

Policy Title:

***Objectives for Equal Educational
Opportunities for Students***

Code No. 500

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

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

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

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

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

Nondiscrimination

No student in the school district shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in district programs on the basis of race, color, creed, sex, religion, marital status, national origin, disability, sexual orientation, gender identity, or socio-economic status. The district prohibits unlawful discrimination against students, including discriminatory harassment on the basis of any protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with academic performance or affects educational opportunities.

Sexual Harassment

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

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

Complaint Procedure

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

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

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

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

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

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

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

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

The Board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of discrimination involves an allegation of sexual or other harassment toward a student, the matter will also be processed in accordance with Code No. 504.4 regarding abuse of students and/or Code No. 504.5 regarding anti-bullying/harassment, as applicable.

Date of Adoption: November 24, 2008

Date of Revision: May 24, 2010
April 8, 2013
June 12, 2017

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

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

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

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

~~The board recognizes that conduct which is alleged to violate this policy may violate other policies as well. Therefore, to the extent that a report or complaint of abuse involves an allegation of sexual harassment toward a student, the matter will also be processed in accordance with Code No. 500.0 regarding equal educational opportunity and/or Code No. 504.5 regarding anti-bullying/harassment, as applicable.~~

Date of Adoption: July 10, 1989

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

Policy Title:

Anti-Bullying/Harassment: Students

Code No. **504.5**

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

The Board of Education prohibits harassment, bullying, hazing, or any other victimization of a student based on any of the following actual or perceived traits or characteristics of a student, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. (Pursuant to Code No. 500.0) The District also prohibits unlawful discrimination against its students, including discriminatory harassment on the basis of race, color, creed, sex, marital status, religion, national origin, disability, sexual orientation, gender identity, socio-economic status, or any other protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with a student's academic performance, or affects a student's educational opportunities.)

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

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

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

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic or work performance, or

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

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

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

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

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

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

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

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

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

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

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

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

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

Date of Adoption: August 13, 2007

Date of Revision: October 27, 2008
January 14, 2013
April 8, 2013
June 12, 2017

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

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

Name of complainant: _____

Position of complainant: _____

Name of student: _____

Date of complaint: _____

Name of person who
allegedly harassed or bullied: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: ____/____/____

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

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Name of student: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: / /

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

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

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

INCIDENT INVESTIGATION & RESOLUTION PROCEDURE

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

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

~~The superintendent or designee will begin the investigation and intervention reasonably and promptly by completing and documenting all steps in the district's process. As part of this process, the investigator will interview the targeted student and the person doing the alleged harassing or bullying. The investigator may~~

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~~ask for documentation of the behavior, including but not limited to letters, computer printouts, electronic files, or pictures. The investigator may also interview witnesses or ask for written statements as deemed appropriate. District employees, students and volunteers shall fully and fairly cooperate in the investigation.~~

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

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

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

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

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

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

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

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

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

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

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

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

District Targeted Wellness Goals:

- A. Nutrition Education and Promotion: ~~Emphasizes caloric balance between food intake and physical activity.~~ The school district will comply with state and federal requirements regarding nutrition and educational promotion.
- B. Physical Activity: The school district will comply with requirements regarding physical activity for students in accordance with applicable state law.
- C. Other School-based Activities that Promote Student Wellness: Classroom health education will compliment physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- D. District food service department, in conjunction with the Wellness Committee, will establish, at a minimum, the following wellness goals:
 - a. ~~Establish a student food committee~~
 - b. Promote fruits, vegetables, whole grain products, low fat and fat-free dairy products
 - c. Identify required state and federal changes in a la carte, vending and fundraising activities and ensure compliance
 - d. Work towards increasing participation in breakfast and lunch
 - e. Provide professional development for all food service personnel as necessary
 - f. Notify the community of wellness goal activities through the District's website

- E. Nutrition Guidelines for all Foods Available during the School Day: The school district nutrition standards for foods and beverages available at school during the school day shall be in compliance with state and federal law*.

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

The District may permit marketing and advertising of only those foods and beverages that meet the requisite nutrition standards, as determined by *The Healthy Kids Act*.

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

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

Date of Adoption: May 8, 2006

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

Policy Title: ***Multicultural & Gender Fair Equity Education Opportunity*** Code No. **602.3**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The educational program is free of discrimination and provides equal opportunity for the students. Multicultural (MC) approaches to the educational program are defined as those which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed and socioeconomic background. Educational programs are to consider the contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.

Inquiries regarding compliance with equal education opportunity shall be directed to the Equity Coordinator by writing to the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, IA or telephoning at 319-553-3000. **Reports or complaints of discrimination toward a student should be made in accordance with Code No. 500.0 regarding equal educational opportunity.**

Date of Adoption: May 8, 1989

Dates of Revision: January 13, 1997
 March 10, 2003
 July 19, 2004
 April 13, 2009
 May 13, 2013
 November 25, 2013
 August 13, 2018

STUDENT FEE WAIVER PROCEDURES

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers, depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers –

1. Full Waivers – a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers – a student will be rated a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver shall be based on the same percentage as the reduced price meals.)
3. Temporary Waivers – a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application – Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals – Denials of a waiver may be appealed to the principal, director, superintendent and the Board.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials printed in the parent and student handbook.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Date of Adoption: June, 1965

Dates of Revision: September 10, 1979
December 11, 1989
July 8, 1996
April 28, 2003
April 9, 2007
May 14, 2012

Policy Title: *Standard Fee Waiver Application*

Code No. *802.1R*

STANDARD FEE WAIVER APPLICATION

Date _____ School Year _____

All information provided in connection with this application will be kept confidential.

Name of student _____ Grade in school _____

Name of parent, guardian _____
(or legal or actual custodian)

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full waiver:

_____ Free meals offered under the Children Nutrition Program

_____ The Family Investment Program (FIP)

_____ Supplemental Security Income (SSI)

_____ Transportation assistance under open enrollment

_____ Foster care

_____ Homeless

Partial waiver:

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver:

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

(Signature of parent, guardian (or legal or actual custodian)

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for the programs checked above.

Section 1 — Scope of Investment Policy

The Investment Policy of the Cedar Falls Community School District shall apply to all operating funds, bond proceeds, and other funds and all investment transactions involving operating funds, bond proceeds, and other funds accounted for in the financial statements of the Cedar Falls Community School District. Each investment made pursuant to this investment policy must be authorized by applicable law and this written investment policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution

Upon passage and upon future amendment, if any, copies of this investment policy shall be delivered to all of the following:

1. The governing body or officer of the Cedar Falls Community School District to which the investment policy applies.
2. All depository institutions or fiduciaries for public funds of the Cedar Falls Community School District.
3. The auditor engaged to audit any fund of the Cedar Falls Community School District.

Section 2 — Delegation of Authority

In accordance with Section 12B.10(1), the responsibility for conducting investment transactions resides with the treasurer of the Cedar Falls Community School District. Only the treasurer and those authorized by resolution may invest public funds.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the Cedar Falls Community School District shall require the outside person to notify in writing the Cedar Falls Community School District within thirty days of receipt of all communication from the auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the Cedar Falls Community School District by the outside person.

The records of investment transactions made by or on behalf of the Cedar Falls Community School District are public records and are the property of Cedar Falls Community School District whether in the custody of the district or in the custody of a fiduciary or other third party.

The treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the Cedar Falls Community School District responsible for elements of the investment process, and to address the capability of investment management. The controls shall provide a receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body.

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A bank, savings and loan association, or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure

Section 3 — Objectives of Investment Policy

The primary objectives, in order of priority, of all investment activities involving the financial assets of the Cedar Falls Community School District shall be the following ([Code of Iowa, Section 12B.10]):

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective.

Section 4 — Prudence

The treasurer of the Cedar Falls Community School District, when investing or depositing public funds, shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the Cedar Falls Community School District and the investment objectives stated in Section 3.

When investing assets of the Cedar Falls Community School District for a period longer than one (1) month, the treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of two (2) investment providers.

Section 5 — Instruments Eligible for Investment

Assets of the Cedar Falls Community School District may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association, or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the Cedar Falls Community School District. Deposits in any financial institution shall not exceed the deposit limits approved by the school board.
- Obligations of the United States government, its agencies, and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C.
- Iowa Schools Joint Investment Trust (ISJIT).

All instruments eligible for investment are further qualified by all other provisions of this investment policy, including Section 7 investment maturity limitations.

Section 6 — Prohibited Investments and Investment Practices

Assets of the Cedar Falls Community School District shall not be invested in the following:

1. Reverse purchase agreements.
2. Futures and options contracts.

Assets of the Cedar Falls Community School District shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the Cedar Falls Community School District fails to produce requested records when requested by this public body within a reasonable time, the Cedar Falls Community School District shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Section 7 — Investment Maturity Limitations

Operating funds must be identified and distinguished from all other funds available for investment. Operating funds are defined as those funds which are reasonable, expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating funds may only be invested in instruments authorized in Section 5 of this investment policy that mature within three hundred ninety-seven (397) days.

Section 8 — Safekeeping and Custody

All invested assets of the Cedar Falls Community School District involving the use of a public funds custodian agreement, as defined in section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

Section 9 — Investment Policy Amendment

Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Date of Adoption: September 14, 1992

Date of Revision: March 10, 1997
April 28, 2003
April 9, 2007
May 14, 2012

Policy Title:

Inventories & Assets

Code No. **802.4**

A perpetual inventory of all centrally stocked consumable items shall be maintained and a cycle count of inventory shall be taken on June 30th to ensure the accuracy of inventory records and the auditing purposes.

A perpetual inventory of all fixed assets (furniture and other non-consumable equipment) with a cost of ~~two-thousand dollars (\$2,000)~~ **five thousand dollars (\$5,000)** or more and an estimated useful life in excess of one (1) year shall be maintained.

An inventory of intangible assets with a cost of fifty-thousand (\$50,000) or more shall be maintained as required per Governmental Accounting Standards Board Statement #51. Examples of intangible assets include easements, land use rights (water, timber, mineral), patents, trademarks, copyrights and computer software that is purchased, licensed or internally generated (including websites), as well as outlays associated with an internally generated modification of computer software.

A physical inventory within all District buildings shall be conducted every three years under the supervision of the Director of Business Affairs. The inventory report shall be filed in the Administrative Center Business Office. An electronically recorded inventory of all District buildings shall be conducted every three years for insurance purposes, and will be stored in the Administrative Center Business Office.

All District assets (fixed and intangible) shall be depreciated using the straight line method of depreciation.

Date of Adoption: May 12, 2003

Dates of Revision: April 9, 2007
June 14, 2010
May 14, 2012

Policy Title:

Salary Payments

Code No. ***803.1***

Payroll for all district employees will be distributed on the day authorized by the ~~director of business affairs~~ **Chief Financial Officer**. Payment may be withheld until licensure, health certificate, W4's, INS forms, and official transcripts have been received by the human resource director and the business office. This is in compliance with state, federal, and local regulations. Deductions will include only those required by law or authorized by the Board of Education.

Date of Adoption: July 11, 1977

Dates of Revision: September 10, 1979
January 8, 1990
April 28, 2003
April 9, 2007
May 14, 2012

Policy Title:

Payment for Goods and Services

Code No. **803.2**

The board authorizes the issue of warrants for payment of claims against the school district for goods and services. The board will allow the warrants after the goods and services have been received and accepted in compliance with board policy and the claims audited by the board.

Claims for payment of freight, drayage, express, postage, printing, water, lights, telephone, rents, and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary prior to formal audit and approval by the board. In addition, the secretary, upon approval of the board president, may issue warrants for verified bills filed with the secretary when the board is not in session prior to payment and prior to audit and approval by the board. The board secretary shall examine the claims and verified bills.

The secretary shall determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It shall be the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to sign warrants, the vice president may sign warrants on behalf of the president.

Date of Adoption: September 19, 1994

Dates of Revision: April 28, 2003
April 9, 2007
May 14, 2012

Policy Title:

Disposition of Obsolete Equipment

Code No. **803.3**

School property, such as equipment, furnishings, equipment and/or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment shall be disposed of in a manner determined by the board. A public hearing shall be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision.

In case of a sale, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell the property and re-advertise.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Property having a value of not more than five thousand dollars, other than real property, may be disposed of by any procedure which is adopted by the board and each sale shall be published by at least one insertion in a newspaper having general circulation in the district.

Acceptable methods approved by the board are sealed bids and public auction.

Date of Adoption: November 22, 1999

Dates of Revision: April 28, 2003
April 9, 2007
May 14, 2012
June 9, 2014

Policy Title: ***Purchasing and Acquisition of Technology Equipment*** Code No. ***803.4***

All technological equipment and devices (including, but not limited to) printers, projectors, software or graphic cards, must be reviewed, approved, and facilitated by the Supervisor of Technology Services. All technology related purchases and/or donations to the Cedar Falls Community School District must adhere to these guidelines. This includes, but is not limited to; district, corporate, public, private and staff donations.

The review and approval procedure for purchasing any technology equipment and software is intended to provide:

- 1). A centralized point of information about technology items
- 2). A campus-wide inventory of hardware and software
- 3). Pricing advantages
- 4). License compliance for software purchases
- 5). Hardware and software that can be supported

Date of Adoption: October 12, 2009

Date of Revision: May 14, 2012

The superintendent or designee is authorized to enter into an agreement with a financial institution for the use of district credit cards. Use of credit cards shall be limited to expenditures necessary to conduct district business.

The superintendent or designee designates employees authorized to use district credit cards for purchase of appropriate goods and services for district purpose. The superintendent (or designee) shall be responsible for establishing administrative procedures that, at a minimum, address the following:

1. Which employees are authorized to use district credit cards
2. What types of good and services each employee is authorized to purchase with a district credit card
3. The maximum amount of any single transaction for each authorized employee
4. The maximum amount of purchase for a monthly billing cycle for each authorized employee.

~~Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties.~~

~~Employees and officers using a school district credit card~~ District credit card users must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Unauthorized use of a district credit card shall be grounds for disciplinary action including termination of employment.

~~The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.~~

It is the responsibility of the superintendent or designee to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card used by the superintendent and the board is for appropriate school business.

Date of Adoption: January 9, 1995

Date of Revision: November 27, 2000
November 25, 2002
July 19, 2010
May 14, 2012

Policy Title: ***Preservation of School District Records***

Code No. ***805.1***

School district records shall be kept and preserved according to the schedule below:

Permanently

| | |
|-------------------------------------|--|
| Annual Statistical Reports | FICA & IPERS Reports |
| Applications of those hired | Individual Payroll Records |
| Articles of Incorporation | Legal Cases |
| Attendance Records | Local Education Agency – Certified Annual Report |
| Audit Reports | Oath of Office for Board Members |
| Board Minutes & Monthly Bills Lists | Resignations & Reasons for Termination |
| Bond & Coupon Register | Student Accident Reports (Challenged in court) |
| Budgets (Certified) | Student Records |
| Certified enrollment | Transportation Reports |
| Easements & Deeds | Treasurer's Annual Reports |
| Employee Record summary | Union/Association Master Contracts |

Twenty Years

Payment of Judgments Against School District
Workers Compensation Injury Report
Student Accident Reports

Ten Years

| | |
|--------------------------------|--|
| Bonds and Coupons (Paid) | Iowa Schools Cash Anticipation Program (ISCAP) |
| Check Registers/Vendor Checks | Iowa School Joint Investment Trust (ISJIT) |
| Employee Contracts | |
| Construction Contracts & Files | |

Five Years

| | |
|--|---|
| Affidavits of Publication | Invoices (Paid) |
| Bank Statements & Cancelled Checks Investment Records | |
| Board Correspondence | Iowa Workforce Reports |
| Budget Estimate Worksheets | Pentamaton Live data for Finance & Human Resources |
| EEO-5 Reports | Phase I, II, and III Reports |
| Federal Program Files | Receipt Copies |
| Financial Correspondence | Sales Tax Refund Claims |
| Flexible Spending Account Enroll. Forms | Secretary's Monthly Financial Reports |
| Flexible Spending Account Payments | Tuition Applications |
| Fixed Asset Addition & Deletion Cards | Unemployment Claims |
| Food Service Financial Reports | Vandalism Reports |
| Free and Reduced Lunch Applications | Vehicle List Updates |
| Fuel Tax Refund Claims | W-2, W-3, W-4, 941 and 1099 Forms |
| Insurance Policies including fidelity bonds of officials | |
| Nursing Daily Log and Medication Administration Records | |

Three Years

| | |
|--|---------------------------------------|
| Administrative Council Minutes | Garnishment Records |
| Bid Files | Iowa Child Labor Forms (Work Permits) |
| Cabinet Minutes | Nomination Papers |
| Citizen Petitions | Rental Contracts |
| Elementary Field Trip Permission Slips Signed by Parents | |

Preservation of School District Records

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Two Years

| | |
|--|-----------------------------------|
| Annual Requisitions | Time Sheets |
| Annuity Company Monthly Invoices | Field Trip Requests |
| Board Agenda | Work Orders & Supply Requisitions |
| Payroll Authorizations (Green Sheets) | Bus Pre-Trip Inspection Forms |

One Year

Minutes & Audio Recordings of Closed Session Board Meetings
~~Payroll Job Stream Reports~~
All (staff, student and Board of Education) electronic communications (email)

Six Months

All (staff, student, and Board of Education) electronic communications (email)

Miscellaneous

Board policies – retained until superseded with new policy
Enrollment for insurance, direct deposit – as long as current
Job Applications – minimum one year
Maintenance & Warranty Agreements – life of agreement
Property Accounting Printouts – destroy when superseded by new one
Savings Bond Forms, Sick Leave Bank Forms, Union due Forms –
destroy when superseded by new one
Underground Storage Tank Level Sensor Records – keep one year after life of tank
I-9 Minimum of three years or one year following termination of Employment

Appropriate school officials are authorized to destroy school records when school district records have been preserved in accordance with the above schedule.

Date of Adoption: April 28, 1980

Date of Revision: January 9, 1989
March 10, 1997
April 8, 2002
April 28, 2003
April 26, 2004
April 9, 2007
May 14, 2012
June 10, 2013

Policy Title: *Conversion of School Health Insurance for Retirees* Code No. 806.2

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 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 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.

Date of Adoption: May 14, 1973

Dates of Revision: February 24, 1986
 May 8, 1989
 April 28, 2003
 April 9, 2007
 May 14, 2012

The Board of Directors recognizes and supports the principle that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. The Board of Directors, therefore, believes it is important to designate those expenditures for officers, directors, employees, contractors and volunteers, that are in addition to salaries and benefits authorized and/or specified in Series 300 or 400 and legitimate expense reimbursements which serve a legitimate public purpose.

The Board of Directors authorizes the expenditure of District funds for District officers, directors, employees, contractors and volunteers for the following purposes, as these are commonly-granted benefits which aid in recruitment of personnel, promote improvement of staff morale and cooperation, and assist in building a commitment to the District, thus assisting in creating a more productive learning environment:

- Recognition for employees who have been with the District for ten (10) or more years, with items not to exceed \$100.00 each in cost to the District.
- A plaque, clock or comparable recognition item upon the retirement or end of service of an employee or official, with the plaque or recognition item not to exceed \$100.00 in cost to the District.
- Meals for licensed interviewees (and if the interviewee is an administrative candidate, the interviewee's spouse) and District employees accompanying the interviewee at the time of an interview not to exceed \$25.00 per attendee.
- Meals for newly-hired employees and other District employees accompanying them not to exceed one time per school year to promote understanding of District and community processes, with the cost of the meal not to exceed \$25.00 per attendee.
- Meals on-site during staff-development (in-service) meetings, with the costs of the meals to the District not to exceed \$15.00 per attendee. This is to promote a more efficient day so that staff members do not leave the premises.
- Meals may also be served to Board members and officers, the administrators, and other school personnel required to be present at Board meetings if the meetings are called prior to 6:00 p.m., or if they go unusually long, in order to enable the Board to continue with business without interruption, with the cost to the District not to exceed \$25.00 per attendee.
- Meals may also be provided to District officials and employees and consultants if the provisions of meals facilitate working time not to exceed \$25.00 per attendee.
- Memorial flowers to convey sympathy or congratulations not to exceed \$50.00

- Awards holding a nominal value to commemorate the achievements of a student or group of students. These awards shall be designed to reward behavior and values that exemplify the educational and community mission of the District.

The Board of Directors also authorizes the expenditure of District funds for coffee and soft drinks in the school buildings. Coffee, soft drinks, and light refreshments, such as fruit, cookies or pastries, may also be made available to the public at Board and committee meetings to promote a welcoming environment and as a common courtesy for individuals who travel to the District building for attendance at District meetings and conferences.

No District funds will be used to pay the cost of any alcoholic beverage and no alcoholic beverage will be available on school grounds.

Date of Adoption: July 22, 2013

Policy Title:

Employee Garnishments

Code No. **807.2**

It is the responsibility of the Board Secretary to accept service of garnishment orders upon employees of the District (Iowa Code 642.2(5)). In the event the Board Secretary is not available, the Supervisor of Financial Services or the Payroll Specialist will have the authority to accept garnishment orders on behalf of the District.

Date of Adoption: July 22, 2013

The Board of Education seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The Board recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the Board is committed to ensuring that actions within their control are prudent.

Debt Limits

For general obligation debt, the school district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the school district's boundaries, as prescribed the Iowa constitution and statutory restrictions.

For revenue debt, the school district's goal is to provide adequate debt service coverage of at least 1.20 times the annual debt service payments.

In accordance with Iowa law, the school district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

PURPOSES AND USES OF DEBT**Capital Planning**

To enhance creditworthiness and prudent financial management, the school district is committed to systematic capital planning, intergovernmental cooperation and coordination and long-term financial planning.

Capital Financing

The school district may issue long-term debt for capital projects as authorized by Iowa law, which include, but are not limited to, the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the school district include:

- General Obligation Bonds
- General Obligation Capital Loan Notes
- Bond Anticipation Notes
- Revenue Anticipation Notes
- School Infrastructure Sales, Services and Use Tax Revenue Bonds
- Lease Purchase Agreements, including Certificates of Participation

Working Capital Financing

The school district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The school district shall strive to repay working capital debt by the end of the fiscal year in which the debt was incurred. A Working Capital Reserve may be included in sizing any working capital debt issue.

Refundings

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the school district, such as to release restrictive bond covenants which affect the operations and management of the school district.

In general, advance refundings for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless there is a compelling objective for doing so.

DEBT STANDARDS AND STRUCTURE

Length of Debt

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

Debt Structure

Debt will be structured to achieve the lowest possible net cost to the school district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the school district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

Generally, the school district will only issue fixed-rate debt. In very limited circumstances, the school district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the school district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The school district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) and meeting their financial ability of debt payment, taking into consideration the call option value of any callable maturities.

In a revenue debt, the school district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with State or Federal law.

Decision Analysis to Issue Debt

Whenever the Board of Education is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the school district's credit worthiness.

Debt Analysis – Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

Financial Analysis – Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditure trends; history and long-term trends of revenues and expenditures; evidences of financial planning; adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections

Governmental and Administrative Analysis – Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis – Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry and occupation; housing characteristics; new construction; evidences of industrial decline; and trend of the economy.

DEBT ISSUANCE

Credit Enhancement

Credit enhancements (i.e., bond insurance, etc.) may be used, but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

Costs and Fees

All costs and fees related to issuing the debt may be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

Method of Sale

Generally, the District will strive to sell all debt a competitive bidding process. Bids will be awarded on the lowest TIC basis providing other bidding requirements are satisfied.

The school district may sell debt using a negotiated process in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of school district credit are unusually volatile or uncertain.

Professional Service Providers

The school district will retain external bond counsel for all debt issues. All debt issued by the school district will include a written opinion by bond counsel affirming that the school district is authorized to issue the debt, stating that the school district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa and federal tax law as it relates to the issuance of the particular debt.

The school district will retain an independent financial advisor. The financial advisor will be responsible for structuring and preparing all offering documents for each debt issue. The financial advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialist, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring services and security or escrow purchases.

Compensation for bond counsel, financial advisor and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

DEBT MANAGEMENT

Investment of Debt Proceeds

The school district shall invest all proceeds received from the issuance of debt separate from the school district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture. Investments will be consistent with those authorized by Iowa law and the school district's Investment Policy to maintain safety of principal and liquidity of the funds.

Arbitrage and Record Keeping Compliance

The ~~Director of Business Affairs~~ **Chief Financial Officer** shall maintain a system of record keeping, reporting and compliance procedures with respect to all federal tax requirements which are currently, or may become applicable, through the lifetime of all tax-exempt or tax credit bonds.

Federal tax compliance, record-keeping reporting and compliance procedures shall include, but not be limited to:

- 1) Post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
- 2) proper maintenance of records to support federal tax compliance;
- 3) investments and arbitrage compliance;
- 4) investments and arbitrage compliance;
- 5) private business use; and
- 6) designation of primary responsibilities for federal tax compliance of all bond financings.

Financial Disclosure

The school district is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The school district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

The Official Statements accompanying debt issues, Annual Audits, and Continuing Disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), through the Electronic Municipal Market Access (EMMA) system, the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS). The treasurer shall be responsible for ongoing debt disclosure as required by any Continuing Disclosure Certificate for any debt issue and for maintain compliance with disclosure standards promulgated by state and federal regulatory bodies.

Date of Adoption: August 26, 2013

I. Compliance Coordinator

The ~~Director of Business Affairs~~ **Chief Financial Officer** (Coordinator) shall be responsible for monitoring post-issuance compliance, and

- a) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. Coordinator will obtain such records as are necessary to meet the requirements of this policy.
- b) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this policy.
- c) Training and education of Coordinator will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

II. Financing Transcripts

The Coordinator shall confirm the proper filing of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the District, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until eleven (11) years after the tax-exempt obligation it documents has been retired. Said transcript shall include, at a minimum:

- a) Form 8038s;
- b) minutes, resolutions, and certificates;
- c) certifications of issue price from the underwriter;
- d) formal elections required by the IRS;
- e) trustee statements;
- f) records of refunded bonds, if applicable;
- g) correspondence relating to bond financings; and
- h) reports of any IRS examinations for bond financings.

III. Proper Use of Proceeds

The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the District, and that the District shall:

- a) obtain a computation of the yield on such issue from the District's financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e) maintain records of the payment requests and corresponding records showing payment;
- f) maintain records showing the earnings on, and investment of, the Project Fund;
- g) ensure that all investments acquired with proceeds are purchased at fair market value;
- h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;

- i) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds;

IV. Timely Expenditure and Arbitrage/Rebate Compliance

The Coordinator shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the District and the expenditure records provided in Section 2 of this policy, above, and shall:

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) if the District does not meet the “small issuer” exception for said obligation, monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate;
- c) not less than 60 days prior to a required expenditure date confer with bond counsel and a rebate consultant if the District will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate; and
- d) in the event the District fails to meet a temporary period or rebate exception:
 - i. procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - ii. arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

V. Proper Use of Bond Financed Assets

The Coordinator shall:

- a) maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) with respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
 - i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property; or
 - viii. any other change in use of such asset;
- c) maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and

- d) In the event the District takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met, the Coordinator shall contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12.

VI. General Project Records

For each project financed with tax-exempt obligations, the Coordinator shall maintain, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) appraisals, demand surveys or feasibility studies,
- b) applications, approvals and other documentation of grants,
- c) depreciation schedules,
- d) contracts respecting the project.

VII. Advance Refundings

The Coordinator shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;
- b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; and (iv) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes.
- d) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
- f) To the extent as issuer elects to the purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.

- h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

VIII. Continuing Disclosure

The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

Date of Adoption: August 26, 2013

Policy Title:

Insufficient Classroom Space

Code No. **901.1**

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

Date of Adoption: September 11, 1989

Dates of Revision: April 14, 1997
April 28, 2003
June 18, 2007
October 12, 2009
May 14, 2012

Policy Title:

Playground/P.E. Equipment

Code No. **901.2**

Any purchase of playground or physical education equipment for the Cedar Falls Community Schools by any organization will have the approval of the superintendent or the superintendent's designee. Such additions to equipment inventory may not be purchased without vender certification of compliance with OSHA standards. Consideration will be given to A.D.A. compliance guidelines.

Date of Adoption: September 10, 1979

Dates of Revision: December 11, 1989
April 14, 1997
April 28, 2003
June 18, 2007
May 14, 2012

~~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 devises or secondary attacks.~~

Date of Adoption: September 18, 1978

Dates of Revision: October 24, 1983
January 8, 1990
April 14, 1997
May 10, 1999
April 28, 2003
June 18, 2007
April 7, 2014

Policy Title:

District Emergency Operations Plans

Code No. **902.2**

The safety and security of the school community is paramount to Cedar Falls Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent or designee shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Date of Adoption: September 18, 1978

Dates of Revision: October 24, 1983
January 8, 1990
April 14, 1997
May 10, 1999
April 28, 2003
June 18, 2007
April 7, 2014

Policy Title:

Energy Conservation

Code No. **902.3**

In the continuing effort to best utilize public resources in an effective and efficient manner, employees and students shall practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, recycling, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It shall be the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students shall abide by these guidelines.

Date of Adoption: September 18, 1978

Dates of Revision: December 11, 1989
April 14, 1997
April 28, 2003
June 18, 2007
May 14, 2012

Policy Title:

Tobacco-Free Environment

Code No. **902.4**

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.

Date of Adoption: May 11, 1992

Date of Revision: January 9, 1995
April 28, 2003
June 18, 2007
February 22, 2010
May 14, 2012
April 7, 2014
December 8, 2014

Policy Title: *Visitors to School District Buildings & Sites*

Code No. *903.1*

The board welcomes the interest and involvement of parents and other members of the school district community and invites them to visit the school buildings and sites. In order to minimize disruption and make appropriate arrangements, scheduling for visitations should be made in advance.

~~Parents, college students, volunteers, and other visitors are asked to make their presence known by signing in at the school offices. Visitors shall wear a district provided identification badge at all times.~~

Anyone who is not a regular staff member or student of the school shall be termed a “visitor”. Visitors shall make their presence known by signing in at the school office and must present government issued photo identification, and pass the screening system. Visitors shall wear a district provided identification badge at all times.

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

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

Date of Adoption: May 12, 1997

Date of Revision: April 28, 2003
June 18, 2007
May 14, 2012

Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities, including buildings and grounds. This policy does not include scholarships or research grants.

General Statement of Policy

Cedar Falls Community School District recognizes two circumstances in which the school district may grant naming rights: Naming rights in consideration and naming rights in recognition. In each circumstance, the school district enters into a written agreement about the nature of the naming right. The provisions of this policy govern any agreement.

Definitions

- A. "Facilities" are district-owned buildings and properties, including outdoor fields, streets and areas.
- B. "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions.
- C. "Naming rights in recognition" is recognition of a significant contribution to the school district that the district wishes to honor.

Naming Rights in Consideration

The school district may grant naming rights in consideration to recognize contributions made to the district. The contribution may be a financial contribution, sponsorship or the provision of equipment, materials, land or services. These contributions are at the discretion of the school district.

Naming Rights in Recognition

- A. The school district may grant naming rights in recognition to recognize contributions to the district that were not contributed to the district for the purpose of receiving naming rights. Naming rights for these contributions are at the discretion of the school district.
- B. One of the following criteria must be met for granting naming rights in recognition:
 - a. Recognition of outstanding service to the school district while serving in an academic or administrative capacity or outstanding service to the Cedar Falls community; or
 - b. Recognition of the achievements of distinguished alumni; or
 - c. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting of naming rights.

Granting Naming Rights

- A. In granting naming rights, either "in consideration" or "in recognition," due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the school district's sense of identity as well as their role in assisting staff, students and visitors to orient themselves within a campus.
- B. The granting of naming rights must always be consistent with the school district's mission and vision. The long-term effects of the naming rights must be considered. The school affected by the naming right to be granted will be consulted before any decision is made.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies.

- 1. Areas for Which Naming Rights May Be Awarded:

- Auditoriums/Theaters
- Gymnasiums
- Libraries
- Gardens/Walks
- Athletic Fields/Facilities
- Concessions/Locker Rooms
- Academic Department Wing (ie: Science Wing, Math Wing, etc)
- Cafeteria/Kitchen
- Media Center/Library
- Other areas deemed appropriate by the Superintendent

- 2. Informed Consent

The school district shall not grant a naming right without the informed consent of the named party and/or their immediate family.

- 3. Monetary Valuation of Naming Rights

Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.

- 4. Guidelines

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought. For Department Wing a minimum valuation will be \$250,000 and for larger public spaces a minimum of \$750,000 will be required.

- 5. Duration of Naming Rights

The duration of naming rights is decided or negotiated on a case-by-case basis.

6. Physical Display of Naming Rights

- a. Whether there is a physical display of the naming rights is decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the naming rights will take into account the identification of the school district and opportunities offered by that building for the district.
- b. When "naming rights in recognition" is awarded, plaques may, with the approval of the superintendent, be installed in buildings.

7. Transferability

"Naming rights in consideration" may be transferred by mutual agreement between all parties.
"Naming rights in recognition" may not be transferred.

8. Renewability

Naming rights may be renewed by mutual agreement between all parties.

9. Limit of Naming Rights

a. On the Part of the District:

The school district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.

b. On the Part of the Named Party:

The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

10. Termination of Naming Rights

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:

a. Termination by the District:

The school district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.

b. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the school district directly brings the named party into disrepute.

Date of Adoption: August 13, 2018

Policy Title:

School Publications

Code No. *1001.1*

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.

Date of Adoption: June, 1965

Dates of Revisions: February 25, 1980
January 22, 1990
May 12, 1997
June 9, 2003
June 18, 2007
June 11, 2012

Policy Title:

Distribution of Literature

Code No. *1001.2*

Materials submitted by outside organizations (parent-teacher associations are considered school agencies) are not to be distributed to the pupils or sent to the homes unless authorization has been granted by the superintendent or his/her designee and appropriate arrangements have been made to have the materials prepared and delivered to that school. Such a request would only be approved when it is for the best interests of the pupils and school and not a commercial venture.

Date of Adoption: June, 1965

Dates of Revision: September 10, 1979
December 11, 1989
June 9, 2003
June 18, 2007
June 11, 2012

Policy Title: *Students as Carriers of Communications*

Code No. *1001.3*

The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects. However, occasionally the type of project or the frequency of requests may interfere with the effective and efficient use of school time.

It shall be the policy of the Board of Education to prohibit the use of students as carriers of commercial and/or non-school messages, except in those cases judged by the superintendent of schools or designee as directly related to the educational tasks of the school system. This policy is in coordination with policy 1005.1, Teacher and Student Involvement in Sales, Money-Raising and Charitable Activities.

Date of Adoption: February 28, 1972

Dates of Revision: January 10, 1983
December 11, 1989
May 12, 1997
June 9, 2003
June 18, 2007
June 11, 2012

Policy Title:

Public Examination of School District Records

Code No. ***1002.1***

The examination and copying of public records should be done under the supervision of the lawful custodian of the records or the custodian's authorized designee. The lawful custodian shall not require the physical presence of a person requesting or receiving a copy of a public record and shall fulfill requests for a copy of a public record received in writing, by telephone, or by electronic means. Fulfillment of a request for a copy of a public record may be contingent upon receipt of payment of expenses to be incurred in fulfilling the request and such estimated expenses shall be communicated to the requester upon receipt of the request. The lawful custodian may adopt and enforce reasonable rules regarding the examination and copying of the records and the protection of the records against damage or disorganization. The lawful custodian shall provide a suitable place for the examination and copying of the records, but if it is impracticable to do the examination and copying of the records in the office of the lawful custodian, the person desiring to examine or copy shall pay any necessary expenses of providing a place for the work.

All expenses of the work shall be paid by the person desiring to examine or copy. The lawful custodian may charge a reasonable fee for the services of the lawful custodian or the custodian's authorized designee in supervising the examination and copying of the records during the work. If copy equipment is available at the office of the lawful custodian of any public records, the lawful custodian shall provide any person a reasonable number of copies of any public record in the custody of the office upon the payment of a fee. The fee for the copying service as determined by the lawful custodian shall not exceed the actual cost of providing the service. Actual costs shall include only those expenses directly attributable to supervising the examination of and making and providing copies of public records. Actual costs shall not include charges for ordinary expenses or costs such as employee benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the lawful custodian.

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Date of Adoption: August 8, 2005

Date of Revision: November 13, 2006
June 8, 2009
June 11, 2012

Policy Title:

Parent Involvement

Code No. ***1003.2***

The school district will assist in developing and implementing continued programs for active parental involvement in a variety of roles at all grade levels. In order to promote a close relationship between school and home and enable teachers and parents to cooperate in the education of children and youth, the schools are committed to supporting parents as decision-makers and developing their leadership in governance, advisory, and advocacy roles. The Cedar Falls School District supports and promotes communication between school and family regarding programs, policies, and student progress and will help parents develop skills and techniques designed to assist their children in learning at home.

Parent-teacher organizations at the building and district level constitute an important and desirable aspect of the total effort to accomplish the goals of the Cedar Falls Community School District. Cooperation with such organizations which set forth meaningful programs of action consistent with the philosophy and policies of the district is to be encouraged. Parent-teacher organizations may be established for each attendance unit in the school district. The building administrator for each attendance unit shall serve as the liaison officer representing the school system.

Each attendance unit organization may be a member of a system-wide parent-teacher council whose purpose shall be to coordinate the efforts of the individual units toward common goals.

Date of Adoption: June, 1965

Dates of Revision: September 10, 1979
December 11, 1989
July 10, 1995
May 12, 1997
June 9, 2003
June 18, 2007
June 11, 2012

1. The facilities of the Cedar Falls Community School District are for the primary use of students for curricular and extracurricular activities. The board believes school facilities should be available for the community when such use does not conflict with school activities or maintenance projects.
2. Local civic, religious, fraternal, patriotic and community welfare organizations, including any group interested in promoting cultural, educational or recreational activities, are eligible to use auditoriums, gymnasiums, classrooms and other school properties, providing the activities are not contrary to law.
3. Organizations interested in using school facilities should make such requests through the Office of Business Affairs. The Office of Business Affairs will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form (see Facility Usage Manual) is required by the organization.
4. The extent of district staff (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) needed by groups reserving school facilities will be determined by the Office of Business Affairs.
5. Permission granted for facility usage by the Office of Business Affairs shall be made in writing through the signing of a contract with the representative of the organization making the request.
 - a. It is the responsibility of the representative to read the Facility Usage Manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the Office of Business Affairs.
 - b. Two copies of the signed contract shall be required. The Office of Business Affairs will retain one copy and the representative of the group will retain the second copy.
 - c. A signed hold harmless agreement, including proof of insurance (see Facilities Usage Manual) must be submitted to the Office of Business Affairs prior to rental.
 - d. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities (see Facility Usage Manual). If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue. The designated building supervisors (facility coordinators, building supervisors, custodians, technicians, and food service, etc.) on duty have the right to terminate any activity at any time due to violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Date of Adoption: September 10, 1979

Dates of Revision: January 10, 1983
April 14, 1986
December 11, 1989
January 22, 1990
March 11, 1996
January 26, 1998
April 9, 2001
June 9, 2003
October 14, 2013

A. *Profit-Making Organizations*

Teachers and students shall not be used for the promotion or sale of services/products of businesses, agencies or organizations operating for profit. The Board of Education specifically forbids such activities as the following:

1. Distribution by students of pamphlets or other literature urging students, parents, and others to purchase services or products sold primarily for the benefit of a profit-making organization.
2. The sale by students or teachers of products and/or services, except in relation to production by students as part of the educational program.

When the Board of Education and/or the superintendent of schools feels that said benefits outweigh any promotional purpose, prior approval can be given by the superintendent or designee to an activity.

B. *Distribution — Sales Literature*

No one shall be permitted to solicit any student or teacher, to distribute circulars, handbills, cards or advertisements or take up contributions, except by approval from the superintendent of schools or designee as being in accord with the general philosophy and policies of the Board of Education.

C. *School Fund-Raising Activities*

Building administrators may authorize a limited number of building fund-raising activities. Funds raised through such sales must be expended for school-related projects. Funds should be accounted for as specified by the district business office procedure and in accordance with established auditing policies. Such projects shall have prior approval of the appropriate director.

D. *School-Related Parent Organization Fund Drives*

School-related parent organization fund drives which require the assistance of students and/or other school employed personnel will need to be evaluated under preceding portions of this and other policies.

E. *Charitable Fund Drives*

Participation by students in activities of charitable organizations are considered to be a desirable part of a student's total education. The Board of Education authorizes the administration to determine the nature and extent of involvement in such activities.

F. *Principal's Responsibility*

It is incumbent upon the building principal to insure that all such activities are so arranged and scheduled that they do not improperly infringe upon time which should be devoted to formal learning activities.

This policy is in coordination with Policy 507.3, *Student Wellness*

Date of Adoption: February 28, 1972

Dates of Revision: January 24, 1983
December 11, 1989
May 12, 1997
June 9, 2003
June 18, 2007
June 11, 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.

Date of Adoption: October 25, 1999

Dates of Revision: April 28, 2003
June 18, 2007
July 8, 2012

Volunteers, by virtue of their contributions of time, talents and other resources to the programs of education and student activities in the Cedar Falls Community Schools, provide important and valued services. It is the policy of the District to encourage the use of quality assistance offered by school volunteers.

Areas of volunteer services include:

- Support for instructional and co-curricular programs
- Enriched student learning opportunities through the experiences and knowledge of volunteers
- Increased individual attention for students
- Increased assistance for students of varying abilities
- Increased time for teachers to work with students

To ensure safety for students, volunteers and staff, all volunteers must adhere to the guidelines for volunteers provided by the school District and by the guidelines and procedures provided by the attendance centers in which volunteers serve.

Volunteers shall serve under the direct supervision of staff members.

In accordance with the privacy rights of students, families and staff, volunteers must ensure that personal and personnel matters encountered as volunteers in the school setting remain confidential.

Procedures

The following guidelines are established as school District policy, and are in addition to any procedures, rules and regulations provided at attendance centers and other school sites:

1. Each volunteer must check in with the building administrator/designee before beginning an assignment. At that time, the volunteer will receive the appropriate identification badge and will complete the initial log-in for the assignment. Logs will be maintained at the attendance center/site, and will show all segments of volunteer service.
2. Volunteers who work directly with students or assist staff on a regular basis will complete the *Volunteer's Confidential Statements/Assurances* form. The building administrator/designee and an administrator at the Administrative Center will review each form. Volunteers who serve as resource speakers, concession workers, ticket sellers or ticket takers, school dance chaperones, and others whose primary role is not interacting with students will be excluded from this requirement.

3. Each attendance center/site will provide the appropriate orientation for volunteers.
4. Building administrators/designees will supervise, monitor and, where appropriate, evaluate the activities of volunteers at their sites.
5. If volunteer status cannot be approved for a person completing these procedures, or if it becomes necessary to remove a volunteer from approved volunteer status, the affected person and each administrator shall be immediately notified of the action.

Date of Adoption: January 11, 2000

Date of Revision: November 25, 2002
October 13, 2008
May 13, 2013

Cedar Falls Community School District
Volunteer Information – to be completed annually

Please Print Clearly

Today's Date: ____/____/____

Full Name: _____

Home Phone: _____ Email: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Do you have any allergies of which we should be aware?

Do you have any medical concerns of which we should be aware? (diabetes, seizures, etc.)

Who should we contact in case of emergency?

_____ Phone: _____

_____ Phone: _____

- The Cedar Falls School District buildings are tobacco, alcohol, and drug-free zones.
- No one other than school staff may take a student off campus without written permission of the parents and the school principal.
- Unless otherwise authorized, all volunteers must remain within sight of a school staff member.
- No one other than approved school staff may administer medicines (this includes all over the counter medication such as: Tylenol, cough drops, antihistamines) to students.
- Due to possible food allergies no food, candy, or beverages are to be given to any students.
- Refer any injury or accident to the classroom teacher who will follow the proper procedures.
- Information received from working in the school is to be kept strictly confidential.

Volunteer's Signature: _____ Date: _____

Cedar Falls Community School District

Cedar Falls, Iowa 50613-2214

Volunteer's Confidential Statements / Assurances – to be completed annually

As one component of the District's policy to provide safe learning environments for students and staff who work with volunteers in the schools and at school activity sites, the following information is required from all persons who seek approved volunteer status.

1. Have you ever been convicted of, or plead guilty to, a serious misdemeanor, aggravated misdemeanor or a felony under Iowa law or the laws of any other state or country?

_____ Yes _____ No

2. Have you ever been convicted, or had an administrative finding, or violating any law involving child abuse, dependent adult abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

_____ Yes _____ No

3. Have you ever been the subject of, or been listed as, the perpetrator in a founded child abuse or dependent adult abuse report?

_____ Yes _____ No

4. Are you required to register as a sex offender with the Sex Offender Registry or with any other such registry?

_____ Yes _____ No

5. Do you currently have charges pending, or are there any ongoing investigations relating to any of the situations listed above?

_____ Yes _____ No

6. (For those who will be volunteer drivers) Has your driver's license ever been revoked or suspended?

_____ Yes _____ No

(A yes response to any of the above questions will lead to an interview with an administrator)

School(s) in which you wish to serve: _____

By my signature, I agree that should any of the information above change in the future, I shall immediately contact the Administrative Center and inform the District of any changes.

I further certify that the information provided herein is complete and correct. I understand that this form will be filed in the District's Administrative Center.

Volunteer Signature

Date

Principal or Designee Signature

Date

It is the policy of the Cedar Falls Community School District to foster an equal educational environment for all students, employees and community members within the district. The District shall comply with all state and federal laws, regulations, and rules regarding the use of service animals by staff or students with a qualifying disability. The District shall allow the use of service animals to accompany individuals with disabilities in all areas of District property where the individual is normally allowed to go. This may include, but is not limited to classrooms, cafeterias, and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities.

Service Animals

Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Service animals do not include any animal other than a dog or a miniature horse; wild animals, farm animals and rodents, or animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being are specifically excluded from this policy.

Service animals must be current on all required vaccinations. Service animals also must be under control at all times while on District property, either by the individual with a disability, or by a handler of the service animal. "Under control" means that the animal is harnessed, leashed, or tethered, unless these devices interfere with the animal's work or are impractical due to the individual's disability, in which case control may be established using voice, signal, or other effective means to maintain control.

Service animals will be allowed in District transportation vehicles only when the service animal is under the control of its handler, including while entering and exiting the vehicle.

Miniature Horses as Service Animals

Miniature horses shall be allowed as service animals within the District whenever it is reasonable to allow them. Factors to consider when determining reasonableness include:

- whether the animal is housebroken;
- whether the animal is under control;
- whether the facility can accommodate the animal's type, size and weight;
- and whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Establishing the Need for a Service Animal

When no prior notice is given to the District of the use of a service animal; The Superintendent or designee are permitted to ask only the following questions:

"Do you need/require this animal because of a disability?"

If the animal's trained tasks are not readily apparent, the Superintendent or designee may ask:

"What work or task has the animal been trained to perform?"

Service Animals in Training

Employees requesting to bring service animals in training to school must receive written approval from the Superintendent or designee. Approval will be granted on a case by case basis, within the Superintendent or designee's sole discretion. Employees who are granted approval to bring a service animal in training to work must be able to fully perform their job duties for the District at all times.

Employees who train service animals will be allowed access with their service animal in training to those areas of District buildings and property where the employee would otherwise be permitted to go. The service animal in training is expected to abide by the same requirements as a service animal, as set forth in this policy.

Exclusion of Service Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from District property. The Superintendent or designee is permitted to exclude service animals from District buildings and property in the following circumstances:

- The presence of the animal poses a direct threat to health and safety of others;
- the owner or handler is unable to control the animal;
- the animal is not house broken;
- the animal is ill;
- the animal is not clean or has a foul odor;
- the presence of the animal significantly disrupts or interferes with the educational process;
- or the presence of the animal would require a fundamental alteration to the program.

If a service animal is properly excluded from district property, the District shall provide the individual served by the animal the opportunity to participate in the program, service, or activity without having the service animal on district property.

Liability

The individual with a disability (and/or his/her parent, where the individual is a minor) is liable for any damage to the District's property, personal property, and any injuries to individuals caused by their service animal to the same extent that a non-disabled individual who caused such damage would be held liable by the District. The District further assumes no liability for any illness or injury sustained by a service animal on District property. The individual with a disability (and the parent/guardian, if the individual is a student) who uses a service animal on school district property will indemnify and hold harmless the District and its officers, employees, agents, and assigns from any such damages.

Grievances

Denial of access of a service animal for an individual with a disability may be appealed to the District's Section 504 Coordinator.

Date of Adoption: November 26, 2018