



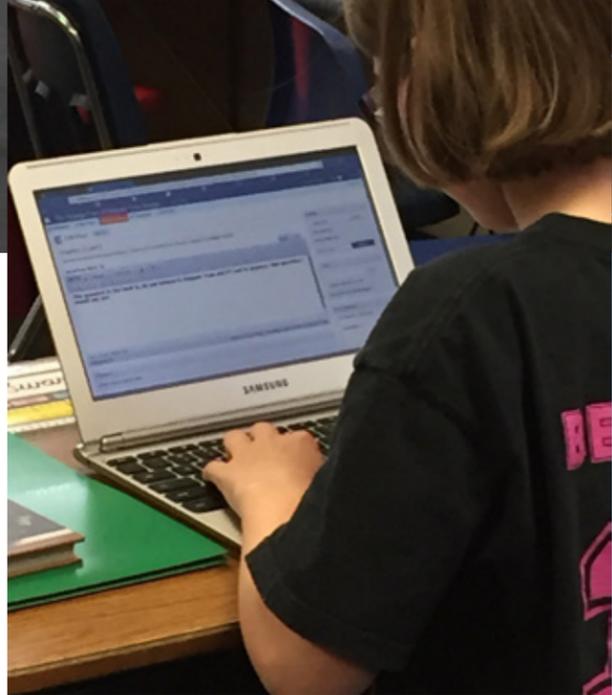
**A BRIGHTER FUTURE BEGINS TODAY**  
*Student by Student  
Skill by Skill*



**A BRIGHTER FUTURE BEGINS TODAY**



**2014-2015  
ADEQUATE YEARLY  
PROGRESS REPORT &  
ANNUAL NOTICES**



This information regarding our district only tells part of the story about all the great work which is undertaken in every classroom, every day. Our focus as a District is outlined in our mantra: **Student by Student, Skill by Skill.** We meet each student where they are to help them reach excellence as each student masters the skills necessary to be successful.

As you will see below, our primary focus is reflected in the words in our mission statement, "Educating each student to be a lifelong learner and a caring, responsible citizen". We pride ourselves on providing tremendous educational opportunities for ALL students.

**W**e have a tremendous staff that is among the finest in the nation. They are focused on educating all students to reach their highest levels. Over 53% of our staff have master's degrees, which epitomizes their dedication to lifelong learning.

Our commitment to professional development, fostered on Professional Learning Communities (PLC) provides a pathway to greater student success. Deep discussions on student data, pedagogies/teaching strategies, and collaboration are the key cornerstone for our PLC work to improve instruction, enhance student achievement, and continue to focus on Student by Student, Skill by Skill. The PLC process and collaboration time have given teachers the opportunity to focus on individual student achievement. Cedar Falls School District received the Model PLC designation—one of only 3 districts in Iowa and 22 districts in the U.S.



As stated in our mission statement, creating caring and responsible citizens is extremely important in the Cedar Falls Community School District. We work diligently with the community and provide students opportunities to be involved in service learning and civic activities, to build leadership and foster responsibility regarding citizenship and giving back to the community.

The community, and especially our parents, sees the vital importance of excellent relationships, engagement, and focusing on the future to gain greater success. The strength of our district is reflective of the vitality and collaboration with our community, parents, business/industry, and all stakeholders.

## Adequate Yearly Progress Report

**A**dequate Yearly Progress Report (AYP): No Child Left Behind requires districts to assess students annually and to meet student achievement goals in order to raise all students to the proficient level. If a district does not meet those assessment and achievement goals (termed "adequate yearly progress" or AYP) for two consecutive years, and if the district receives federal Title I funds, it is placed on a Districts in Need of Assistance (DINA) list and subjected to federal sanctions. The federal No Child Left Behind Act requires each district/school to demonstrate adequate yearly progress towards meeting the student achievement goals, participation rate, and attendance rate for elementary and junior highs or graduation rate for high school.

The Iowa Assessments are a standardized assessment used to measure student achievement in Iowa and other states for No Child Left Behind accountability purposes. To achieve proficiency students must meet the Annual Measurable Objectives (AMO) for the overall student population and for demographic subgroups in grades 3-8 and 11.

When a school or district does not meet the AMO for one year, it is referred to as "Not Making Adequate Yearly Progress" and the school is placed on a Watch List. All qualifying sub-groups within the district/building are subject to the same proficiency requirements. If AYP is not met for two consecutive years, the school district will be identified as a School in Need of Assistance (SINA). Districts and schools identified in need of assistance must meet state AYP requirements for two consecutive years before they can change status. Delay status means the District or school has met AYP goals for one year and is delayed at its current status until next year's results are determined.

Public schools and districts are required to meet AYP targets for the overall student population and for demographic subgroups in grades 3-8 and grade 11. As prescribed under the law, the Iowa Department of Education put in place regular target increases to ensure districts meet the No Child Left Behind achievement requirement that 100 percent of students meet grade-level standards in reading and mathematics by 2014.

For 2014-15, Cedar Falls Community Schools, did not meet the reading and math achievement goals in all of the subgroups. The requirements were met for participation and attendance/graduation. Since all subgroups need to meet the student achievement goals for two consecutive

years, the District has been designated as a "District in Need of Assistance" for math and placed on the "Watch" list for reading. A subgroup must have at least 30 students to be considered a subgroup for achievement and 40 students to be considered a subgroup for participation. The District did not meet AYP in the following:

- Grades 3-5 Reading one subgroup did not meet proficiency
- Grades 3-5 Math one or more subgroups did not meet proficiency
- Grades 6-8 Reading one or more subgroups did not meet proficiency
- Grades 6-8 Math one or more subgroups did not meet proficiency
- Grade 11 Reading one or more subgroups did not meet proficiency
- Grade 11 Math one subgroup did not meet proficiency

### HOW CEDAR FALLS SCHOOLS WILL CONTINUE TO IMPROVE:

Although we have many indicators that show Cedar Falls Community School District is offering a top-quality education, we know that continuous improvement is important to ensure all of our students are reaching their highest potential. Using data about the students and their achievement, our staff already has begun to identify areas for improvement. For example:

- Collaborative teams are continuing to align the enacted curriculum with essential skills – Iowa Core or national standards – in each grade level/course.
- Collaborative teams are developing and administering common formative and summative assessments aligned with essential skills and concepts.
- Collaborative teams are looking at the data to determine strategies to assist students.
- Interventions (additional time and support) are implemented when students fail to learn essential skills and concepts.
- Student engagement is being measured through the Instructional Practices Inventory.



This year engagement will also be measured through the Instructional Practices Inventory with Technology.

- Intervention time will continue to be provided during the school day for students struggling with a skill or for those who need enrichment.
- The Student Services Coordinator is assisting with the focus on specific subgroups.

### HOW PARENTS CAN HELP:

- Parent support is essential to help your student reach his or her highest academic success, but parents may need ideas about the best way to be involved. A few suggestions include:
- Communicate regularly with your child's teachers about overall goals for the year and your child's progress toward those goals.
- Make sure your child attends school regularly. Attendance is important at every grade level. When your child must be absent, please talk with the teacher to coordinate make-up work and assignments.
- Help your child with his or her homework. If you are unable to help, contact your child's teacher.
- Volunteer at the school. Every teacher needs volunteers to help in the classroom, or even with projects that can be done in your home. Other areas in the school, such as the office or cafeteria, also need volunteers.

Cedar Heights Elementary	Reading	Met	Mathematics	SINA - 1
Lincoln Elementary	Reading	Watch	Mathematics	SINA - 1
North Cedar Elementary	Reading	SINA - 2	Mathematics	SINA - 2
Orchard Hill Elementary	Reading	SINA - 2	Mathematics	Watch
Southdale Elementary	Reading	Delay - 2	Mathematics	Watch
Peet Junior High	Reading	SINA - 7	Mathematics	Watch
Holmes Junior High	Reading	SINA - 8	Mathematics	SINA - 6
Cedar Falls High School	Reading	SINA - 6	Mathematics	SINA - 5
Cedar Falls Community School District	Reading	Watch	Mathematics	DINA - 2

### Our Mission

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

# Annual Notices

State and federal regulations, as well as some district policies, require the district to annual post certain notifications to the public. Many of these notifications are distributed in several ways. If you have questions about any of the information, please contact me at (319) 553-3000, or andy.pattee@cfschools.org

**Asbestos:** The school district is continuing to safely manage and follow asbestos related matters as required under AHERA (Asbestos Hazardous Emergency Response Act) and OSHA (Occupational Safety and Health Administration) laws incorporated into the District Management Plan. The district conducts periodic inspections to enable us to locate and repair damaged materials. A copy of the updated Management Plan is available in your school principal's office for review.

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

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

It is the policy of the Cedar Falls Community School District to maintain a nondiscriminatory environment in every aspect of the operation of the District. The District will provide equal educational and employment opportunities without regard to race, color, creed, sex, marital status, socio-economic status, national origin, religion, sexual orientation, gender identity, disability, or genetic information in its educational programs and activities or its employment and personnel policies. Any questions should be

directed to: Dr. Adrian Talbot, James L. Robinson Administrative Center, 1002 West First St, Cedar Falls, Iowa 50613 - (319) 553-3000.

**Physical and Sexual Abuse of Students by Employees:** It is the policy, (#504.4) of the Cedar Falls Community School District that all forms of physical abuse and sexual abuse of students by employees are prohibited. Each employee, regular or temporary, is covered by this policy.

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

Sexual abuse of students is defined as any improper contact, action (including spoken threats, intimidation, solicitation) or attempted abuse of a sexual nature.

Each report or complaint alleging or indicating the possibility of abuse of a student or students by an employee or employees will be investigated immediately. The primary investigators (level one investigators) will be the Director of Elementary Education, Ms. Pam Zeigler (in the case of elementary students), or the Director of Secondary Education, Mr. Dan Conrad (in the case of secondary students), and the Director of Human Resources, Level I Abuse Investigator, Dr. Adrian Talbot. An official or officials of the Cedar Falls Police Department or other trained, experienced professional(s) shall be utilized as the alternate (Level II) investigator(s).

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

**Harassment/Bullying:** The Board of Education prohibits harassment, bullying, hazing, or any other victimization, of students, 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 (#504.5) is in effect while students are on property within the jurisdiction of the board; while on school-owned 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.

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. You may contact them by calling 319-553-3000.

**Counselor to Respond to Needs of Minority Children:** Dave Berns has been designated as the counselor to respond to the specific needs of minority children (including interracial children). As a specialist in the problems of minority children (including interracial children), he may be reached at Orchard Hill Elementary School 319-553-2465. Staff, students and/or parents with specific problems in the areas indicated should contact him through the Orchard Hill telephone number.

**Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cedar Falls Community School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

**Family Educational Rights and Privacy Act (FERPA) Directory Information:** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cedar Falls Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cedar Falls Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow the Cedar Falls Schools to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that

is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Cedar Falls School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. The Cedar Falls Community School District has designated the following information as directory information: students name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, address, birth date, course of study, and other similar information regarding individual students.

**Please Note:** Cedar Falls Community School District contracts with Goulden Rule Driving School to provide driver education instruction pursuant to Iowa Code Section 321.178. Cedar Falls Community School District will be releasing a child's eligibility for a full or partial waiver for school fees to Goulden Rule Driving School. Parents/guardians may prevent the release of directory information upon written objection filed with the building principal. However, for those parents/guardians who opt out of this disclosure, the parent/guardian will be expected to pay 100% of the cost of the driver education course.

**Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged

relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Cedar Falls Community School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Cedar Falls Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Cedar Falls Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Cedar Falls Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be

provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 2020-8520

**Chapter 103 Notice:** Corporal Punishment, Restraint, and Physical Confinement and Detention: 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. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**Education Rights Under McKinney-Vento Homeless Assistance Act:** The McKinney-Vento Act ensures homeless children transportation to and from school free of charge, with their choice of what school they want to attend regardless of what district the family resides in. It further requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence. To implement the Act, States must designate a statewide homeless coordinator to review policies and create procedures, including dispute resolution procedures, to ensure that homeless children are able to attend school. Local school districts must appoint Local Education Liaisons to ensure that school staff is aware of these rights, to provide public notice to homeless families (at shelters and at school) and to facilitate access to school and transportation services.

**Rights of Students with Disabilities:** Section 504 of the Rehabilitation Act of 1973, as amended, is designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. The law states: "No otherwise qualified individual with a disability in the United States...shall, solely

by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

As parent, guardian, or legal or actual custodian you have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of a disabling condition.
- Have the district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free and appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided to nondisabled students.
- Have your child receive special education and related services if your child is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the



district.

- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
  - Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
  - Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
  - Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
  - Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and be represented by an attorney.
  - Seek reimbursement of reasonable attorney fees if you are successful on your claim.
  - File a grievance or citizen complaint with the Director of Elementary or Secondary Education and/or the Office of Civil Rights (OCR).
- For additional information regarding Section 504, please contact your building principal or the student services office at (319) 553-3000.

**Open Enrollment Deadlines:** The deadline to file open enrollment applications is March 1 for the following (2016-17) school year. Applications must be sent to both the resident and receiving district. Forms are available at the J.R. Robinson Administrative Center. Low-income families may qualify for transportation assistance. High school students lose 90 days of varsity athletic eligibility if they open enroll on a new student basis. Applications for students in kindergarten are exempt from the open enrollment March 1 deadline and should file in the same manner by September 1. Applications for "good cause" as defined by law for failing to meet the March 1 deadline may be submitted in a timely manner.

**Notification of Access to Student Records:** In regard to student records, parents or eligible students have the right to:

1. Inspect and review the student's educational records
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that regulations authorize disclosure without consent

4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures of the school district to comply with requirements
5. Obtain a copy of Student Records Access Policy #506.3. This policy can be obtained by contacting the Superintendent of Schools, 1002 West First Street, Cedar Falls, or by accessing the district website; [www.cfschools.org](http://www.cfschools.org) and following the link under Board Policies.

**Parents'/Guardians' Rights Notification:**

Parents/Guardians in the Cedar Falls Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling (319) 553-3000 or sending a letter of request to Dr. Andrew Pattee, Superintendent, 1002 West First Street, Cedar Falls, Iowa 50613. The District will notify the parents, either by email or US mail, should your child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

**District Committees:** Community participation in our district wide and building level committees is always welcomed. If you would like to volunteer to serve on a committee, please call the Administration Center at (319)553-3000.

**Health Exemption:** Iowa Code provides for the exemption of the state requirement for a human growth and development curriculum and health courses. Iowa Code 279.50(5) states a pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files with the appropriate principal a written request that the pupil be excused from the instruction. Human growth and development curriculum is defined as instruction regarding human sexuality, self-esteem, stress management, inter-personal relationships, domestic abuse, HPV and Acquired Immune Deficiency Syndrome. Iowa Code 256.11 (6 states) that a pupil is not required to enroll in health courses if the pupil's parent/guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs. For more information about these exemptions, please contact your building principal.

**Dispensing of Medication:** Cedar Falls School District Policy and the Iowa Administrative Code require ALL medication (prescription and over-the-counter medication) that is administered at school:

1. Be authorized with written permission of the student's parent/guardian.
2. Be brought to school in its original container.



If parents/guardians disregard this requirement and allow their child use of over-the-counter medications (cough drops, throat lozenges, nasal sprays, pain relievers, etc.) during school hours, the parent/guardian will assume all liability and responsibility for any adverse effects. It is also the responsibility of the parents/guardians to provide safe delivery of medication to and from school. It is the responsibility of the school to store the medication in a secured area and to keep confidential, written medication administration records. Medication will be administered by the school nurse or persons who have successfully completed a medication administration course. Forms for written permission may be obtained from your school nurse or school secretary.

The Cedar Falls School District does allow for self-medication administration of certain emergency medications (inhalers, insulin, and epipens only) provided the parent/guardian has given written permission for such administration and the physician provides written authorization containing the purpose of the medication, prescribed dosage, administration time(s), and special circumstances under which the medication is to be administered. In addition, the parent/guardian and student must provide written documentation they agree the self-medication administration in accordance with school district rules and if the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed. Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence as a result of any injury arising from self-administration of medication by the student, as established by Iowa Code 280.16.

The Cedar Falls Community School District also approves and will administer to students the following over the counter medications for the 2015-2016 school year: isopropyl alcohol, isotonic eye wash, calamine lotion, Vaseline, insta-glucose or glucose tablets, cleaning/wetting solution for hard/soft contacts, peppermints, antiseptic towelettes, cough drops, TUMS, and saline crackers. Pediculocide shampoo may be administered in extreme situations with parent/guardian consent. If a parent/guardian does not wish their child to receive any of these medications, they are asked to contact their school nurse.

**Security Camera Supervision:** The Cedar Falls Community School District Board of Education has authorized the use of security cameras on school district buses and facilities. The security cameras will be used to monitor student behavior to maintain order and to promote

and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings are confidential student records and will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in disciplinary proceeding involving their child.

**Video Recordings:** As part of the Cedar Falls Community School District's partnership with UNI, our teachers host and mentor many preservice teachers in field experiences and student teaching. The UNI students are required to video record their performance in the classroom and examples of their feedback on student work. The recordings are viewed and evaluated by UNI instructors and in some cases by external national evaluators. No student's names will appear on materials that are submitted. If the video recordings are to be used for any other purpose, separate permission will be specifically requested by the UNI preservice teacher or UNI faculty.

It is the policy of the Cedar Falls Community School District not to illegally discriminate in either: its educational programs on the basis of race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity, disability, or genetic information; or its employment practices on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. Adrian Talbot, Director of Human Resources, James L. Robinson Administrative Center, 1002 West First St., Cedar Falls, Iowa 50613, (319)553-3000.