Building

Employees may leave their assigned building without permission during their scheduled duty-free lunch periods, but at any other time during the in-school working day may leave only through procedures established by the building principal.

EMPLOYEE/STUDENT RELATED POLICIES, PROCEDURES, RULES and REGULATIONS

Communicable Diseases – Employees (405.1)

Created: 6/22/2009 Last Revised: 08/08/2016

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

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

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

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

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

Standard Precautions Regulations (405.1R)

Created: 8/19/1994 Last Revised: 08/08/2016

Standard precautions (SP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. SP incorporates the major features of universal precautions (designed to reduce the risk of transmission of blood borne pathogens) and body substance isolation (designed to reduce the risk of transmission of pathogens from moist body substances), regardless of the presumed infection status of the individual. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. SP pertain to:

- Blood (e.g. lacerations, nose bleeds, abrasions, menstrual flow),
- all body fluids, secretions, and excretions except sweat, regardless of whether they contain visible blood (e.g. urine, emesis, feces),
- non-intact skin (e.g. cuts, scrapes, dermatitis), and
- mucous membranes (e.g. oral/nasal secretions).

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to contact. Diligent and proper hand washing, respiratory hygiene/cough etiquette, the use of barriers, appropriate disposal of waste products and needles, proper decontamination of spills, and appropriate disinfection and cleaning of all equipment or materials likely to have been contaminated with infectious material are essential techniques of infection control. All individuals should respond to situations practicing SP. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Hygiene

Proper hand washing is crucial to preventing the spread of infection. All large or textured jewelry, on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces for at least 20 seconds is a key factor. Rinse well with warm running water and dry hands with paper towels. In the event handwashing facilities are not immediately available, waterless alcohol based hand sanitizers with at least 60% alcohol content are an acceptable method of hand hygiene. Hand and/or skin should be washed with soap and water as soon as possible. Occasionally there will be times when unforeseen skin contact will happen and gloves are not immediately available. In this event, hands and all other affected skin areas must be scrubbed with copious amounts of soap containing antiviral/antibacterial agents and running water for 10 minutes at once or as soon as possible after contact. If exposure involves mucous membranes, the affected areas should be flushed with water or eye irrigation solution for 15 minutes or until all traces of the body fluid has been removed. The affected and surrounding areas should be inspected closely for residue. All body fluid exposures should be reported to the immediate supervisor. If there is an obvious or suspected break in the skin or if the exposure was to a mucous membrane, the individual exposed should be referred for a medical evaluation.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or other body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed after the gloves are removed.

Respiratory Hygiene/ Cough Etiquette

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use.
- Perform hand hygiene (e.g., hand washing with soap and water or at least 60% alcohol-based hand rub) after having contact with respiratory secretions and contaminated objects/materials.

When space and chair availability permit, instruct coughing persons to sit at least three feet away from others in common areas and classrooms. Some facilities may find it logistically easier to institute this recommendation than others. If coughing cannot be adequately controlled, it is advised that the individual be sent home and seek medical treatment.

Educational reminders and alerts should be provided to students and staff when seeking medical evaluation from the school nurse to inform the nurse of symptoms of a respiratory illness when they are first seen by the nurse. Healthcare personnel in the district are advised to observe Droplet Precautions (i.e., wearing a surgical or procedure mask for close contact), in addition to SP, when examining a student/staff member with symptoms of a respiratory infection, particularly if fever is present. These precautions should be maintained until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions.

Personal Hygiene and Eating in the School Setting

In areas where a reasonable likelihood of occupational exposure exists, work practice controls should include restricting eating, drinking, applying cosmetics or lip balm, and when handling contact lenses. School employees should refrain from taking part in these activities in health rooms, first aid stations, or in any area where there are contaminated items or risk of exposure to potential blood borne pathogens. Food and drink should not be kept in refrigerators, freezers, shelves and cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present. Employees should wash their hands before and after work, as well as before and after meals, after bathroom use, or whenever necessary.

Barriers/ Personal Protective Equipment

Using personal protective equipment (PPE) in schools adds another layer of insulation between being protected and being at risk for exposure to blood borne pathogens. The kind of PPE appropriate for the assignment can vary with the

task performed and the exposure expected. Barriers and PPE anticipated to be used at school include disposable and utility gloves, surgical or procedure face masks, gowns, facemasks, eye goggles, absorbent materials, and resuscitation devices. Under the blood borne pathogen standard, the school district is required to provide, at no cost to the employee, personal protective equipment. The PPE must be accessible and provided in the correct size. If the employee notes an allergic sensitivity to latex or powder, hypoallergenic gloves or other similar alternative must be made available. The school district is also responsible for maintaining the personal protective equipment by means such as cleaning, laundering, repairing or replacing as needed for ensuring that the PPE is used properly. Suitable personal protective clothing is to be worn whenever the risk of occupational exposure to body fluids or other potentially infectious materials is anticipated. There are three levels of protection endorsed for school employees to reduce the occupational exposure to body fluids or other potentially infectious materials. These are intended to be the minimum requirements for infectious materials. Because the risk of exposure varies for each individual or task, each situation should be carefully individualized to determine the best level to be utilized. Employees should follow the "Pyramid of Protection" described below:

Level I: Disposable gloves should be worn whenever it can be reasonably expected that the exposure to blood or other potentially infectious materials, mucous membranes, non-intact skin, or contaminated surfaces is imminent. When putting on gloves, they should be visually inspected for absence of holes, tears, or defects. Single use gloves cannot be washed or decontaminated and should be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Gloves should be removed without touching the outside and disposed of after each use. Hand hygiene should be performed immediately following glove removal and gloves should be discarded after use in an appropriate receptacle. Utility gloves should be worn when handling contaminated materials or cleaning contaminated surfaces or tools. Utility gloves can be decontaminated for reuse in the event the entirety of the glove is not compromised. They are to be discarded if they are cracked, peeled, torn, or punctured, they exhibit other signs of deterioration, or their ability as a barrier is compromised.

Assignments that may require Level I protection of single-use gloves:

- Minor wound care or dressing changes
- Blood glucose monitoring
- Injections
- Topical medications
- Catheterization
- Diapering/toileting
- Emesis cleanup
- Tooth brushing/oral care
- Changing ostomy bags
- Cleaning nose/mouth secretions
- Feeding (oral or gastrostomy)
- Suctioning
- Changing menstrual pads
- Oral temperatures

Assignments that may require Level I protection of utility gloves:

- Cleaning body fluid spills
- Emptying trash cans
- Handling sharps/containers
- Handling discarded contaminated materials/regulated waste
- Cleaning/sweeping up contaminated broken glass/sharps
- Handling contaminated laundry

Level II: Repellent gowns and gloves should be worn when there is an expectation of exposure to body fluids or other potentially infectious materials to clothing and skin from splashes, sprays, and splatters. Situations may vary and the clothing may change with the nature of the task. Assignments that may require Level II protection:

- Changing pads for uncooperative mentally impaired student
- Diapering/toileting with gross contamination
- Wound care for a combative child

- Sorting or bagging contaminated laundry
- Disposing of regulated waste with gross contamination
- Diapering, toileting, feeding, suctioning, and general, and cleaning of students with little or no impulse control

Level III: There should not be many situations where a level III protection would be warranted in the school setting. However, there may be incidents in which body fluids or potentially infectious materials could come in contact with the face, nose, or eyes. In these instances, maximum protection should be utilized by donning face/eye protection as well as fluid repellent gown and utility gloves. Assignments that may require Level III protection:

- Feeding a child with a history of spitting, or forceful vomiting, or coughing,
- Suctioning tracheotomy with history of forceful coughing or copious secretions, and
- Assisting with severe injury and wound with spurting blood.

Resuscitation masks (CPR): Pocket masks and mechanical emergency respiratory devices are used as barrier from saliva, vomitus, or other potentially infectious body fluids when giving CPR. They should be easily accessible for emergency situations. It is imperative that the pocket masks and other respiratory devices contain a one-way valve to prevent possible exposure to body fluids to either rescuer or victim. Non-disposable masks should be properly cleaned after an incident for reuse by:

- Putting on gloves,
- Soaking mask in mild soap and warm water, then scrubbing vigorously, rinsing and air drying, and
- Cleansing with an EPA registered disinfectant.

There are also single-use disposable CPR masks available. These devices have a one-way valve and are easy to access as they are packaged in a key chain case or nylon pouch. They are available through the school nurse and are provided to all employees who are CPR trained in the district.

Disposal of Waste

All used or potentially contaminated supplies (including gloves and other barriers) except syringes, needles and other sharp instruments, should be placed in a plastic bag which is sealed. The waste can then be thrown in the garbage. Needles, syringes and other sharp objects should be placed in an approved biohazard puncture resistant container, immediately after use and disposed of as regulated waste. Bodily waste, such as urine, vomitus or feces should be disposed of in the toilet. A band-aid, towel, sanitary napkin or other absorbed waste should be discarded into waste containers lined with plastic bags. Biohazard bags will be located in the nurse's office or through the custodial department. These should be used when blood or body fluids are liquid, semi-liquid, caked with dried blood or secretions, not absorbed into materials, or capable of releasing the substance if compressed and special disposal of such regulated waste is required. It is anticipated schools would encounter the need for this only in the case of a severe accident.

Housekeeping Guidelines

Everyone is responsible for a clean and sanitary school environment, since it protects all of the staff and the students. Keeping the work areas clean reduces the employee's risk of exposure to bloodborne pathogens. The custodial staff has the principal task of maintaining a sanitary climate and they have all necessary equipment needed for proper clean up and disinfection. The following are guidelines for handling body fluid spills (e.g. blood, urine secretions, vomit, saliva, feces, pus, semen, and vaginal secretions).

Cleaning body spills on washable surfaces:

- Wear disposable or utility gloves, and
- Clean and disinfect all hard, soiled, washable surfaces immediately, cleaning with soap and water and removing contaminants before applying disinfectant

(For small spills)

- Use paper towels or tissues to wipe up soiled areas
- After soil is removed, use clean paper towels, soap and water to clean area
- Dispose of paper towels in a plastic bag
- Disinfect area

(For large spills)

- Apply commercial sanitary absorbent agent on soiled area
- After soil is absorbed, sweep all material into a plastic bag, taking care not to create any dust emissions
- Disinfect area with clean mop
- Disinfect mop and bucket

Cleaning body spills on carpet/rugs:

- Use industrial equipment and follow manufacturer's directions for shampooing and disinfecting
- Apply commercial sanitary absorbent agent on soiled area
- After soil is absorbed but still wet, sweep the spill toward the center of the spill, picking up the contents in a dust pan and disposing of in a plastic bag
- Vacuum with either wet vacuum extractor or a vacuum cleaner with high efficiency filter
- Spray the area with a white vinegar solution (1-ounce vinegar to one quart cool water)
- Blot the area repeatedly with white paper towels
- Rinse the area with clean cool water
- Disinfect area with a compatible disinfectant
- Apply a bacteriostatic rug shampoo
- Disinfect vacuum cleaner, dust pan, and brush

Guidelines for cleaning and disinfecting equipment:

- Clean and decontaminate all equipment and environmental surfaces as soon as possible after contact with blood or other body fluids.
- Use a registered EPA approved germicide.
- Remove and replace protective coverings such as plastic wrap and aluminum foil when decontaminating.
- Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pail and cans that have the likelihood of becoming contaminated.
- Always use mechanical means such as tongs, or brush and dustpan to pick up contaminated sharp; never pick up with hands even if gloves are worn.
- Place contaminated sharps in infectious wastes in designated containers.
- Handle contaminated laundry as little as possible with minimal agitation.
- Contaminated linen should be bagged on site and transported in red biohazard bags that prevent leakage. Label red bag with "laundry" prior to transport.
- Use appropriate personal protective equipment when handling contaminated laundry.
- Discard all regulated waste according to federal, state, and local regulations.

Guidelines for cleaning and disinfecting medical devices:

- Wear disposable or utility gloves,
- Clean the device with soap and water to remove debris,
- Soak in appropriate chemical germicide for 15-20 minutes, and
- Rinse with water and allow to air dry thoroughly before reuse.

Cleaning Schedule

A written schedule should be adopted for cleaning and decontamination of areas that may be susceptible to contamination with blood borne pathogens. These rooms may include, but are not limited to, health room, bathrooms, and self-contained special education classrooms.

Care of Students / Staff

- When possible, students/staff should be encouraged to take care of their own injuries. Students/staff should be encouraged to apply pressure with their own hand, tissue, or bandage over a bloody nose or wound.
- If needed, ask the school nurse, paraeducator, athletic trainers and/or designated first responders.

- If you must assist, provide a barrier between your skin and the blood/body fluid of others. This can be done with gloves. A thick layer of paper towels or cloth can be used as a barrier if gloves are not readily available.

Exposure Incident

An exposure incident is when a person's mucous membrane, non-intact skin or parenteral contact comes in contact with another person's blood or other potentially infected material. An exposure incident requires immediate washing/flushing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of non-intact skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately to a staff member if the person exposed is a student or visitor. First aid should be sought immediately and the parent or guardian (if a minor student) is notified, and the person exposed should contact a physician immediately for further health care instructions. When a school employee incurs an exposure incident, it should be reported as soon as possible to the employee's supervisor and first aid care sought. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. The following steps will be taken once an employee has reported an exposure incident:

1. Detailed information concerning the exposure incident will be given by the exposed employee to the District's occupational health carrier (Wheaton Occupational Medicine, 226 Bluebell Rd., Cedar Falls, IA 50613).
2. The exposed employee must sign a consent form for permission to release and exchange information with the exposed employee's medical provider.
3. If at all possible, the identification of the source individual and, if possible, the status of the source individual should be obtained, unless the employer can establish that identification is not feasible or prohibited by state or local law. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV/HCV infectivity. It must be noted that the results of the source individual's tests cannot be relied on solely. It is prudent to remember that HIV antibodies may not be detectable for a window of 6-12 weeks.
4. Direct the exposed employee to the District's occupational health provider at the time of the exposure incident for evaluation and to determine the need for HIV PEP. (Wheaton Occupational Medicine, 226 Bluebell Rd., Cedar Falls, IA 50613 if exposure occurs between 7:00 am and 5:00 pm, Monday-Friday. If the exposure occurs before 7:00 am or after 5:00 pm or on weekends/holidays, the employee should report to Sartori Emergency Department.) Follow-up for HBV and HCV infections also should be conducted. The Human Resource office must provide the healthcare professional with a description of the employee's job duties as they relate to the incident, and a report of the specific exposure, including date/time of exposure, route of exposure, and relevant employee medical records, including Hepatitis B vaccination status.
5. If a severe exposure occurs involving:
 - (1) a known infected individual; or
 - (2) copious amounts of blood or other infected materials; or
 - (3) if the exposed person is pregnant or suspected to be resistant to antiretroviral drugs, the CDC has new recommendations for post exposure prophylaxis.

Infected individuals should be placed on the HIV medications within one to two hours of exposure and remain on them until HIV testing is negative.

6. The results of the source individual's testing shall be made available to the exposed employee, provided the source individual has given consent and release for testing. The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
7. The exposed employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and instructions to report any related experiences to the appropriate personnel.
8. The District Human Resource Director shall obtain and provide the employee with a copy of the healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional will be instructed to limit their opinions to:
 - a. whether the hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following the incident;
 - b. whether the employee has been informed of the results of the evaluation; and

- c. whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. All other findings or diagnoses will remain confidential and will not be included in the written report.

HBV Vaccinations

The following is a list of job classifications grouped according to level of occupational exposure potential. All employees in category (1) will be given the opportunity to receive the HBV vaccinations.

- (1) Employees with exposure potential:
 - Administrators
 - Nurses
 - Secretaries (who are trained to administer first aid and/or medication certified)
 - Playground associates, paraeducators regularly assigned to assist students with disabilities, and those associates trained to administer first aid and/or parenteral medication)
 - Teachers in physical education and teachers in laboratory settings (family & consumer science, industrial technology, art and science) and teachers regularly assigned to playground and/or bus duties
 - Coaches and athletic trainers
 - Custodians
 - Bus drivers
 - Emergency-response team members (CPR/AED/First Aid certified in each building)
- (2) All other staff approved volunteers have the option to receive post-exposure vaccination.

School staff members may decline the vaccination. However, if they do, they must sign a declination form. The employee may request and obtain the vaccination later and at no cost if the individual is employed in a category (1) position. If the school employee has previously received the vaccination series, a copy of the information should be submitted by the employee to the Human Resource Department for placement in the employee's confidential medical records.

Employee Training and Information

Training for all employees should be:

- (1) conducted prior to initial assignment to a task where exposure may occur,
- (2) provided at no cost to the school personnel,
- (3) transacted during working hours, and
- (4) conducted at least once a year thereafter.

Additional training may be needed when tasks are modified or new tasks that involve occupational exposure to blood borne pathogens affect the employee's exposure. The person conducting the training must have knowledge of the subject matter, the information provided must be appropriate in content and vocabulary to the educational level, literacy, and language of the audience addressed.

An acceptable training will contain the following elements:

- A copy of or information on how to obtain the OSHA standard for blood borne pathogens regulations.
- Information on the epidemiology and symptoms of blood borne diseases; modes of transmission of blood borne pathogens.
- Modes of transmission of bloodborne pathogens.
- An explanation of the exposure control plan, including points of the plan, lines of responsibility, how the plan will be implemented, etc, and where it is located.
- Information on how to recognize tasks that might result in occupational exposure.
- A list of control measures and work practices which will be used in the school to control exposure to blood or other potentially infectious materials.
- Information concerning personal protective equipment available at the school, including the types, selections, proper use, location, removal, handling, decontamination, and disposal.
- Information on hepatitis B vaccination, such as safety, benefits, efficacy, methods of administration, and availability.

- Post-exposure evaluation and follow-up, including information on whom to contact and what to do in an emergency.
- Information on warning labels, signs and color-coding.
- Question and answer session on any aspect of the training.

This information and training may be conducted using a variety of learning modes, videotapes, written material, and lecture material. In most cases the school nurse will be responsible for the training.

Record Keeping

The bloodborne pathogen standard requires that two types of records be kept for school employees who sustain an occupational exposure incident to blood or other potentially infectious materials: medical and training.

The medical record is confidential and separate from other personnel records. It is retained by the Human Resource office and includes the employee's name, social security number, hepatitis B vaccination status, including dates of vaccination, and any medical records relative to the employee's ability to receive the vaccination. If an occupational exposure incident occurs, results of examinations, medical testing, and post-exposure evaluation and follow-up procedures as well as the health care professional's opinion and a copy of the information provided to the medical professional should be included. The medical records must be kept confidential and maintained for at least the duration of the employee's tenure in the District, plus 30 years.

The training records are also to be retained and kept for three years from the date on which the training occurred and must be available to OSHA upon request. They should include:

- (1) the dates of the training sessions and the content,
- (2) the name and qualifications of the person presenting the training, and
- (3) the names and job titles of all those attending the training.

Upon request, both the medical and training records must be made available to the Assistant Secretary of Labor for OSHA. The training records must also be made available to the school employee upon request. The medical records can be accessed by anyone if the employee gives written consent.

References

Centers for Disease Control and Prevention. Recommendations for prevention and control of hepatitis C virus (HCV) infection and HCV-related chronic disease. MMWR Morb. Mortal. Wkly Rep 1998; 47 (RR-19):1-39.

Centers for Disease Control and Prevention. Recommendations for preventing transmission of infection with human T-lymphotropic virus type III/lymphadenopathy-associated virus in the workplace. MMWR Morb. Mortal. Wkly Rep 1985;34:681-5; 691-5.

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Student Discipline (502.1)

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Introduction

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

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

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

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

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

Code of Iowa

Section 282.4 of the code provides:

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

Section 282.5 provides:

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

Special Note: Discipline of a special education student can result in a change in placement, and therefore demands special procedures. Conditions governing the discipline of a special education student are contained in this policy.

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

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I. Definition of School Discipline

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

II. Definition of Misconduct

Students will be disciplined for conduct which disrupts or interferes with an educational program, which disrupts the orderly and efficient operation of the school or school activity, which disrupts the rights of other students to obtain their education or participate, or which interrupts the maintenance of a scholarly, disciplined atmosphere. 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, or distributing alcoholic liquors or beer on school property or while attending a school activity.
- R. Possession, use or distribution of a controlled substance or controlled substance look alike.
- S. Possession, use, or distribution of tobacco, including look-alike tobacco products and e-cigarettes.
- 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 punished as provided by this policy. Students engaged in illegal activities may also be referred to the police.

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

The principal or designee shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed 10 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 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 for a determinate period of time.

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

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

Sanctions regarding student's behavior while involved in activities/athletics shall be governed by Board Policy #503.4.

The Superintendent 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 will be expelled from school for a period of not less than one calendar year. The superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

The term "firearm" includes, but 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. Factors determining whether the contact was reasonable and necessary are:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
 - For the protection of property as provided for in Iowa Code Section 704.4 or 704.5.
 - To remove a disruptive pupil from class, any area of school premises, or from school-sponsored activities off school premises.
 - To prevent a student from the self-infliction of harm.
 - To protect the safety of others.

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

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

VII. Procedures for Exclusion / Expulsion Cases

- A. When a student is suspended pending recommendation for exclusion or expulsion, the building principal shall immediately notify the director of elementary or secondary education and the superintendent of schools to review the alleged misconduct and all relevant matters. Following this review, a final determination of a recommendation for exclusion or expulsion to the Board of Education will be made by the director and the superintendent. The building principal shall hold a conference with the parents/guardians and the student to discuss the reasons for the suspension and proposed recommendation for exclusion or expulsion.
- B. If, after investigation and review, it is determined that exclusion or expulsion should be recommended to the Board of Education, the building principal, with assistance from the director of elementary or secondary education and legal counsel, shall prepare appropriate notice. The director of elementary or secondary education shall consult with the secretary of the Board of Education to arrange a time for the hearing. The

notice of hearing on the recommended exclusion or expulsion shall state the reasons for the recommendation and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation. There shall be included a direct citation of the section of the discipline policy, Board policy, and/or state statute that has been violated. The notice shall state the time and place of the hearing.

- C. Notice of the recommendation to the board for exclusion/expulsion shall be served upon the parents/guardians by the Director of Elementary or Secondary Education. The notice shall be sent by registered mail to the last known local address of the parents/guardians.
- D. At the same time the notice and supporting documents are delivered to the student and his/her parents/guardians, copies shall be forwarded to the president of the Board of Education who shall call a meeting of the Board to hear the matter. Copies shall also be delivered to the superintendent, 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 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 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 either for a transcript or for a verbatim record in the form of an audio recording of the hearing. The complaint, the student's response, the transcript or record, and all other papers in the proceeding except the final disposition of the case, shall be for the use only in the proceedings and in the internal processes of the school district related thereto; and no such transcript, record, or papers shall be voluntarily disclosed to any person outside the school district.

F. The Decision:

1. The Board of Education in executive session shall consider all relevant evidence introduced at the hearing, 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 shall be by majority vote. The Board of Education shall promptly notify the parents/guardians and the student, as well as the Superintendent or the person designated by him/her, concerning the Board's findings of fact and determination.
2. Within three calendar days after receipt of notice of expulsion or their disciplinary action, the student may request in writing, reconsideration by the Board of Education, stating the reasons therefore. The Board of Education may, in its discretion, deny such requests and proceed to give effect to the exclusion, expulsion, or other disciplinary action; or it may grant the request and after reconsideration, either amend or confirm its determination. It shall then proceed to give effect to its final determination.
3. 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.
4. A student may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

VIII. Special Education

Special education students may be suspended for a term no longer than 10 consecutive school days unless weapons or drugs are involved, or if the student's conduct is not a manifestation of his/her disability. The procedural protections of the Individuals with Disabilities Education Act (IDEA) are to be followed. In an emergency situation where a child poses an immediate threat to the safety of others, the principal may suspend the child for up to 10 school days and seek a court order temporarily enjoining the child from attending school or attending an alternative setting if more than 10 days. Multiple short term removals (i.e., 10 consecutive school days or less) for separate incidents of misconduct are permitted to the extent the removals would be applied to children without disabilities. Students who carry a weapon to school or school function or who possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school or school function, can be placed in an interim alternative educational setting as determined by the Individual Educational Program (IEP) team; but no more than for 45 calendar days.

IX. Non-authorized Persons

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

A. Non-authorized persons are:

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.

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 individual or group, or has suffered bodily harm, he/she shall notify the principal immediately who shall call the Director and Superintendent. 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. 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 an individual or group of students, he/she shall notify the principal immediately, who shall suspend the student or students pending completion of the investigation. Following the investigation and an administrative determination relative to its appropriateness, a recommendation for discipline, up to and including expulsion, may be made.
- C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

XI. Distribution of Discipline Policy and Administrative Rules and Procedures

The discipline policy and administrative rules and procedures shall be printed and distributed to attendance centers; shall be made available to staff, students and parents/guardians; and shall be available in at least one location in each attendance center which is accessible to staff, parents/guardians and students at the beginning of the school year.

Anti-Bullying/Harassment: Students (504.5)

Created: 7/10/1989 Last Revised: 04/08/2013

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, staff, and/or volunteers who have direct 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 based on any of the following actual or perceived traits or characteristics, 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.

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. All reports of bullying/harassment will be documented and reported to the Iowa Department of Education.

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

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health

- Has the effect of substantially interfering with the person's academic or work performance, or
- Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school

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

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

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

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 a school employee is used as the basis for academic decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with the academic or work performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Secondary Education and/or Director of Elementary Education 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.

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

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

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention **Chapter 103 Iowa Administrative Rules**

Created: 11/2008

The State Board of Education recently amended Chapter 103, Iowa's administrative rules on corporal punishment, seclusion, and restraint. These amendments became effective November 2008. The amendments made changes to conditions of seclusion and restraint, added training and parent notice requirements, and banned certain high-risk practices.

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the administrative office. The complete text of the law and additional information (Timeout, Seclusion & Restraint) is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Nine Key Points about Chapter 103: Amended Administrative Rules on Corporal Punishment, Restraint, and Physical Confinement and Detention (Effective Nov. 12, 2008)

1. Corporal Punishment is still banned in Iowa. The definition of corporal punishment is, "The **intentional** physical punishment of a student," including "the use of **unreasonable** or unnecessary physical force, or physical contact made with the **intent** to harm or cause pain."
2. No mechanical restraints may be used. This includes using physical restraints that are meant for another purpose (Rifton Chair).
3. You can still use necessary and reasonable force. Necessary and reasonable are defined by the context of the event. (E.g., restraining someone for tearing up a paper is unreasonable and unnecessary force).
4. If using seclusion (or physical confinement) room must be of adequate size, sufficient light, adequate ventilation, and temperature similar to the rest of the building.
5. Period of time for confinement should be reasonable and allow for bodily needs.
6. If confinement extends past 60 minutes or 1 period (whichever is shorter) an administrator must authorize the continued confinement.

7. Adequate and continuous adult supervision is necessary.
8. Material restraints cannot be used to enhance confinement. Door latches must be nonlocking and allow for easy exit if pressure is released. May not be disabled by duct tape or chairs.
9. Notice to parents: if restraint or seclusion is used with a student, parents must be notified that day and in writing within 3 days. Share documentation with parents. Documentation includes:
 - *Name of student involved,
 - *Name of employees involved, including the administrator authorizing further confinement,
 - *Date, time, & duration of incident.

Search and Seizure (502.6)

Created: 10/13/1997 Last Revised: 06/09/2014

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 violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, and/or sponsored school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension 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, in conjunction with the principals, to develop administrative regulations regarding this policy.

Security Camera Supervision (502.7)

Created: 11/10/2008 Last Revised: 04/08/2013

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 are a student record subject to board policy and administrative regulations regarding confidential student records. Only 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, building principal, transportation director, bus driver and special education staffing team. A parent may view the video recordings without consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents of students involved in the altercation must give consent in order for the video to be viewed by parents.

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

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

Teaching Controversial Issues (602.2)

Created: 11/9/1970 Last Revised: 5/13/2013

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are free to express personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Selection of Learning Resources (603.3)

Created: 1/28/1974 Last Revised: 5/13/2013

Statement of Policy

Learning resources are selected by the school district to support its educational goals and objectives and to implement, enrich, and support the instructional program. Resources must serve the breadth and depth of the curriculum and provide for the needs and interests of individual students. It is the obligation of the district to provide intellectual and physical access to materials that cover a wide range of abilities and many differing points of view. To this end, principles of intellectual freedom must be placed above personal opinion, and reason above prejudice, in the selection of resources.

The Board of Education shall delegate to the superintendent the authority and responsibility for the selection of all learning resources. The superintendent delegates responsibility for actual selection to the appropriately trained personnel who shall discharge this obligation consistent with the Board's selection criteria and procedures. The selection process shall involve representatives of the professional staff directly affected by the selections and/or the professional library media staff.

The Board also allows for systematic review of existing resources and permits the reappraisal of allegedly inappropriate resources through the established process.

The learning resources covered by this policy include both print and nonprint items selected for library media centers, classrooms, learning centers, and laboratories. Included are textbooks, gift materials, resources retrieved or viewed electronically, materials borrowed from other agencies, and guest speakers, among others.

General Selection Criteria

Staff members involved in selection of learning resources shall use the following criteria as a guide:

- educational significance;
- contribution the subject matter makes to the curriculum;
- the interests of students and staff;
- favorable reviews found in standard selection sources;
- favorable recommendations based on preview;

- examination of resources by professional personnel;
- reputation and significance of the author, producer, publisher, or speaker;
- validity and appropriateness of the resource for intended use;
- contribution the resource makes to the range of representative viewpoints on controversial issues;
- high degree of potential appeal to users;
- quality and variety of format;
- value commensurate with cost and/or need;
- timeliness and/or permanence; and
- integrity of the resource.

Specific Selection Criteria

1. Learning resources shall be appropriate to the subject area, and for the age, emotional development, ability, learning styles, and social development of the students for whom the resources are intended.
2. Physical format and appearance of resources shall be suitable for intended use.
3. Resources shall be selected to give students an awareness of our pluralistic society, and provide a global perspective.
4. Resources shall be selected which support multicultural/gender-fair viewpoints and encourage all students to understand, appreciate, relate to and value cultural and personal diversity.
5. Resources shall be selected to meet the needs of the wide range of student physical, emotional, and cognitive development.
6. Resources shall be selected which support and encourage students to examine their attitudes and behaviors as individuals, and to relate those attitudes and behaviors to the concepts of duties and responsibilities as citizens.
7. Resources shall be selected for their strengths rather than rejected for their weaknesses of language and style or other elements.
8. The selection process shall provide opportunities for participation by students, teachers, support staff, administrators, teacher librarian, and other members of the community.
9. Selection, an ongoing process, shall include routine procedures for removal and/or replacement of worn, obsolete, dated, unused or unusable resources.
10. Gift materials shall be judged by the criteria listed in the preceding statements and be accepted or rejected on the basis of the criteria.

Procedure for Reconsideration of Resources

In the event resources are questioned, the principles of intellectual freedom shall be defended rather than specific resources.

The Board recognizes the right of individual parents to request that their child not be required to read, view, or listen to specific resources, provided a written request is made to the appropriate building principal.

A standing Reconsideration Committee shall be formed in each building by the second week of each school year. The purpose of the committee shall be to review any complaint received during the school year, learn all the circumstances related to the acquisition and use of the challenged resource, review the guidelines listed in the selection policy, decide whether the policy has been followed correctly, and then recommend action regarding future use of the resource. The committee at secondary buildings shall consist of: the building principal, a teacher librarian, a teacher, a parent or community member, a student, and the chair of the Secondary Library-Media Department. The committee at elementary buildings shall consist of: the building principal, a media specialist, a teacher, a parent or community member, and the elementary library media department. Any staff member responsible for the selection or the providing of the challenged material will not be included on the committee. If necessary, the principal will appoint a temporary replacement.

When Complaints are Received from Parents or other Community Members about Learning Resources

1. All staff members shall report complaints to the building principal orally or in written form.
2. The building principal or a designated representative shall contact the complainant to discuss the

- objection and attempt to resolve it informally by explaining the philosophy and goals of the school district, building, course, and/or library media center.
3. If the complaint is not resolved informally, the building principal shall provide the complainant with "The Learning Resources Selection Policy," including the form "Statement of Concern About Learning Resources," which must be filled out completely and returned to the building principal within ten (10) working days, before the complaint will be given consideration.
 4. If the completed form is not returned within the time period, the issue shall be considered closed. If the form is returned, the reasons for selection of the resource shall be restated by the appropriate staff and turned in to the building principal.
 5. Resources shall not be removed from use, or access restricted within the district, pending a final decision. However, access to the resources can be denied to the student(s) of the complainant(s), if requested.
 6. Within 20 working days upon receipt of a completed "Statement of Concern About Learning Resources" form:
 - a. The principal shall notify the superintendent, appropriate director of education, and the building's Reconsideration Committee that a complaint has been received.
 - b. Each member of the Reconsideration Committee must read, view, or listen to the learning resource in question in its entirety.
 - c. After both the staff member responsible for selecting the learning resource and the complainant have met with the Reconsideration Committee, the committee will discuss the resource and make a decision.
 - d. The building principal shall send written notification of the action taken to all involved parties as well as to the appropriate director of education and the superintendent.
 - e. Any person not satisfied with the decision of the committee may file a request to appeal the decision to the Board of Education. Within ten (10) working days of the receipt of the written notification, the complainant or user may file an appeal in the superintendent's office for a school board hearing. It shall be the superintendent's responsibility to schedule and expedite the hearing.
 - f. Each Board member must read, view or listen to the learning resource in question in its entirety within 30 days of when the complaint was presented to them. At a following designated board meeting, the complainant and a representative of the Reconsideration Committee will be allowed to present information to the board pertaining to the complaint. The board will then deliberate action to be taken, with a decision being announced no later than the following board meeting. The superintendent will provide written notification of the board's decision to all participating parties with 10 working days of the board's decision.
 - g. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

Transporting Students (403.13)

Created: 10/13/2008 Last Revised: 08/08/2016

Generally, transportation of students for school purposes shall be in a school bus owned by the District and driven by a District school bus driver. In some cases, it may be more economical or efficient for the District to allow other employees or volunteers of the District to transport students in their personal motor vehicles or in a school district motor vehicle other than a school bus. Students may be transported in such vehicles by school employees or volunteers to activity events in which they are participants, or to their homes in case of illness or other emergency situations. In such situations, the employee or volunteer must have a valid Iowa driver's license and automobile liability insurance as required by law, and the vehicle should be in good operating condition and meet all applicable safety requirements.

School district employees or volunteers who transport students for school purposes in their personal motor vehicles or in school district motor vehicles must have the permission of the superintendent or designee. Where practicable, written permission of the parents/guardians of students who will be transported in such vehicles by school employees or volunteers will be obtained.

The District will advise parents/guardians and students in advance if transportation will not be provided by the District for a particular activity. If transportation will not be provided by the District, then the responsibility and corresponding liability for any transportation to and from the activity shall rest solely with the students and their parents/guardians.

Destruction of Property (902.1)

Created: 6/1965 Last Revised: 05/14/2012

Everyone should treat school district buildings and sites and property with respect. Intentional or deliberate destruction of school property is a serious offense. Those responsible for damage, defacing, alteration or destruction of property shall be held accountable for total restitution of the property value.

Persons responsible for unintentional or accidental destruction of school property may be held accountable for total restitution.

It shall be the policy of the Cedar Falls Board of Education to use whatever legal means available to obtain restitution. District policies and procedures pertaining to student discipline shall also be administered when applicable.

School Safety (902.2)

Created: 9/18/1978 Last Revised: 04/07/2014

Safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing appropriate behavior to minimize accidents.

Every reasonable effort shall be made to comply with all facets of the Occupational Safety and Health Act, the Iowa law, and other applicable state and federal laws.

The administration of the safety program shall be under the direction of the superintendent of schools or the superintendent's representative.

1. The District has a Safe School Plan which follows a model recommended by the U.S. Department of Education emphasizing Preparedness, Prevention, Protection Response and Recovery to ensure student and staff safety before, during and after a crisis. The Safe School Plan is an all-hazards plan addressing the multiple risks faced by District staff, students, and facilities. The District's Safe School Plan uses the concepts and principles of the National Incident Management System (NIMS) including the Incident Command System (ICS) which provides a standardized approach for incident management. The community-based District Safety Committee will coordinate and oversee planning and implementation of the Safe School Plan. The administrator of each District facility shall be responsible for implementing the District Safe School Plan for their facility.
2. Emergency drills shall be conducted as delineated in the Safe School Plan.
 - a. *Fire Drills*: Not less than four fire drills are to be conducted during each school year with not less than two fire drills conducted between July 1 and December 31 and not less than two fire drills shall be conducted between January 1 and June 30 of each year.
 - b. *Tornado Drills*: Not less than four tornado drills are to be conducted during each school year with not less than two tornado drills conducted between July 1 and December 31 and not less than two tornado drills shall be conducted between January 1 and June 30 of each year.
 - c. *Dangerous Intruder Drills*: Not less than one dangerous intruder drill is to be conducted during each school year.
 - d. *Shelter in Place Drill*: Not less than one shelter in place drill is to be conducted during each school year.
 - e. *Off Site Evacuation Drills*: Not less than one off-site evacuation drill is to be conducted every other school year.
3. The Safety Patrol Program will be under the immediate supervision of the building principal at the elementary level. The function of the patrol is to facilitate pupil traffic on sidewalks and at school crossings.

4. A record shall be kept of all reportable accidents occurring during all school activities and investigations shall be conducted in depth on any unusual accidents, in accordance with all laws in effect.
5. Threats to the safety of persons in any District owned or operated facilities or grounds, shall be dealt with through procedures outlined in the District Safe School Plan implemented by the principal of the building, supervisor, or the principal's designee. Assistance may be requested from non-school sources, and the office of the superintendent of schools shall be notified of any substantive threat. Building searches or similar actions shall be determined and organized in accordance with the factors impacting the situation at hand.
6. School bus safety measures shall include classroom instruction as a part of the K-6 program, bus driver supervision, district requirements for conduct while riding buses (basic rules are cited in Board of Education Policy 603.2), and regular school bus evacuation drills. Such bus evacuation drills shall be conducted on each regular route at least one time during each semester.

Conduct detrimental to the safety of students riding district school buses shall result in removal of school bus privileges or other appropriate measures.

7. The District adopts, maintains, and revises procedures, plans and information concerning security procedures and emergency preparedness information for the protection of District employees, visitors to the District, students and other persons in the care, custody, or under the control of the District and for protection of property under the jurisdiction of the District, the disclosure of which could reasonably be expected to jeopardize such employees, visitors, persons, or property. The District shall keep information related to the security procedures, emergency preparedness, and vulnerability assessments confidential to the full extent permitted by law.

Without limiting the generality of the preceding paragraph, it is the policy of the District to effectuate its security and preparedness measures by maintaining as confidential the following information, records, and classes of records:

- a. Information directly related to vulnerability assessments;
- b. Information contained in records relating to security measures such as security and response plans, security codes and combinations, passwords, restricted area passes, keys, and security or response procedures;
- c. Emergency response protocols;
- d. Computer and computer network information which, if disclosed would assist persons to gain unauthorized access to confidential materials related to this policy;
- e. Records or information regarding routines, practices, and procedures of security personnel, security contractors, or other persons responsible for the protection of persons or properties of the district;
- f. Information contained in records that, if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of a government body to attack; and,
- g. Continuity of Operations and other long-term recovery plans that, if divulged, could be used to deploy secondary devices or secondary attacks.

Tobacco-Free Environment (902.4)

Created: 5/11/1992 Last Revised: 12/08/2014

It is the policy of the Cedar Falls Community School District that all students, employees and visitors shall be provided with a tobacco-free environment. Therefore, tobacco use shall not be permitted at any time in school district facilities and grounds or in district-owned vehicles. Persons failing to abide by this policy are required to extinguish their smoking materials, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. This policy also applies to look-alike tobacco products, e-cigarettes, and vapor products.

School Publications (1001.1)

Created: 6/1965

Last Revised: 06/11/2012

The Board is cognizant of the value of school-sponsored publications as an opportunity for the expression of students' points of view and as an effective means of communication with parents and the community. It is recognized that the school system's image is reflected in the publications that are released by individuals within the staff. The school is often judged by the content of these publications.

The principal is accountable for the release of all publications from his/her building; however, he/she may delegate to one of the professional staff the responsibility to produce or supervise certain publications. Staff members, including administrators, proposing a publication or news release that includes an interpretation of school district policies or an official district position shall have the content of such publications approved by the superintendent or his/her designee before they are released.

Students' rights to free expression of facts and opinions are protected unless the materials in question are libelous or obscene or unless there is clear evidence that disruption of school activities would occur as the result of publishing particular material. Student publications shall be free from restrictions beyond the normal rules for responsible journalism.

FINANCE AND OPERATIONS

Updated 08/092016

Forms to be Filed

No employee will be included in the payroll until all required forms are properly completed and on file in the human resources office. These forms are: Form W-4, Employee's Withholding Exemption Certificate, IPERS Designation of Beneficiary, Employment Eligibility Verification Form; Direct Deposit Form and if applicable, Blue Cross, Blue Shield Healthcare, Delta Dental, Avesis Vision, and National Insurance Services Life & LTD enrollment forms.

Payroll and Direct Deposit Information

All new employees will be required to sign up for direct deposit of their paycheck. This is permitted under Iowa Code section 91A.3. Current employees are still permitted to receive a physical paycheck, but are encouraged to sign up for direct deposit. Funds will be available on the last business day (Monday-Friday) of each calendar month and if they are paid semi-monthly on the 15th of the month, or the last business day (Monday-Friday) prior to that date if the 15th falls on a weekend or a holiday.

For employees that continue to receive a physical check, the checks will be delivered to the buildings the last business day (Monday-Friday) of each calendar month and if they are paid semi-monthly on the 15th of the month or the last business day (Monday-Friday) prior to that date if the 15th falls on a weekend or a holiday.

Those employees that wish to pick up their paycheck must do so personally or have a signed note given to payroll personnel authorizing someone else to pick up your paycheck. The person authorized to pick up the check must show valid identification. For employees receiving direct deposit, notification will be delivered within your school email address. Should you choose, direct deposit notification may be sent to a personal email address after submitting the Direct Deposit Email Change Form to payroll.

Friday, July 29, 2016	Tuesday, January 31, 2017
Wednesday, August 31, 2016	Tuesday, February 28, 2017
Friday, September 30, 2016	Friday, March 31, 2017
Monday, October 31, 2016	Friday, April 28, 2017
Wednesday, November 30, 2016	Wednesday, May 31, 2017
Thursday, December 22, 2016	Friday, June 30, 2017

Federal Social Security (FICA) and Medicare

Deductions

6.20% (FICA) and 1.45% (Medicare) will be deducted from the employee's salary and 7.65% will be contributed from District funds for 2015. The District's share and the employee's share are computed on the first \$118,500 earned during the calendar year for FICA wages. The wage base limit for Medicare tax has been eliminated.

If an employee goes from one employer to another during the calendar year, the second employer begins Social Security (FICA) and Medicare deductions as though no deductions were made by the first employer. If at the end of the year an employee has paid more than \$7,347.00 (based on \$118,500 maximum) to the Federal system, the employee may claim all over that amount on the Federal Income Tax Return filed for that year.

Iowa Public Employee Retirement System (IPERS)

Deductions

5.95% is deducted from the employee's salary and 8.93% is paid by the District. The wage base limit for IPERS has been eliminated. No deductions are made from the salary of an employee who is a student enrolled in regular classes.

Beneficiary Designation for Death Benefit

As soon as an employee becomes an IPERS member, he or she should file an IPERS Form Designation of Beneficiary, naming the person to receive his or her death benefits. When completed, the form will be sent to the IPERS office. To be valid, the beneficiary designation form must be recorded before the death of the IPERS member so it is important that it be forwarded without delay. Should no beneficiary be named, death benefits are paid to the estate for distribution in accordance with inheritance laws. If a designated beneficiary dies or if a change in beneficiaries is desired, a new Form 503 should be filed.

Upon the death of the IPERS member, refund forms are sent to the beneficiary by the IPERS office. When a member dies, it is the responsibility of the reporting official to notify the IPERS office as soon as possible, giving the member's name and Social Security number, so that these forms can be sent.

Leave of Absence Notice

If an employee will be on a leave of absence, the employee should notify the IPERS office in Des Moines. This will protect your active account with IPERS. This is especially important for those employees who do not have vested rights, e.g., under 62 years of age and less than seven (7) years of service under IPERS.

Notice of Retirement

Teachers who will retire should file their IPERS retirement forms with the Des Moines office during the month of May.

Retiring staff members should contact the IPERS office in Des Moines before they make IPERS decisions. This could be particularly important for those retiring members receiving paychecks after July 1st. The IPERS office can generate computer reports that will show how retirement benefits can be impacted by the payroll schedule.

To contact IPERS, letters may be addressed to P.O. Box 9117, Des Moines, Iowa 50306-9119. The phone number for IPERS is: (800) 622-3849.

Income Tax

Federal and State Income Tax will be withheld in accordance with government instructions and information filed by each employee concerning his or her exemptions. If there is a change in status (number of dependents, change of names, etc.), a new exemption certificate must be filed in the business office. Before any change can be made, we must see your new Social Security card.

Employee Insurance Program

Group hospital, medical, major-medical, dental, vision, term life insurance, long-term disability, and critical illness and accident insurance is available to eligible employees. Eligible employees must be employed for at least 80% of full time for nine months or more each year. Application of this rule means non-certificated employees, including assistant teachers and teacher aides, must be employed at least 32 hours per week and certified employees must work at least 80% of full time. Contributions by the district shall be determined annually for individual and family group hospital, medical and major-medical coverage, dental, vision, term life insurance, and AD&D benefits.

Insurance applications must be signed and in the business office no later than the first day of classes, if it is to be effective September 1. If applications are received late, the insurance company may require the employee to pass a physical examination test. Every new eligible employee is required to complete an insurance application or waive coverage. Insurance coverage changes can only be made during the May open enrollment period or due to a qualifying event.

Involuntary Reductions

Any employee who has insurance coverage and is involuntarily reduced to 50-79% (i.e., 0.50 – 0.79 F.T.E.) shall continue to be eligible for employer-paid insurance premiums during the first school year in which the reduction takes

effect. During the second consecutive and subsequent consecutive school years that such a reduction remains in effect, the employee shall be responsible for paying the full cost of insurance premiums. Employees who are reduced to less than 50% (i.e., 0.49 F.T.E., or less) are ineligible to participate in insurance plans.

Warning

If family insurance is not taken out at the time you are initially eligible for insurance, it may only be added subsequently during an open enrollment period or when a "qualifying event" occurs. (For example, a new employee who is employed for 32 hours or more on a full-time basis would be eligible.) This is an important decision. Contact the Business Office for additional information.

It is *very important* that employees who are nearing age 65 contact the local Social Security office for up-to-date information about the Medicare program *before* they reach age 65.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)

COBRA requires that your group health insurance plan allow qualified persons to continue group coverage at the person's expense after it would otherwise end. Continuation is not available for any employee or dependent that is covered under another health plan or under Medicare. Qualified persons are described as:

1. An employee (and dependents) whose coverage would otherwise end because of termination of employment or reduction in work hours.
- * 2. An employee's former spouse (and children) whose coverage ends because of divorce or separation.
3. An employee's spouse and/or children whose coverage would otherwise end due to employee's death.
4. An employee's spouse and/or children whose coverage would otherwise end due to employee's entitlement of Medicare.
- * 5. An employee's child whose coverage would otherwise end due to ceasing to be a dependent child. (For example: A child graduating from school.)

* In these two instances, either the employee or dependent should give notice of the event to the employer. This should be done before the event, but not more than 60 days after the event.

Flexible Spending Benefit Plan (Section 125)

As of July 1, 2009 Midwest Group Benefits will be administering all flexible spending benefits for the Cedar Falls Community School District. Midwest Group Benefits can be contacted at 800.344.3766.

Flexible Spending Benefit plan allows employees that are insurance eligible to pay for certain out-of-pocket medical and dependent care expenses with pre-taxed dollars.

All insurance premiums will be deducted pre-taxed unless participation is waived.

Employees enrolled in the high deductible health savings account plan will be eligible to pay for out-of-pocket dependent care expenses (only) with pre-tax dollars.

Conversion of School Health Insurance for Retirees (806.2)

Created: 5/14/1973 Last Revised: 05/14/2012

All personnel who retire at the age of 60 or more and who have had at least 24 months of employment in the Cedar Falls Community School District, and those who retire at age 55-59 and who have had at least five years of employment in the District shall be entitled to continue their school health insurance. Such employment must have been immediately preceding retirement.

Employees, who retire at age 55 or more and who, immediately upon retirement, begin receiving Iowa Public Employees Retirement System and social security (FICA) retirement benefits shall be eligible to continue their school health insurance without regard to the length of service.

The total cost of such insurance shall become the responsibility of the retiree. All payments for continuation of school health insurance must be made in a timely manner to the Cedar Falls Community School District business office in accordance with the insurance payment procedures of that office.

Employee Health: Injury at Work (402.10)

Created: 9/22/2008 Last Revised: 08/08/2016

If an employee is injured at work, school personnel or contracted personnel may administer minor or emergency first aid. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility. Each employee shall maintain an up-to-date emergency medical form on file in the building office.

If possible, the employee or a person on behalf of the employee shall file an accident report with the District within 24 hours of the occurrence. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

Worker's Compensation Insurance

All school employees are covered by worker's compensation insurance. This policy covers medical expenses and disability compensation for accidents occurring while the employee is on duty. (Such accidents are not covered by the school insurance program explained above.) When an employee has an accident, he or she should report this immediately to the principal's office. Maintenance and transportation personnel report to their supervisor.

If treatment is required, Covenant Health System (sites include Sartori Hospital) is the designated care provider. All employees must work through Sartori for Worker's Compensation care. Your principal or supervisor will contact Sartori and schedule an appointment or arrange for immediate care.

Once care is received, the employee must contact the building principal to report any physician directed restriction that may affect the employee's return to regular duties. It will be the building principal's decision (or direct supervisor) whether or not accommodations for these restrictions can be made to allow the return to work. If the employee does return to work with restrictions it is the employee's responsibility to manage the work environment to adhere to doctor's orders.

The following rules will apply to the Worker's Compensation disability checks and deductions:

1. The insurance company shall notify the school business office as to the amount of payment and the dates of coverage.
2. The business office shall reduce sick leave payments by the amount of disability compensation for Worker's Compensation received by the employee. Such deductions shall be based on per day payments. If Worker's Compensation should exceed sick leave payments, only the total amount of sick leave payments per day shall be deducted. In no case shall the employee receive less than provided for under the school sick leave policy.
3. For each day the employee receives worker's compensation payments, one day of sick leave will be deducted from the employee's accumulated sick leave.
4. If employees wish to receive only worker's compensation checks with no sick leave benefits, they may contact the Business Office and make these arrangements. (Please note that selecting this option results in the employee being on "unpaid status." Employees on unpaid status may be personally responsible for medical and dental insurance premium costs normally paid by the district for each month in which the employee is not in a district paid leave status.)

Federal Health Insurance Portability and Accountability Act (HIPAA) Reminder

Under HIPAA, the district has an obligation to inform all staff members that participate in health, dental, life, and long term disability insurance programs and participants in level 2 flexible spending account plans of certain rights and responsibilities. Please consider this notice informational only. No additional action is required of you.

- **District Responsibilities:**

- Provide you with notice of our legal duties and the health plan's policies regarding the use and disclosure of your Protected Information;
- Maintain the confidentiality of your Protected Information in accordance with state and federal law;
- Honor your requested restrictions regarding the use and disclosure of your Protected Information unless under the law we are authorized to release your Protected Information without your authorization, in which case you will be notified within a reasonable period of time;
- Allow you to inspect and copy your Protected Information during our regular business hours;
- Act on your request to amend Protected Information within sixty (60) days and notify you of any delay which would require us to extend the deadline by the permitted thirty (30) day extension;
- Accommodate reasonable requests to communicate Protected Information by alternative means or methods.

- **Your Rights:**

- Receive notice of our policies and procedures used to protect your Protected Information;
- Request that certain uses and disclosures of your Protected Information be restricted; provided, however, if we may release the information without your consent or authorization, we have the right to refuse your request;
- Access to your Protected Information; provided, however, the request must be in writing and may be denied in certain limited situations;
- Request that your Protected Information be amended;
- Obtain an accounting of certain disclosures by us of your Protected Information for the past six years;
- Revoke any prior authorizations or consents for use or disclosure of Protected Information, except to the extent that action has already been taken; and
- Request communications of your Protected Information are done by alternative means or at alternative locations.

- **Important Contact Information:**

This notice has been provided to you as a summary of how we will use your Protected Information and your rights with respect to your Protected Information. If you have any questions or for more information regarding your Protected Information, please contact the Director of Business Affairs at 553-3000.

- **Effective Date:**

This notice is effective on April 15, 2004. Please note we reserve the right to revise this notice at any time.

Summary of specific Cedar Falls Community School District Business Office practices are available upon request.

Federal Government Contractors and Sub Contractors Pay Transparency Policy Statement

The Office of Federal Contract Compliance (OFCCP) specifies that federal government contractors and sub contractors will not discharge or in any other manner discriminate against employees or applicants because they have inquired, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Personal Property

The Cedar Falls Community School District does not carry insurance coverage for employees' personal property and is not responsible for employees' personal property.

Tax Sheltered Annuities

The Internal Revenue Service has issued new guidelines for employees who participate in 403(b) tax sheltered plans and annuities. In addition, the Iowa Legislature approved Senate File (SF) 2424 which significantly changes vendor selection options employees have to invest in 403(b) tax sheltered plans.

Due to these changes, the Cedar Falls Education Association (CFEA), Cedar Falls Education Support Personnel (CFESP), Chauffeurs, Teamsters & Helpers Local 238, American Federation of State, County & Iowa Council 61, Local 2749 and the Board of Education for the Cedar Falls Community School District entered into an agreement to join the State of Iowa Retirement Investors' Club (RIC) 403(b) Plan.

If you wish to start or change your annuity, you may do so by filing a "Retirement Investors' Club (RIC) Salary Reduction form" with the Business Office. All forms must be on file at least thirty (30) days before the change can be made.

Tax Deductions on Tax Deferred Annuities

Under new Internal Revenue Service guidelines, new life insurance annuities are no longer eligible under 403(b) rules. Life insurance annuities entered into before September 24, 2007 remain 403(b) eligible.

The value of insurance protection is taxable. If your annuity contract provides life insurance protection, you must include in your gross income each year the one-year term costs of the protection. Some annuity companies notify school employees at the end of the taxable year how much of the annual premium payment for the life insurance protection was.

If the annuity contract provides life insurance protection for anyone besides you, the employee, it will not be eligible for tax-deferred annuity treatment. For example, if your annuity contract provides term life insurance on the lives of your spouse or children as well as on your own life, your annuity contract will not be eligible for tax-deferred treatment. It will be ineligible even if the contract otherwise satisfies the requirements for this treatment. -- Department of Treasury, Publication 571 (11-69)

Charge Accounts

School personnel and students purchasing supplies and equipment without first having a purchase order may be held personally responsible for the cost of the item.

Business Transactions

No business transactions are to occur between the district and district officials or employees. Code of Iowa 301.28 states: "It shall be unlawful for any school director, officer, area education director or teacher to act as agent for any school textbooks or school supplies during such term of office or employment, and any school director, officer, area educational director or teacher, who shall act as agent or dealer in school textbooks or school supplies, during the term of such office or employment, shall be deemed guilty of a serious misdemeanor."

Dishonesty (401.17)

Created 07/22/2013 Revised: 08/08/2016

Employees of the District serve in a position of public trust, are compensated with public funds, and are entrusted with public property. Employee actions and behavior must be honest and above reproach at all times. This work rule

requires complete honesty in the discharge of an employee's duties, and, unless otherwise prohibited by law, it applies to all conduct whether the employee is on duty or off duty.

The conduct which is prohibited by this work rule includes, but is not limited to, the following:

1. Making statements to representatives of the District which the employee knows or has reason to believe are untrue, inaccurate, or incomplete.
2. Stealing cash, funds, or property of any kind belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
3. Failing to report or to transfer to the District any funds or property belonging to the District.
4. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the District, belonging to a fellow employee, or belonging to others persons who are on District property.
5. Falsification of employment applications or any District records, including, but not limited to, work records and time records. Time record violations include, but are not limited to, claiming time for work which was not performed by the employee and reporting/signing another employee in or out.
6. Performing official duties in an unauthorized manner.
7. Charging items for personal use to a District credit card or account, or making unauthorized withdrawals from a District account using a debit card.
8. Misuse or unauthorized use of accounts or allowance (clothing, mileage, meals, etc.)
9. Converting surplus District property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.
10. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime work.
11. Using sick leave, or any other leave of absence, for any purpose which is not authorized.

Employees who violate this policy are subject to disciplinary action, including termination.

In-District Travel Reimbursement

Staff members assigned to more than one building or when conducting class connected business approved by the principal are eligible for travel reimbursement at the approved rate. Reimbursement shall be paid for actual miles driven.

Expense vouchers shall be approved by the appropriate building administrator. Expense vouchers are to be submitted at the end of each semester.

The maximum daily allowance for out-of-district meals reimbursement is \$30 for in-state travel. The maximum daily allowance for out-of-district meal reimbursement is \$50 for out-of-state travel. Reimbursement to employee will be made by Direct Deposit.

School District Print Center

The School District will be utilizing the AEA 267 print center located at 3712 Cedar Heights Drive. Dave Johnson is the coordinator.

The main mission of the print center is to duplicate camera-ready material of 15 copies per original or more. Black-on-white typing, artwork and paste-ups work best. Construction paper can be run but it must be sent in with the order. Other items which can be run are card stock (all colors are available), 8 1/2 x 14, 11 x 17 and 2- and 3-part carbonless paper.

Other services provided include cutting to any size, 3-hole punch, folding, spiral binding and making small booklets such as our staff directory. Color ink is available but a generous lead-time is requested, and the cost is roughly 25 times more than black and white, so use it sparingly.

Generally, daily work received at the print center on one day will be printed and returned in the next morning's mail. Contact the print center regarding any unusual projects requiring special paper or printing.

Bill Approval and Payment

Updated: 08/09/2016

Bills will be paid only after being approved by the Board; therefore, all mileage, travel expense, etc. must be in the Business Office by the following dates:

In Business Office

July 29, 2016
August 19, 2016
September 2, 2016
September 16, 2016
September 30, 2016
October 14, 2016
November 4, 2016
November 18, 2016
December 2, 2016
January 1, 2017
January 13, 2017
February 3, 2017
February 17, 2017
March 3, 2017
March 31, 2017
April 14, 2017
April 28, 2017; May 12, 2017
June 2, 2017

Board Approval

August 8, 2016
August 22, 2016
September 12, 2016
September 26, 2016
October 10, 2016
October 24, 2016
November 14, 2016
November 28, 2016
December 12, 2016
January 9, 2017
January 23, 2017
February 13, 2017
February 27, 2017
March 20, 2017
April 10, 2017
April 24, 2017
May 8, 2017; May 22, 2017
June 12, 2017