

May 13, 2013

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Joyce Coil, Susan Lantz, James Kenyon, and Jenny Leeper. Others in attendance were: Superintendent Mike Wells, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Dr. Adrian Talbot, Director of Human Resources, Pam Zeigler, Director of Elementary Education and Student Council representative Andrew Stensland. Also in attendance were DAsk Martin, Kerri Clausman, Shannon Ingamells and Emily Christensen.

President Senchina called the meeting to order and reported that the business and action to be taken at tonight's meeting will be focused on student achievement.

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

Director Coil moved and Director Leeper seconded the motion to approve the following items:  
The agenda of the May 13, 2013, Board of Education agenda as presented.

1. Approval of the April 17, 22, 25 and 29<sup>th</sup>, 2013 Board of Education Minutes
2. Approval of the bills as presented for payment as reviewed by the designated Board member, Jim Brown
3. Approval of Open Enrollment Requests
4. Approval of Human Resource Report
5. Approval of Agreements:
  - a. Upper Iowa Student Teaching
  - b. Trademark Agreement with Cotton Gallery, Ltd.
  - c. Project Lead the Way Education Service Agreement – Hawkeye Comm. College
  - d. Education Service Agreement – Hawkeye Comm. College

**Open Enrollment Report**

**May 13, 2013**

2012-2013 School Year:

Nicholas Allen  
Current resident district:  
District requested:  
Effective date:

1<sup>st</sup> Grade  
Cedar Falls  
Waverly-Shell Rock  
2012-13 – C

Madison Grinstead  
Current resident district:  
District requested:  
Effective date:

2<sup>nd</sup> Grade  
Cedar Falls  
Hudson  
2012-13 – C

Jack L Weekley, Jr.  
Current resident district:  
District requested:  
Effective date:

2<sup>nd</sup> Grade  
Cedar Falls  
Janesville  
2012-13 - C

Malakai Adelmund  
Current resident district:  
District requested:  
Effective date:

3<sup>rd</sup> Grade  
Hudson  
Cedar Falls  
2012-13 - C

Koal R Blair  
Current resident district:  
District requested:  
Effective date:

2<sup>nd</sup> Grade  
Hudson  
Cedar Falls  
2012-13 - C

Elizabeth M Frisbey  
Current resident district:  
District requested:  
Effective date:

3<sup>rd</sup> Grade  
Waterloo  
Cedar Falls  
2012-13 - C

2013-2014 School Year (OUT):

Tyler Nicholas-Jax Riley  
Current resident district:  
District requested:  
Effective date:  
Currently Attends:

Kindergarten  
Cedar Falls  
Waterloo  
2013-2014  
Sibling already attends Waterloo

Tytus Downs  
Current resident district:  
District requested:  
Effective date:

Kindergarten  
Cedar Falls  
Waterloo  
2013-2014

2013-2014 School Year (IN):

Lihla M Myhre  
Current resident district:  
District requested:  
Effective date:

Kindergarten  
Denver  
Cedar Falls  
2013-2014

Tate Newman  
Current resident district:  
District requested:  
Effective date:

Kindergarten  
Waterloo  
Cedar Falls  
2013-2014

Sedona M Oldenburger  
Current resident district:  
District requested:  
Effective date:

Kindergarten  
Aplington-Parkersburg  
Cedar Falls  
2013-2014

**Human Resources Report**

**May 13, 2013**

***\*New Contracts - Recommended for Approval***

**2013-14 School Year**

Blair Hudson	Holmes JH	Mathematics	MA Step 7	(\$45,581**)
Chad Anderson	Senior High	Industrial Tech	BA Step 3	(\$36,747**)
Katie Lyons	Southdale	Pre-K Reg Education	BA Step 8	(\$42,362**)
Lindsey Humpal	Southdale	Pre-K Special Education	MA Step 8	(\$46,780**)
Joshua Wilkinson	Senior High	Mathematics	MA Step 8	(\$46,780**)

***Resignations - Recommended for Approval***

Laura Wyckoff	Hansen Second Grade	EOSY	Reason: Retirement
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***Coach Resignations – Recommended for Approval***

Doug Wilkinson	Senior High	Head Sophomore Football	EOSY 12-13
Jack Sole	Peet Jr High	Head 7 <sup>th</sup> Grade Football	EOSY 12-13

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

**Item No. 2 – Secretary’s Monthly Financial Report**

Mr. Nefzger reviewed the April 2013 fund balances for general, schoolhouse, student activity, and food service. President Senchina stated that the report would be filed subject to audit.

**Item No. 3 – Communications**

It was recognized that it was school board recognition week. Tokens of appreciation from students throughout the District, as well as certificates from the Iowa Association of School Boards were distributed to board members.

**Item No. 4 – Approval of Robinson-Dresser Storm Shelter Project Bids**

Mr. Nefzger reviewed the bids for the Robinson Dresser storm shelter project. There were a total of seven bids received. It is the recommendation of Struxture Architects and the administration to approve the low quote from Peters Construction from Waterloo, Iowa at a total cost of \$673,201. The low bid is substantially under the original estimate of \$1,035,000. Approximately 85% of eligible project costs will be paid through FEMA and Homeland Security, with the remaining costs to be paid through the 2013-2014 school district Physical Plant and Equipment levy. Director Lantz moved and Director Kenyon seconded the motion to approve the low quote from Peters Construction in the amount of \$673,201. Directors voting in favor of the motion: Kenyon, Coil, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

Item No. 5 – Approval of Waste Disposal Bids

Mr. Nefzger reviewed the bids for waste disposal for the 2013-2014 school year. There were a total of two bids received. It is the recommendation to approve the low quote from Black Hawk Waste Disposal at a total cost of \$171.50 per day. Director Kenyon moved and Director Lantz seconded the motion to approve the low quote from Black Hawk Waste Disposal in the amount of \$171.50 per month. Directors voting in favor of the motion: Kenyon, Coil, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

Item No. 6 – Approval of Blackhawk County Nursing Contract

Mr. Nefzger reviewed the contract with Blackhawk County Health Department for the 2013-2014 school year nursing services. The contract represents an increase of 1.7% over the 2012-2013 school year contract. Director Leeper moved and Director Coil seconded the motion to approve the contract with Black Hawk County Health Department for 2013-2014 school year nursing services. Directors voting in favor of the motion: Kenyon, Coil, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

Item No. 7 – Approval of 2013-2014 Student Fees

Mr. Conrad reviewed the administration’s recommendation for no change to student fees for text books and athletic passes for the 2013-2014 school year.

Mr. Nefzger reviewed the following transportation and food service fee recommendations for the 2013-2014 school year.

1. Increase of \$3.00 per month for round trip and \$1.50 per month for one way transportation fees
2. Single day transportation pass would remain unchanged
3. Increase of .20 for elementary, secondary and adult breakfast and lunch fees
4. Increase .05 for extra milk and snack milk would go up \$2.00 per semester
5. The ID card replacement would increase by \$1.00

Director Lantz moved and Director Coil seconded the motion to approve the proposed 2013-2014 student fee schedule as presented. Directors voting in favor of the motion: Kenyon, Coil, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

Item No. 8 – Approval of Early Graduation Request

Mr. Conrad reviewed the early graduation request from Tristan Roney. Mr. Conrad reported that Ms. Roney is requesting early graduation from the Alternative High School program. The Board reviewed a letter from Kirkwood Community College confirming that Ms. Roney has been accepted in to the Culinary Arts program beginning in August of 2013. Mr. Conrad recommended approval of Ms. Roney’s request for early graduation request. Director Kenyon moved and Director Coil seconded the motion to approve the early graduation request of Tristan Roney. Directors voting in favor of the motion: Kenyon, Coil, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

Item No. 9 – Approval of the 2013 Proposed List of Graduates

Superintendent Mike Wells reported that commencement exercises for the 137th graduating class of Cedar Falls Community School District will be held at 2:00 p.m. on Sunday May 25th, at the University of Northern Iowa McLeod Center. The following is a preliminary list of 362 candidates for graduation. Director Coil moved and Director Kenyon seconded the motion to approve awarding the diplomas for the following 2013 graduates contingent upon satisfactory completion of graduation requirements as attested to by the High School principal. Directors voting in favor of the motion: Kenyon, Lantz, Senchina, Coil, and Leeper. Those voting “no” none. Motion carried.

2013 Cedar Falls High School Graduates

Muhammad Farhan Aftab	Abigail Marie Burgart	Megan Lee Evens
Carmen Marie Albert	Makaela Gabrielle Burke	Evan Joseph Fairbanks
Brendan Joseph Alexander	Mekaila Laura Burton	Matthew William Fedro
Brian Taylor Allender	Conner Matthew Treloar Calhoun	Hanno Antony Fenech
Maya Frances Amjadi	Joshua Ryan Carlo	Ann Elise Fienup
Alexis Taylor Anderson	Sloane LeeAnn Carter	Clinton Alan Fletcher
Alexandra Mae Armstrong	Evan James Cayton	Bennett Owen Ford
Faith Z. Aruwan *	Samantha Marie Chabotte	Krista Kay Fretheim
Stephano Elijah Baker	Samantha Jolene Charley	Taylor Anne Frickson
Celeste Marie Balvanz	Patrick Garrett Child	Katie Marie Friedel
Brandon David Bardal	Trevor Alan Christensen	Kaylee Lynn Frost
Kendra Clair Barnes	Nicholas William Clark	Zachary John Fuller
Brittney Marie Barth	Kale J. Clay	Riley Eugene Garcia
Logan Alan Beauregard *#	Derek Allen Clemen	Kayla Lynn Gardner
Amity Sabrie Beiner	Connor James Clements	Riley Michael Gardner
Jacey Reis Beiner	Jared David Connerley	Gabriel Lee Gedlinske
Hunter Kade Bell	Claire Rose Conrad	Chandal Lynn Geerdes
Garrett Scott Bensend	Jacquelin Ann Marie Conrad	Jason Ronald Geisler
Halle Mae Benson	Brandon John Corkery	Lucas Alan Gerholdt
Kevin Wood Bernard	Anthony Jacob Crow	Mazie Denise Gilfillan
Hannah Rose Berregaard	Ana P. Cunha *	Kayla Sue Ginther
Simen Bjelland *	Alexandra Marie Dana	Abbagail Janey Graveman
Maria Elia Black	Gwen Christine Davies	Spencer Michael Gray
William David Boelts	Alea Ashton Davis	Rachel Diane Green
Isaac Lee Boettger	Jared Reilly Davis	Allison June Gregg
Katelyn Marie Bogardus	Lindsey Jean Davis	Ashley Lynn Griffin
Wesley William Bostwick	Nicholas David deBuhr	Kurt Jeffery Groesbeck
Michael Lee Bowden	Dallas Danielle Deery	Katelyn Jo Haan
Justin Lee Bown	Michael Vincent J. Delagardelle	Hannnah Marie Hagarty
Hannah Soraya Bozorgzadeh	Alexandra Marie DeMartino	Nicholas Allen Hagedorn
Madison Kathryn Bradford	Kayla Faith Dempster	Emma Grace Hahn
Victoria R. Brandhorst	Mackenzie Lynn DeMuth	Nicholas Lyle Hall
Alec Edward Braun	Trevor Lee Denney	Katherine Mary Halloran
Cody Allan Bredman	Kristen Anne DeSerano	Nicholas Scott Hambly
Megan Christine Brewer	Marie Jean Deviney	Paige Lauren Hansen
Leah Rae Broadie	Cassandra Rose Diggins	Haley Marie Harkless
Harrison Locke Brocka	Brandon Lee Dix	Dominique Antonio Harrington
Spencer Charles Brooks	Christopher Sean Dobson	Rosa L. Harris *#
Cody Mathew Brown	Joseph Richard Dobson	Sabastian Harris
Kalehl Tyrece Brown	Clark Patrick Doyle	Zachary Scott Harvey
Kalund Treymaine Brown	Julie Elizabeth Doyle	Amanda Beth Harwood
Keith David Brown	Jocelyn Rachel Arminda	Isabelle Madison Hayes
Terri Lynn Brown	Durnan-Welch	Hans Lucas Heindl
Asa Daniel Bruss	Miranda Lea Dusenberry	Brittney Renae Hendrix
Randolph A. Bryan	Ryan H. Ehrhardt	Carissa Elizabeth Herkelman
Timothy Jacob Buck	Sabrina Jean Elliott	Kenny Trejo Hernandez
Nada Khaild Budayri	Mikayla Joyce Elliott-Wach	Madison Nicole Hersom
Jenna Lee Bundy	Nettie Gale Enshayan	Trey Allen Hess-Thomas

Brandon Steven Hill  
Marshall Thomas Hippen  
Jessie Anne Hoffman  
Juel Courtney Holmes  
Madeleine Adele Hoofnagle  
Brieyon Aisha Hoosman  
Kylie Elaine Hovanec  
John Jerkae Hu-Chen  
Katherine Anne Hudson  
Jacob Allen Hunemuller  
Killian William Hunt  
Emma Elizabeth Husome  
Jared Lee Hylton  
Tasnia Iqbal  
Charles Jerome Isbell  
Kasey Lee Jackson  
Sophia Maria Jackson  
Mandie Nichole Jacobson  
Samuel Dylan Jamison  
Nicole Marie Jeffrey  
Michael Mugaba Jeni  
Megan Marie Johnson  
Oria L. Johnson  
Elizabeth Anne Jones  
Ellen Thompson Jones  
Rex Ben Ju  
Roy B. Ju  
Madeline Rae Judisch  
Mary Catherine Juhlin  
Emma Marie Karns  
Raud Ebrahimini Kashef  
Eva Clarisse Kayitesi  
Elizabeth Anna Keesy  
Brady Paul Kelsey  
Mary Kathleen Khan  
Ashton Lee King  
Brianna Rose King  
Alaina Lee Kittrell  
Delane Thomas Klemensen \*#  
Caleb Arthur Klingenberg  
Joseph Christopher Knief  
Isak Fedeler Knivsland  
Noah Beving Koch  
Kyle David Konigsmark  
Jacob Edward Kottman  
Blayne Steven Kramer  
Karl Heinz Kramer  
Elizabeth Ashlea Kress Olson  
Wyatt William Kroemer  
Richard On Lam

Jordan Wilson Lang  
Karen Marie Larson  
Claire Margaret Lattimer  
Elizabeth Ann Lavenz  
Emily Sarah Levendusky  
Logan Scott Lewellyn  
Ashley Nichole Lies \*\*\*  
Brayden Matthew Longnecker  
Anna Christine Love  
Meridith Ann Main  
Hannah Leann Mallaro  
Cesar Ivan Marquez  
Joseph Glenn Martin  
Lindsay Renee Martinez  
Andrea Kristine Martinson  
Walker Brouwer Martinson  
Emilee Marie Mayer  
Jamie Lynn McCarty  
Katelyn Anne McClintock  
Cassandra Lynn McCurdy  
Haley Rose McDermott  
Jacob Todd McDowell  
Alexandra Marie McGough  
Marlaine Adele-Annette McKean  
James Craig McManus  
Patricia A. Mecklenburg  
Jared Michael Meeker  
Austin Robert Mennen  
Benjamin Jonathan Merz  
Devon Jacob Mettlin  
Kaili Marie Meyer  
Margarita Victoria Meza  
Nicholas Thomas Michels  
Kory James Miller  
Nathan James Miller  
Shelby Jo Miller  
Shelby Elizabeth Mills  
Madison Rose Mix  
Damien Alonzo Mohorne  
Deantis Daquan Montgomery  
Shannon Rose Moody  
Jay David Morales  
Alexander Walter Mord  
Kishawnda Montsh'e Mure  
Feruza Nairusha Namoale  
Emily Jane Neff  
Lauren Elizabeth Nevitt  
Jacob Allan Newton  
Jackson Connor Nichols  
Lauren Lorraine Nickerson

Marlesha Jan-nett Nieland  
Alyssa Marie Nielsen  
Kaitlyn Elizabeth Nielsen  
Olivia Margret Ann Nielsen  
Hannah Rene' Niemann  
Nicole Lynn Norman  
Rachel Marlene Nurse  
Allan William Nyhus  
Joshua Paul Ochoa  
Jordan Michael Oliver  
Sandra Adjoa Omari  
Sophia Angeline Ormord  
Aaron James Parsons  
Jenna Cathryn Pattee  
Dylan David Paup  
Dakoda Scott Pepperling  
Kimberly Ann Pfalzgraf  
Megan Loraine Piehl  
McKenzie BreAnna Pint  
Victoria Nicole Pixler  
Colton A. Plumber  
Grace Cecilia Poe  
Connor Pollock  
Miranda Dale Powell  
Gregory Louis Power  
Kaylee Ann Purdy  
Imonee McKayla Qualls  
Shianne Elizabeth Rasmussen  
Evan Michael Rector  
Alexandra Nicole Redfern  
Danielle Elyse Redinbaugh  
Tanner Katherine Rhoades  
Mallory Patricia Rinnels  
Andrew James Robbins  
Blanca Estela Rodriguez  
Natalie Anne Rokes  
Allison Grace Rolinger  
Courtney Marie Ronan  
Jillian Fogel Ross  
Hope Marie Runge  
Meghan Leigh Runyan  
Christian Jacob Saltzman  
Courtney Jo Sands  
Sarah Marie Schmidt  
Alexandra Elizabeth Schmitt  
Emma Elizabeth Schmitz  
Jenna Marie Schmitz  
Kyle Mason Schulte  
Amanda Leslie Schwaab  
Jacob Phillip Schwab

Laura Marie Schwickerath  
 Shane Ray Sears  
 McKenzie Ann Sesterhenn  
 Hayden Patrick Shea  
 Drew D. Shepard  
 Elizabeth Des Shimp  
 Terrance Andrew Sievers \*\*  
 Kimberly Deann Simkins  
 Lucas Takuya Simpson  
 Lauren Marie Sims  
 Jonathan George Skarlis  
 Brianna Christine Slycord  
 Anna Leigh Smith  
 Shelby Elisabeth Snell  
 Michael J. Sniffin  
 Elli Marie Snodgrass  
 Andrew Gordon Sorensen  
 Zachary D. Souhrada-Rogers  
 Parker Thomas Southall  
 Diamond Mony'e Spann  
 Shirley Barbara Speckerman  
 Samantha Marie Speltz  
 Haley Nicole Springer  
 Ryan Donald Stabenow  
 Jenna May Starbeck  
 Kara Ann Stewart

Dakota Kalyani Stickfort  
 Austin Kenneth Stiers  
 James Edward Stortz  
 Talia Rae Sturm  
 Jacob Mathew Sund  
 Clarissa Ruth Sutton  
 Abby Marie Swiatly  
 Zohha Tariq  
 Joshua Thompson  
 Tewodros Tilahun  
 Dominique La Sean Tredwell  
 Luke John Uhlenhopp  
 Justin Reed Van Heiden  
 Caleb Daniel Vander Wiel  
 Mathew Dean Vaughn \*#  
 Shirann Gwenai Vaughn  
 Stephen T. Visokey  
 Renee Marie Wallace  
 Nuraineen F. Wama \*  
 Alexis Rocquel Watts  
 Matthew Thomas Weber  
 Rachael Lauren Weber  
 Coltin Richard Irwin Wellmann  
 Daianera LaShai Whitaker  
 Abigail Maralind Wieland  
 Rylee Craig Willett

Sophia Marie Williams-Perez  
 Emily Sue Wilson  
 Mason David Wise  
 Haleigh Raechel Wolf  
 Jessica Nichole Wordel  
 Steven Anthony Wormser \*#  
 Destiny Alayna Wroten  
 Sara Jessica Wyss  
 Katie Yang  
 Ken Yoshizawa  
 Sabrina Laree Young  
 Holly Jean Youngblood  
 Luke Michael Zahari  
 Atif Mir Zaman  
 Jaime Alberto Zarate Sada  
 Luka Zdilar

\* Foreign Exchange Student  
 \*\* River Hills Graduate  
 \*\*\* Bremwood Graduate  
 \*# Transition Alliance Program

### 2013 Cedar Falls Alternative High School Graduates

Vanessa M. Bailey  
 Jamie L. Bebee  
 Zedekiah D. Bevard  
 David William Boody  
 Brandon James Boyer  
 Amanda Lea Clark  
 Ariane Jadan Clow  
 Madison Danielle Corwin  
 Alexander Franklin Ernst  
 Nathanael Eugene Gebhardt  
 Haley Kay Guthrie

Makayla Jo Heidemann  
 Stormee Nikol Jones  
 Robert G. Kucera  
 Joseph Rae Maifeld  
 Ian James McClintock  
 Nicholas Vincent Metcalf  
 Alina Marie Miller  
 Samuel Austin Pates  
 Andrew Wayne Peverill  
 Angela Marie Reyes  
 Zachary Michael Reyhons

Nicole Lynn Rhoades  
 Tristan Lee Roney  
 Justin Strait Roszell  
 Harleigh James Clauson Secor  
 Cody James Shepard  
 Dallas Paul Tullis  
 Brett James Van Schoyck  
 Brandi Lynn Vodochodsky  
 Kayla Marie Yearling



Item No. 10 – Approval of the Board Policies 402.1 to 406.

Dr. Talbot reviewed the board policies 402.1 to 406. Director Coil moved and Director Kenyon seconded the motion to approve the first and final reading of board policies 402.1, 402.4, 402.5, 402.6, 402.7, 402.8, 402.10, 402.11, 402.12, 402.13, 402.15, 402.16, 402.17, 402.18, 402.19, 403.1, 403.2, 403.3, 403.4, 403.5, 403.6, 403.9, 403.10, 403.11, 403.12, 404.2, 404.3, 405.1, 406 and the first of two readings of 402.2, 402.3, 402.9, 402.14 and 403.8 as recommended: Directors voting in favor of the motion: Coil, Kenyon, Senchina, Leeper and Lantz. Those voting “no” none. Motion carried.

The first and final reading:

<b><u>Policy Number:</u></b>	<b><u>Work Day and Work Year</u></b>	<b><u>Code No. 402.1</u></b>
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The work year and regular hours of duty for all employees shall be determined by the superintendent or the superintendent's designee.

<b><u>Policy Title:</u></b>	<b><u>Compensation and Salary Basis</u></b>	<b><u>Code No. 402.4</u></b>
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**Wages and Salaries**

The Board of Directors shall establish salary schedules and rates of pay for the several positions in the District. Wages and salaries shall be negotiated with properly certified bargaining representatives.

**Denial of Salary Increase or Increment**

The Board of Directors may deny a wage or salary increase or increment advance to an employee upon recommendation of the superintendent.

**Overtime**

Non-exempt employees shall be compensated on an hourly basis, which is at least the minimum wage set by federal or state law, whichever is higher. Over-time work must have the prior approval of the employee's supervisor. Failure to obtain approval shall result in disciplinary action. Non-exempt employees shall be compensated at one and one-half (1 1/2) times their regular hourly wage rate for work over 40 hours in a work week, or shall be granted compensatory time at one and one-half time for work over 40 hours a work week. The District may require that the employee take compensatory time rather than over-time pay provided the employee is notified of this requirement prior to working the over-time hours. A work week shall run from Sunday at 12:01 a.m. to Sunday at 12:01 a.m. Holidays, paid vacations and paid leaves of absence shall not count towards the 40 hours, unless a collective bargaining agreement provides otherwise. Non-exempt employees shall complete daily time records showing actual time worked, or shall be required to use a time-clock. All time actually worked shall be paid. The time records shall be signed if requested. Failure of the employee to maintain such records or falsification of such records will be grounds for disciplinary action.

**Salary Basis**

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.



### ***Salary Basis Requirement***

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

### ***Circumstances in Which the Employer May Make Deductions from Pay***

Deductions from pay are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### ***Pay Deductions for Leaves of Absence***

The District provides a variety of leaves of absence to allow employees to be absent from work. As a public employer, the District is expected to record and monitor the work that employees perform and to conform to principles of public accountability in its compensation practices. Therefore, it is the policy of the District that when an employee is absent from work for less than one work day, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence;
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied;
- the employee's accrued paid leave has been exhausted; or
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

### ***Compliance***

It is District policy to comply with all applicable laws with respect to payments of wages, salaries, and benefits to employees, including the Fair Labor Standards Act, including specifically the salary basis requirements of the FLSA and the Iowa Wage Payment Collection Act. Therefore, all administrators and supervisors are prohibited from making any improper deductions from the salaries of employees. Employees are to be aware of this policy and that the District does not allow deductions that violate federal or state law.

If an employee believes that an improper deduction has been made to the employee's salary, or that proper payment has not been made, the employee should immediately report this information in writing to the director of business affairs. Reports of improper deductions or payments will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made. This procedure is in addition to any other complaint process that may also be available to employees.

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**Policy Title:** *Employee Insurance Program* **Code No. 402.5**

Group, medical, dental, vision, term life insurance and long-term disability insurance is available to employees, as set forth in a collective bargaining agreement, employee handbook, or individual contract approved by the Board of Education. Eligible employees must be employed for at least 80% of full time for nine months or more each year. Application of this rule means classified employees must be employed at least 32 hours per week. Contributions by the district shall be determined annually for individuals and family group medical, dental, vision, term life insurance and long-term disability.

Employees who are 50% to 79.99% F.T.E. (full-time equivalent) are eligible to apply for participation in the Group Insurance Plan. Such employees will pay the total cost of insurance premiums.

Employees, not covered by a collective bargaining agreement, who have had insurance coverage provided by the District and are involuntarily reduced below 80% F.T.E. through a reduction not related to seniority, will continue insurance coverage with no change in the employee's contributions.

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

The following rules will apply to the worker's compensation disability checks and deductions:

1. The insurance company shall notify the employee and the school business office as to the amount of payment and the dates of coverage.

2. The business office shall reduce sick leave payments by the amount of disability compensation for worker's compensation received by the employee. Such deductions shall be based on per day payments. If worker's compensation should exceed sick leave payments, only the total amount of sick leave per day shall be deducted. In no case shall the employee receive less than provided for under the school sick leave policy.

3.

Employees would also have the choice of choosing the worker's compensation allowance only which would put them on unpaid status with the school district. Employees would be personally responsible for medical and dental insurance premiums normally paid by the district for each month the employee is not in a paid leave status.

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**Policy Title:** *Annuities* **Code No. 402.6**

Premiums for payment of annuities and deferred compensation programs from the State of Iowa sponsored plan, or other plan as approved by the Board of Education, may be deducted from the salaries of employees provided that written application for such deductions shall be on file.

**Policy Title:** *Employee Health: Physical and Mental Health Examinations: Vaccines* **Code No. 402.7**

**New Employees**

Reports of physical examinations shall be required of all employees upon their initial employment with the District certifying fitness to perform assigned duties. The reports shall be required only after an offer of employment has been made. The examination must have been taken within the twelve-month period prior to the date employment begins or by a date specified by the District, which shall be within six weeks of the date employment begins. Evidence shall be submitted on the prescribed form, and shall be signed by a licensed physician or surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner. The employee shall be responsible for the costs of the examination.

Bus drivers shall present reports of physical examinations upon initial employment and every other year thereafter as required by law or more frequently, as required by Health Care Provider. Such physical examinations must be completed before the work year begins. Evidence of physical fitness to perform duties shall be submitted on the required form. The District shall make a contribution as set by the Board periodically toward the costs of the physical examination (with the exception of the examination occurring upon initial employment) upon presentation of proof of charges if the charges have not been paid by insurance or by another employer.

**Additional Examinations**

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

**Vaccines**

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

**Policy Title:** *Employee Health: Communicable Diseases* **Code No. 402.8**

An employee of the District with a communicable disease shall be allowed to attend to regularly assigned duties as long as the employee is physically able to perform the essential functions of the assignment and ~~as long as~~ the employee's assignment does not create a substantial health or safety risk to others in the District.

Each case shall be evaluated on its own merits. The superintendent or the superintendent's designee may consult with the employee's personal physician, with the Iowa State Department of Health, with personnel from the United States Public Health Center for Disease Control, and with other appropriate agencies and persons in making decisions regarding an employee's placement. The superintendent may require an employee to provide medical evidence of fitness to perform the tasks assigned.

Data and records regarding communicable diseases shall be maintained separately from general personnel files and so as to protect the privacy of the employee. This shall not be construed to prevent appropriate administrative and nursing staff from being informed of which employee has a communicable disease.

An employee who is at work and who has a communicable disease which creates a substantial risk to others at the workplace should report the condition to the superintendent. Employees with communicable diseases may be excluded from school and/or school assignments for the period of time that their conditions endanger the health or safety of others or during such period as they are physically unable to perform assigned tasks.

No person shall be asked or required as a condition of employment to take a test for the presence of the antibody to the human immunodeficiency virus, and no person shall have his/her terms, conditions, or privileges of employment affected solely because the employee had such a test.

All staff members should practice hygienic principles designed to protect themselves and others from infection.

**Policy Title:** **Employee Health: Injury at Work** **Code No. 402.10**

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

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

**Policy Title:** **Hazardous Chemical Disclosure** **Code No. 402.11**

The Board authorizes the maintenance of a comprehensive hazardous chemical communication program for the District to disseminate information about hazardous chemicals in the workplace.

Each employee shall review information about hazardous substances. Further, when a new employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The District shall maintain a file indicating when training and informing takes place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program.

**Policy Title:** **Drug and Alcohol-Free Workplace** **Code No. 402.12**

**General**

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance on school property, during work time, or at any student activity, except that an employee may take a controlled substance lawfully prescribed by a physician. Any violation of this policy shall be grounds for discipline, including immediate discharge.

**Federal Grant Employees**

***Prohibition***

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

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. This includes any building or any school premises, any school-owned or approved vehicle used to transport students to and from school or school activities, off school property during any school-sponsored or approved activity, event, or function, where students are under the jurisdiction of the District where work on a federal grant is performed.

***Reporting***

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

***Sanctions***

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

***Notification***

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

### **Programs**

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

### **No Limitations**

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

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<b>Policy Title:</b>	<b><i>Violence in the Work Place</i></b>	<b>Code No. 402.13</b>
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Cedar Falls Community School District is committed to providing a safe, professional work environment that is free of violence, either by employee against employee or by third parties against employees. Work place violence includes, but is not limited to, the following when such conduct is committed on school district property, at a school district activity or event, or in connection with a school district activity or event:

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

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

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<b>Policy Title:</b>	<b><i>Professional Development</i></b>	<b>Code No. 402.15</b>
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The Board encourages staff members to continue professional growth by being involved in professional organizations, attending conferences, continuing advanced education and participating in other professional activities.

The District shall maintain and support a professional development program for personnel as part of its comprehensive school improvement plan and as part of the Teacher Quality Act. The District shall maintain a library and media materials collection that supports the District's professional development program. Requests for attendance or participation in a development program, other than those development programs sponsored by the District, shall be made to the employee's supervisor. The superintendent or the superintendent's designee shall have discretion to allow or disallow attendance, giving consideration to the value of the program to the employee and to the District, the effect of the employee's absence on the educational program, the effect on the budget and other relevant factors.

**Policy Title:** ***Travel Reimbursement; Use of School Vehicle*** **Code No. 402.16**

Employees will be reimbursed for travel which has been approved by the superintendent or the superintendent's designee at the rate set by the Board periodically. Each employee requesting to use his/her personal vehicle on school business shall have personal liability insurance. Employees will be reimbursed for actual and necessary travel expenses only if the employee received approval from the superintendent or the superintendent's designee in advance.

Employees may be authorized to use a school vehicle to conduct business for the District or to attend District-related conferences or activities. The vehicle shall be checked out after completion of an authorization form. The vehicle shall not be used exclusively for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle, and only those persons authorized on the form shall be passengers in the vehicle. The employee shall record the mileage and other pertinent information as requested. All authorized drivers must have a valid driver's license and must be insurable under the District's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

**Policy Title:** ***Activity Passes*** **Code No. 402.17**

Employees are encouraged to attend athletic, musical and dramatic events, and other school activities in order to obtain a comprehensive view of student accomplishments and to encourage students in their efforts. All employees of the District, whether full-time or part-time, may attend events free of charge if they assist with extra duties at school activities without pay. Employees may obtain activity passes for spouses and family members by assisting at additional events without pay. The passes shall cover only regular school activities held within the District and shall not cover tournaments or special events.

**Policy Title:** ***Responsibility for Personal Property*** **Code No. 402.18**

The District shall not be responsible for replacing, repairing or recovering personal items brought onto school property.

**Policy Title:** ***Collective Bargaining*** **Code No. 402.19**

The Board recognizes its obligation to bargain in good faith on mandatory subjects of bargaining with employee organizations certified by the Public Employment Relations Board as the exclusive bargaining representatives of District bargaining units. The Board shall be responsible for determining the composition of the Board's negotiating team. The Board shall select a chief spokesperson who shall have the authority to represent the Board in collective bargaining. The Board retains its authority to approve and ratify the collective bargaining agreement.

The Board shall set the parameters and goals for the negotiating team. Periodic strategy sessions shall be conducted with the entire Board to maintain open communications with the team.

A public employee or any employee organization shall not negotiate or attempt to negotiate directly with a member of the Board of Education if the Board has appointed or authorized a bargaining representative for the purpose of bargaining with the employees or their representative, unless the Board member is the designated bargaining representative.

Board meetings held to discuss strategy in matters relating to employment conditions of employees, whether covered by collective bargaining agreements or not, are exempt from the Open Meetings Law and may be held without advance notice and without the right of the public to be present. Negotiating sessions with certified employee organizations after the exchange of proposals shall be closed to the public, unless both the Board and the employee organization agree to hold open sessions. However, the session in which the employee organization presents its initial bargaining position and the session in which the Board presents its initial bargaining position shall be open to the public and subject to the Open Meetings Law.

**Policy Number:** *Professional Ethics* **Code No. 403.1**

School personnel shall not act as agents or accept commissions, royalties or other gratuities for books or other school materials or services, the selection or purchase of which they may influence. Licensed personnel shall adhere to the standards of professional practices set forth by the Iowa Board of Educational Examiners and by District policies, rules and regulations.

Employees shall not use their positions with the District for personal financial gain from a private activity.

Employees shall not use confidential information regarding students to further a private activity. Employees may not solicit students for contributions to or purchase from a private business. Employees shall not solicit contributions to nonprofit organizations without consent of the superintendent.

**Policy Number:** *Tutoring and Conducting Personal Business* **Code No. 403.2**

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

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

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

**Policy Number:** *Conflicts of Interests* **Code No. 403.3**

No employee shall engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. Situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to:

(1) The outside employment or activity involves the use of the District's time, facilities, equipment and supplies or the use of the District badge, uniform, business card or other evidence of office to give the employee or member of the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated employees or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee.

(2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the State or the District for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours in which the employee performs service for the District.

(3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.



It shall be the responsibility of each employee to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each employee to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee should not participate in any action relating to the issue from which the conflict arose.

**Policy Number:** *Gifts and Honoraria to District* **Code No. 403.4**  
*Employees and Their Families*

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

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

- (1) a contribution to a candidate; or
- (2) informational material relevant to official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written audio or visual format; or
- (3) anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary; or
- (4) an inheritance; or
- (5) anything available or distributed free of charge to the public generally; or
- (6) items received from a bona fide charitable, professional, educational, or business organization to which the employee belongs as a dues paying member, if the items are given to all members of the organization without regard to the individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received; or
- (7) actual expenses for food, beverages, registration, travel, and lodging for a meeting which is given in return for the employee's participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or
- (8) plaques or items of negligible resale value given as recognition for public services; or
- (9) nonmonetary items with a value of \$3.00 or less received from one donor during one calendar day; or
- (10) items or services solicited by or given to, for purposes of a business or educational meeting, a state, national, or regional government organization in which the District is a member, or solicited by or given for purposes of a business or educational meeting, a state, national, or regional government organization whose membership and officers are primarily composed of state or local government officials or employees; or
- (11) items or services received as part of a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional organization in which the District is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose membership and officers are primarily comprised of state or local government officials or employees; or
- (12) funeral flowers or memorials to a church or nonprofit organization; or

(13) gifts for an employee's wedding or 25th or 50th wedding anniversary; or

(14) payment of salary or expenses by the District for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the District for attending the meeting; or

(15) gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the recipient.

(16) actual registration costs for informational meetings or sessions which assist the employee in the performance of the person's official functions. The costs of food, drink, lodging, and travel are not "registration costs" under this paragraph. Meetings or sessions which the employee attends for personal or professional licensing purposes are not "informational meetings or sessions" under this paragraph.

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

(1) payment of actual expenses for registration, food, beverages, travel, and lodging when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or

(2) a non-monetary item if the Board member, official or employee donates the item within 30 days to a public body, a bona fide educational or charitable organization, or the department of general services of the State of Iowa; or

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

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

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

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

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**Policy Number:** *Use of District Facilities and Equipment* **Code No. 403.5**

Each licensed employee and supervisor will be issued keys or access codes to his/her assigned building and assigned room. All keys and access codes shall be turned in upon request of the administration.

An employee desiring to use school facilities and equipment for non-school business shall be subject to the same terms and conditions as other persons (refer to Board Policy Code No. 1004.1 *Rental of Facilities and Equipment*).

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**Policy Number:** *Desks, Lockers and Storage Areas* **Code No. 403.6**

Employees may be assigned desks, lockers, or other storage areas for their personal belongings. The District retains the right to inspect these areas at any time and for any reason, without notice, including checking for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in the District desk, locker or other storage area.

Employees are not to store hazardous materials, weapons, controlled substances not validly prescribed for the employee, or alcoholic beverages on District property, except that a small container of spray commonly used for personal protection may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if it is believed that an employee has a prohibited item inside a personal belonging such as a book bag, purse, or garment, the employee will first be asked to open the personal belonging.

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**Policy Number:** *Political Activity* **Code No. 403.9**

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Employees shall not engage in political activities upon District property or during a student activity. Activities prohibited include, but are not limited to:

- posting of political signs, circulars or petitions,
- the distribution of political circulars or petitions,
- the collection of and/or solicitation for campaign funds,
- solicitations for campaign workers,
- the use of students or equipment for writing, drawing or addressing political materials,
- using District telephones, reproduction and computer equipment, for solicitations or to poll or to urge a particular vote, wearing political buttons, and the distribution of such materials to or by students.

Employees may engage in political activities of their choosing on their own time off District premises. Employees may attend political caucuses and events on District property which are open generally to the public.

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**Policy Number:** *Solicitations from Outside* **Code No. 403.10**

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Generally, employees should be free from solicitations at their place of employment. No organization or individual may solicit employees or distribute flyers or other materials within school facilities or on school grounds without the approval of the superintendent.

The superintendent or designee may approve campaigns for solicitation on school property. However, no employee shall be required to pledge money.

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**Policy Number:** *Publication or Creation of Materials* **Code No. 403.11**

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Materials created by an employee and the financial gain therefrom shall be the property of the District if school materials and/or time were used in their creation and/or such materials were created in the scope of the person's employment. If the work or activity may interfere with the employee's primary responsibility, the employee must seek written approval of the superintendent.

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**Policy Number:** *Reporting Child and Dependent Adult Abuse* **Code No. 403.12**

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

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**Policy Number:** *Transporting Students* **Code No. 403.13**

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Generally, transportation of students shall be in a motor vehicle owned by the District and driven by a District driver. In some cases, it may be more economical or efficient for the District to allow other employees of the District to transport students in their personal motor vehicles or in a school district motor vehicle other than a school bus. In such situations, the employee must have a valid Iowa driver's license and automobile liability insurance as required by law. Note: In such situations, the employee's automobile and liability insurance provide primary coverage.

School district employees or volunteers who transport students for school purposes must have the permission of the superintendent or the superintendent's designee.

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**Policy Number:** *Substitutes* **Code No. 404.1**

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

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

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**Policy Number:** *Pre-Service Professionals* **Code No. 404.2**

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It is the policy of the Board of Education to cooperate with higher educational institutions in the practical preparation of future professionals. The superintendent or the superintendent's designee has the authority to reject or accept any pre-service professional or teacher preparation institution. Fees paid by the higher education institutions for supervision will be paid to the District's supervising staff members. The staff member must provide sufficient supervision.

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**Policy Title:** *School Volunteer* **Code No. 404.3**

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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.

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

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

Prevention and control of communicable diseases is included in the school district’s Blood borne Pathogens Exposure Control Plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and provider of nursing services.

The health risk to immunodepressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district, or public health officials.

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

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

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**Policy Title:** *Professional Learning Community* **Code No. 406.0**

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In order to ensure students are prepared to be lifelong learners and caring, responsible citizens, the Board of Education commits to collaborative practices that ensure continuous improvement and progress toward a new “Tradition of Excellence.” To develop and implement a new “Tradition of Excellence” the Board of Education is committed to the philosophical constructs of a Professional Learning Community.

A professional learning community can be defined as a group of educators committed to working collaboratively in ongoing processes of a collective inquiry and action research to achieve better results for the students they serve. The following fundamental elements are those that must be in place to ensure a successful professional learning community:

**Learning is the Fundamental Purpose**

The fundamental purpose of the Cedar Falls Community Schools is to help all students achieve high levels of learning, and therefore, all practices will be examined in light of their impact on learning. To that end:

- a) Collective knowledge will be developed regarding state standards to clarify what all students must know and be able to do as a result of each unit instruction.

- b) A collaborative culture through high-performing teams who are committed to working together to achieve the fundamental purpose of learning will be established. Collaborative teams will be given time during the contractual day and year to meet on a regular basis.
- c) Collaborative teams will clarify what students must learn, gather evidence of student learning, analyze the evidence, identify the most powerful teaching strategies/best practices, and transfer these strategies across all team members.
- d) Collaborative teams will work together interdependently to create and achieve common goals that are specific, measurable, attainable, realistic, and timely (SMART).
- e) Common assessments will be developed by teams to monitor the learning of each student in all essential outcomes. These assessments will be aligned to the required state and district tests.
- f) Time will be dedicated and structured to implement innovation/enrichment initiatives during the course of the regular school day and academic year.
- g) A system of mandatory interventions based upon the examined evidence that guarantees each student receives additional time and support for learning until he/she has met the agreed upon standards will be provided. The Board of Education recognizes the value of the importance of strong collaborative relationships with its expanded community, families, residences, businesses, government agencies, and other educational systems to achieve the fundamental purpose of schooling. To that end:

The Board will actively promote and uphold the District's mission, values, and goals.

- a) The Board commits to recruiting, developing, and retaining individuals who embrace the school's mission, values, and goals.
- b) The Board will reach out to expertise in the broader community of Cedar Falls to educate and garner support for the Professional Learning Community.
- c) The Board commits to the support of high-performing collaborative teams to better serve and support all students.
- d) The Board understands and supports the development of personal and professional goal-setting, resulting from thoughtful and critical reflection which leads to continued learning and growth.

**First of two readings:**

**Policy Title:** Vacations and Holidays **Code No.** 402.2

Vacation days and holidays shall be set forth in a collective bargaining agreement, employee handbook or individual contract approved by the Board of Directors **Education**. ~~The superintendent or the superintendent's designee shall establish a vacation schedule.~~ Vacation days will be prorated for employees who are not contracted for or who do not work a full contract year.

**Vacation**

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

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

Vacation shall accrue as follows:

Service Period	Date	Annual Total (Weeks Or Hours)
Year 0	Start date through June 30 <sup>th</sup>	Proration of 1 week; i.e. 40 hours
Year 1	July 1 <sup>st</sup> - June 30 <sup>th</sup>	1 week
Years 2-7		2 weeks
Year 8-14		3 weeks
Years 15 and above		4 weeks

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

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

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

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

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

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

Termination: Employees who provide a minimum of fourteen (14) calendar day's notice of intent to terminate employment shall be paid for all accrued but unused vacation earned as of the final day of paid employment. Any employee who has taken more vacation than has been either rolled over or accrued by the date of termination, shall have his/her final pay adjusted accordingly.

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

## **HOLIDAYS**

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

July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving

Two days at Christmas time  
Two days at New Year's time  
Martin Luther King, Jr. Day  
Memorial Day



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

July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas (1 day)

New Years (1 day)  
Martin Luther King, Jr. Day  
Memorial Day

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

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

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

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**Policy Title:** *Leaves of Absence* **Code No. 402.3**

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Employees covered by collective bargaining agreements shall receive leaves of absence in accordance with the appropriate collective bargaining agreement provisions. This policy delineates leaves of absence for employees not covered by a collective bargaining agreement. ~~In addition, provisions of this policy shall apply if not covered by the collective bargaining agreement.~~

#### **Sick Leave**

Employees, except temporary employees, shall be granted eighteen (18) days of paid leave of absence for personal illness, ~~or injury, or associated treatment each year.~~ However, employees beginning after July 1, 2005, shall receive paid sick leave as follows:

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

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

Sick leave days will be prorated for employees who are not contracted for or who do not work a full contract year. Part-time employees shall be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours. A new employee to the District must report for work at least thirty (30) work days prior to receiving the full paid sick leave benefit. ~~New employees will be eligible for ten (10) days of paid sick leave during the first thirty (30) work days.~~

Up to a maximum of six (6) days of paid sick leave may be approved under the following circumstances; such days will be deducted from the employee's personal sick leave balance:

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

~~Five (5) days of paid sick leave may be used for the serious health condition of a member of the employee's immediate family. The superintendent or the superintendent's designee may grant additional paid sick leave days for this purpose.~~

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

(NOTE: Elective and cosmetic surgery and related procedures, including but not limited to **cosmetic treatments**, orthodontic **consultation or treatment**, and Lasik surgery, **periodic physicals and preventative health check-ups, etc.** **do not qualify for paid sick leave.** ~~are not considered serious health conditions under this leave benefit.~~)

~~An employee may, at the beginning of the school year, elect to designate a total of five (5) days of sick leave from the current year's allocation as reserved only for use in:~~

~~A. the event of an illness or injury to a dependent child, eighteen (18) years of age or younger, (including step, adopted, foster, and legal guardian), where the medical condition of the child requires parental care but not necessarily the attention or treatment of a physician;~~

~~B. home-based convalescent care of an adult immediate family member during the recuperation period immediately following an inpatient (at least one overnight stay), non elective treatment in a hospital, hospice, or residential care facility, or outpatient surgery or other outpatient procedure;~~

~~C. home based care of an immediate family member where death is imminent.~~

~~Such designated leave days shall be available to the employee for that year only. Unused designated days are not returned to accumulated sick leave balances. Designated days are not to be used in the event of a serious health condition, nor are they to be used for regular illness in any event.~~

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

### **Workers' Compensation**

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

An employee who, in the course of employment, suffers a personal injury resulting from an episode of violence toward that employee for which workers' compensation is payable, shall be entitled to have workers' compensation benefits supplemented in order for the employee to receive full salary and benefits for the shortest of (a) one year from the date of the disability or (b) the period during which the employee is disabled and incapable of employment. Supplementation in such situations shall not be charged against sick leave, vacation time, personal leave, or earned compensatory time.

### **Extended Disability Leaves of Absence**

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

### **Family and Medical Leave Act**

Federal law requires the District to grant up to 12 weeks of leave per year to employees who have been employed at least 12 months and who have worked at least 1,250 hours during the preceding 12 months for the purpose of (1) the employee's personal serious health condition, (2) caring for the employee's newly born child, (3) caring for a child placed for adoption or placement of a foster child, (4) caring for the employee's parent, spouse, or child (under 18 years of age, or 18 years of age or older and incapable of self-care because of a physical or mental disability) with a serious health condition, and (5) a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or has been notified of an impending call to active duty in the Armed Forces in **a foreign country**. ~~support of a contingency operation.~~ In addition, federal law requires the District to grant **eligible employees** up to 26 weeks of leave during a single twelve-month period to care for a covered service member with a serious ~~health condition.~~ **illness or injury incurred or aggravated in the line of duty on active duty.** **During FMLA** the District requires an eligible employee to first utilize any earned paid vacation time or other leave provided by policy or by a collective bargaining agreement to the extent the purpose is covered by and consistent with requirements for the paid leave time. Any **FMLA** leave in excess of available paid leave shall be unpaid.

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

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

#### **Bereavement Leave**

Employees, except temporary employees, may be granted up to five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. The "immediate family" shall include spouse, child (including step, adopted, foster or legal guardian relationship), parent, step-parent, brother, or sister of the employee.

#### **Emergency Leave**

Employees, except temporary employees, shall be granted up to a total of three (3) days of paid emergency leave per contract year in the event of a death or a serious health condition in the extended family or of a close friend, where sick leave or bereavement leave provisions do not apply.

~~"Serious health condition" is defined above under sick leave.~~ "Serious health condition" is defined as: an illness, injury, impairment, or physical/mental condition that involves:

A. either, inpatient (at least one overnight stay), non-elective treatment in a hospital, hospice, or residential care facility including any period of subsequent related outpatient treatment delivered in a hospital, hospice, or medical treatment facility in connection with the initial inpatient condition;

B. or, the actual day an immediate family member undergoes outpatient surgery (or other invasive procedure) at a hospital or medical treatment facility, including doctor's office when the doctor deems it medically appropriate, where the presence of the employee is medically required by the patient's doctor.

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

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

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

### **Personal Leave**

Employees, except temporary employees, are allowed up to two (2) days of paid leave per year for personal leave. Personal leave may be granted for routine doctor or dental appointments including physicals, dental visits, well-baby appointments, preventive health checkups; visits with financial or legal advisors; or such other purposes as the employee may determine. Personal leave days may be accumulated up to three (3) days, including the current year allotment. Personal leave shall be taken **by Classified Employees in one (1) hour, ~~in~~ one-half (1/2) day, one (1) day, or two (2) day allotments.** The unused personal leave days will be added to the allotment of sick leave and may be in excess of the established sick leave maximum.

Personal leave may be granted for use at a time that extends a vacation or holiday in case of emergency or other exceptional circumstances, provided that such use has been reviewed and approved by the superintendent or the superintendent's designee.

### **Military Leave**

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

### **Jury Duty and Subpoena Leave**

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

### **Conference Leave**

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

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

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

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

### **Public Office Leave**

Leaves of absence for service in an elected municipal, county, state or federal office shall be granted in accordance with applicable law. The leave of absence shall be without pay or benefits and shall not exceed six years. The employee may continue all fringe benefits in effect for the duration of the leave at his/her own expense. In addition,

an employee who becomes a candidate for elective public office shall be granted a leave commencing within 30 days prior to a contested primary, special, or general election and continuing until the day after the election. The employee shall first use any earned compensatory time, then vacation and personal leave time and then unpaid leave.

### **Other Absences**

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

### **Discipline**

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

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<b>Policy Title:</b>	<b><i>Employee Health: Occupational Exposure to Blood borne Pathogens</i></b>	<b>Code No. 402.9</b>
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The superintendent shall be responsible to insure that the District implements, and reviews and updates at least annually an exposure control plan to eliminate or minimize employees' occupational exposure to blood borne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

~~Data and records regarding communicable diseases shall be maintained separately from general personnel files to protect the privacy of the employee. This shall not be construed to prevent appropriate administrative and nursing staff from being informed of which employee has a communicable disease.~~

The District shall provide at no cost to the employees necessary supplies, personal protective devices, and training for employees to comply with the exposure control plan. Training shall include a discussion of universal precautions.

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive the Hepatitis B vaccine at District expense or shall sign a written waiver declining the vaccine.

Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical examination and follow-up.

Medical records shall be maintained for each employee with occupational exposure. Such records shall be kept confidential and shall not be disclosed without the employee's express written consent to any person within or outside the workplace except as required by law.

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<b>Policy Title:</b>	<b><i>Personnel Files; Release of Information</i></b>	<b>Code No. 402.14</b>
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A confidential file of employment records shall be maintained for each employee in the central administration office. Included in the file shall be the following, without limitation: licenses and transcripts if required, employment application, references, contracts of employment, formal evaluations, disciplinary reports, and wage information. Information on leave usage may be maintained separately. ~~Confidential health information, such as medical forms, sick or long-term disability leave days, worker's compensation claims, emergency information, family and medical leave request forms and reasonable accommodations to accommodate an employee's disability, shall be maintained separately.~~

~~Confidential health information, shall be maintained separately, such as:~~

- ~~• medical forms,~~
- ~~• sick or long-term disability leave days,~~
- ~~• worker's compensation claims,~~
- ~~• emergency information,~~
- ~~• family and medical leave request forms, and~~
- ~~• reasonable accommodations of an employee's disability.~~

Except in limited instances, only the superintendent, the director of human resources, the employee's supervisors, the building principals, the board secretary, the employee, and authorized representatives of the District or of the employee shall have access to the confidential employee files without the employee's consent or a valid subpoena. However, information for tax purposes, for qualification for benefits, and for wage garnishment may be released.

Employees who have listed the District as a place of employment or who have listed a District employee as a reference shall be deemed to have granted permission to the District to release information which may be included in the personnel file. Information from confidential health records shall not be released, however, without permission of the employee. This does not preclude release of leave usage information to a prospective employer, however.

The following information only will be confirmed to any entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will not be released to an inquiring creditor without a written authorization from the employee.

Each employee shall have the right to review the contents of his/her own confidential personnel file maintained in the central administration office, except for confidential credentials or reference letters. An employee desiring to view the contents of his/her file shall make a request to the director of human resources. No papers may be removed from the file, but copies may be obtained. The District may charge a reasonable fee for copies. The employee shall have the right to respond in writing to materials contained in the file.

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the District. Applicant records shall be maintained for a minimum of three years after the position was filled.

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<b>Policy Number:</b>	<b><i>Personal Communications</i></b>	<b>Code No. 403.8</b>
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The Board of Education recognizes the need of its employees to send and receive personal communications during working hours from time to time. Phone calls related to the educational program will be paid for by the District.

Personal communications should be kept to the absolute minimum. Employees are expected to exercise discretion in making and receiving personal communications during working hours. Personal-communications should occur during the employee's lunch, break or preparation time.

No personal communications shall be billed to the District.

#### Item No. 11 – Approval of the 600 Series Board Policies

Superintendent Wells reviewed the 600 series board policies. All policies consist of minor changes. Director Lantz moved and Director Leeper seconded the motion to approve the first and final reading of board policies 601.1, 602.1, 602.2, 602.3, 602.5, 602.7, 602.8, 602.9, 602.10, 602.11, 602.12, 602.13, 602.15, 602.16, 602.18, 602.19, 602.21, 602.22, 602.24, 603.1, 603.2, 603.3, 603.4, 603.5, 603.6, 603.41, 604.1, 604.2, 605.2, 605.3, 605.4, 605.7, and 605.10 as recommended: Directors voting in favor of the motion: Coil, Kenyon, Senchina, Leeper and Lantz. Those voting "no" none. Motion carried.

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<b>Policy Title:</b>	<b><i>School Term</i></b>	<b>Code No. 601.1</b>
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The school district's academic calendar shall accommodate the educational program of the school district. The calendar shall include, but not be limited to, the days for student instruction, professional development, summer school, and parent / teacher conferences.

The school academic year for students shall be for a minimum of 180 days in the school calendar. The school academic year for students may begin each year in the week in which September 1 falls, unless a waiver is obtained from the Iowa Department of Education. School district personnel may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

The superintendent shall develop annually the school calendar for recommendation, approval, and adoption by the board.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

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<b>Policy Title:</b>	<b><i>Basic Instructional Program</i></b>	<b>Code No. 602.1</b>
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The basic instructional program will be approved by the Board of Education and will include all required grade level courses. The instructional approach will be gender fair and multicultural.

The basic instructional program for students enrolled in pre-kindergarten is designed to help children work and play with others, to express themselves, to learn to use and manage their bodies, and to extend their interests and understanding of the world around them. The pre-kindergarten program shall relate the role of the family to the child's developing sense of self and perception of others. Planning and carrying out pre-kindergarten activities designed to encourage co-operative efforts between home and school shall focus on community resources.

The basic instructional program for students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer science, career, technology education, physical education, music, and visual art.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts, social studies, mathematics, science, health, physical education, fine arts, foreign language, and career and technical education.

The board may, in its discretion, offer additional courses in the education program.

Each instructional program will be carefully planned for the optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or the superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It will be the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten through twelfth grade.



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**Policy Title:** *Teaching Controversial Issues* **Code No. 602.2**

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

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

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

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

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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. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

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.

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**Policy Title:** *Curriculum Area Structure* **Code No. 602.5**

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The purpose of the PK-12 curriculum articulation process is to provide a broad-based curriculum development structure that will promote a smoothly flowing and efficiently operating instructional program.

Curriculum development will occur when there is opportunity for involvement of the professional staff at the building level and when there is effective leadership in each area.

It is the policy of the Cedar Falls Community Schools to have the professional staff involved in the establishment of content standards and benchmarks.

Staff members in each curriculum area will be involved in curriculum development and revision through the existing structure.

The building curriculum chairperson will meet on a regular basis with the members of the curriculum department within the building. The committee members, through the curriculum chairperson, will provide suggestions for curriculum improvement for district-wide study.

The building curriculum chairperson will meet on a regular basis with the building principal. The building curriculum chairperson will provide the building principal with suggestions for curriculum improvement on a building level basis.

An administrative coordinator will be assigned to a curriculum department(s). They will serve those assignments on a rotating basis, meeting with the building chairpersons of the assigned department as deemed necessary. Meeting agendas will be developed from items submitted to the administrative coordinator. The building chairpersons will select a meeting leader from their group.

Secondary building curriculum chairpersons will meet on a regular basis with the director of secondary education. These meetings may be single discipline or multidisciplinary in nature.

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<b>Policy Title:</b>	<b><i>Special Education Programs</i></b>	<b>Code No. 602.7</b>
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The Cedar Falls Community Schools will provide programs and services to meet the educational needs of all students. The board recognizes that some students have different educational needs than other students. The board shall provide a free, appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age 21 or to maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in nonacademic and extracurricular services and activities, and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Plan (IEP).

**Special education students are required to meet the requirements stated in board policy or in their IEP's for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.**

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This shall be done to ensure a smooth transition of children entitled to early childhood special education services.

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<b>Policy Title:</b>	<b><i>Talented and Gifted Program</i></b>	<b>Code No. 602.8</b>
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The board recognizes some students require qualitative differentiated programming beyond the regular education program. The board shall identify students with special abilities and provide educational programming.

It shall be the responsibility of the superintendent to develop a talented and gifted program.

It shall also be the responsibility of the superintendent to develop administrative regulations for identifying students, for program evaluation, and for training of school district personnel.

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<b>Policy Title:</b>	<b><i>Career Education</i></b>	<b>Code No. 602.9</b>
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Preparing students for careers is one goal of the education program. Career education shall be infused into the education program for grades kindergarten through twelve. This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the superintendent to assist certified personnel in finding ways to provide career education in most courses. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

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<b>Policy Title:</b>	<b><i>Responsibilities for Co-Curricular Activities</i></b>	<b>Code No. 602.10</b>
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The primary purpose of co-curricular activities is the enrichment of the regular curriculum. However, there are secondary functions such as the building of school spirit and school morale, the social integration of the student body, and the financing of various student body organizations. Co-curricular activities also offer opportunities for wider participation in democratic citizenship, stimulates cooperation and provides for the development of individual interest and abilities. Co-curricular activities are an integral part of the school experiences of the student and should receive the same thoughtful planning and supervision given to classroom activities.

The principal and/or Activities Director is responsible for all co-curricular activities that take place in the name of, or under the auspices, of the school.

**Policy Title:** *Curriculum Development* **Code No. 602.11**

Curriculum development is an ongoing process consisting of both research and design.

- Research is the inquiry and investigation of content areas for the purpose of revising and improving curriculum and instruction. This study is conducted both internally (what and how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, and current research tell us relative to the content area).
- Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves the following purposes:

- Focusing attention on the content standards of each discipline and ensuring that the identified learnings are challenging and represent the most important learnings for our students;
- Increasing the probability that students will acquire the desired knowledge, skills and dispositions;
- Facilitating communication and coordination;
- Improving classroom instruction.

The superintendent or designee shall be responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will, at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends, research, and expert advice regarding the content/discipline;
- Study the current status of the content/discipline (what and how well students are currently learning);
- Identify content standards, essential skills and concepts, and grade level expectations for the content/discipline;
- Describe the desired learning behaviors, teaching, and learning environment related to the content/discipline;
- Identify differences in the desired and present program and develop a plan for addressing the differences;
- Communicate with internal and external publics regarding the content area;
- Verify integration of local, state, and/or federal mandates;
- Verify how the standards and essential skills and concepts of the content/discipline support each of the broader student learning goals and provide PK-12 continuum that builds on the prior learning of each level; and
- Determine how the curriculum standard will be assessed.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum revisions, progress of each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

**Policy Title:** *Religion Based Exclusion from School Program* **Code No. 602.12**

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study. The superintendent or designee shall determine alternate activity or study for the student.

In notifying the superintendent or designee, the parents shall abide by the following:

- \* the notice shall be in writing;
- \* the objection shall be based on religious beliefs;
- \* the objection shall state which activities or studies violate their religious beliefs;
- \* the objection will state why these activities or studies violate their religious beliefs;
- \* the objection shall state a proposed alternate activity or study.

The superintendent or designee shall have discretion to make this determination. The factors considered when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to:

- \* availability of staff to supervise a student who wishes to be excluded;
- \* availability of alternative course of study or activity;
- \* the number of students who wish to be excluded;
- \* concern that allowing the exclusion places the school in the position of supporting a particular religion,
- \* whether the program or activity is required for promotion to the next grade level or for graduation.

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**Policy Title:** *Religion in the Schools* **Code No. 602.13**

The Board of Education is committed to the principle of separation of church and state, and in the established constitutional right of freedom of worship and of conscience. Education includes awareness of the vital part played by religion in the shaping of our history and culture.

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**Policy Title:** *Health Education* **Code No. 602.15**

Students will receive, as part of their health education, instruction including, but not limited to:

- personal health,
- food and nutrition,
- environmental health,
- safety and survival skills,
- consumer health,
- family life,
- human growth and development,
- substance abuse, and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body,
- human sexuality,
- self-esteem,
- stress management,
- interpersonal relationships,
- emotional and social health,
- health resources,
- prevention and control of disease, and
- communicable diseases, including acquired immune deficiency syndrome.

The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted disease.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent or designee. The superintendent or designee shall have the final authority to determine the alternate activity or study.

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**Policy Title:** *Physical Education* **Code No. 602.16**

Students in grades kindergarten through twelve shall be required to participate in physical education courses unless they are excused by the principal /designee of their attendance center.

Students in grades K-12 may be excused from physical education as a result of the following:

- Medical Exemption: A written statement from a physician stating that such activities could be injurious to the health of the student.
- Religious Exemption: A written statement from the parent that the course conflicts with the student's religious beliefs.

Students in grades 11-12 may be excused from physical education as a result of the following:

- Athletic Exemption: The student may be exempted from physical education during the semester in which he/she is involved in an approved activity. An application for exemption with parent signature must be submitted. If the student fails to complete the entire activity season in good standing, he/she will be required to enroll in physical education.
- Academic Exemptions:
  - 11<sup>th</sup> Grade Students: May be exempted from physical education for one (1) semester if the student is enrolled in a full schedule (7 academic courses) during both semesters in an academic year.
  - 12<sup>th</sup> Grade Students: May be exempted from physical education each semester in which the student is enrolled in a full schedule of academic courses. In addition, 12<sup>th</sup> grade students may be exempted from physical education if they are enrolled in a Cooperative Education program, Cadet Teaching, or a Senior Year Plus course offered only on the campus of a college or university.

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<b>Policy Title:</b>	<b><i>Global Education</i></b>	<b>Code No. 602.18</b>
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Global education is the lifelong growth in understanding, through study and participation, of the world community and the interdependency of its people and systems — social, cultural, racial, economic, linguistic, technological, and ecological. Global education will be incorporated into the education program so students will have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

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<b>Policy Title:</b>	<b><i>Program for Students At-Risk</i></b>	<b>Code No. 602.19</b>
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The Cedar Falls Community School District recognizes that some students require additional assistance in order to graduate from the regular education program. The Board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their high school diplomas.

It is the responsibility of the superintendent or designee to develop a plan for at-risk students which will include the following components:

- strategies for identifying at-risk students;
- objectives and strategies for providing services to at-risk students;
- in-service training for all school personnel;
- strategies and activities for involving and working with parents;
- provisions for monitoring the behavioral, social and academic improvements of at-risk students;
- provisions for appropriate counseling services;
- strategies for coordinating school programs and community-based support services; and
- maintain integrated education (environments in compliance with federal and state nondiscrimination legislation).

**Policy Title:** *School District Instructional Organization* **Code No. 602.20**

The Cedar Falls Community School District offers an educational program for grades pre-kindergarten (PK) through twelve (12). The instructional program is organized by the following levels:

Voluntary pre-kindergarten program will be offered in the  
Cedar Falls Community School District, Cedar Falls, Iowa.

Grades kindergarten (K) through sixth (6) shall attend an elementary school in the  
Cedar Falls Community School District, Cedar Falls, Iowa.

Grades seven (7) through nine (9) shall attend a junior high school in the Cedar  
Falls Community School District, Cedar Falls, Iowa.

Grades ten (10) through twelve (12) shall attend the senior high school in the Cedar  
Falls Community School District, Cedar Falls, Iowa.

**Policy Title:** *Instruction at a Postsecondary Educational Institution* **Code No. 602.21**

The following factors shall be considered in the board's determination of whether a student will receive academic or career-technical credit toward the graduation requirements in Policy #605.1 for a course at a postsecondary educational institution:

- \* the course is taken from a public or accredited private postsecondary educational institution;
- \* a comparable course is not offered in the school district (a comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district.);
- \* the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- \* the course is a credit-bearing course that leads to a degree;
- \* the course is not religious or sectarian in nature; and
- \* the course meets any other requirements set ~~out~~ by the Board.

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the postsecondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA 267 for a waiver of reimbursement.

Students and parents will annually be notified of the opportunity to take courses at postsecondary educational institutions in accordance with this policy. Forms and procedures are available in the counselor's office at Cedar Falls High School.

**Policy Title:** *Competent Private Instruction*

**Code No.** 602.22

In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school, the child must receive competent private instruction.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district will report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student will request dual enrollment in the resident district. The receiving district will not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district will notify the resident district. The resident district will then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1 unless such person is properly licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district will refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian will attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remedial plan.

The remediation plan is for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.



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**Policy Title:** *School Library* **Code No. 602.24**

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The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent or designee to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the maintaining of library and instructional materials, and for the handling of challenges to either library or classroom materials.

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**Policy Title:** *Class Size — Class Grouping* **Code No. 603.1**

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It shall be within the sole discretion of the Board to determine the size of classes and to determine whether class grouping shall take place. The Board shall review the class sizes periodically.

It shall be the responsibility of the superintendent to make a recommendation to the Board on class size based upon the budget of the school district, the qualifications of and number of certificated personnel, and other factors deemed relevant to the Board.

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**Policy Title:** *Field Trips* **Code No. 603.2**

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Principals are responsible for approval of all field trips. Central office approval must be obtained for any trip requiring transportation. Out of state field trips or those requiring procedures different from normal field trip operations must be approved by the appropriate director and the superintendent.

While on field trips, all student groups shall be under the direction and supervision of the teacher / staff member.

Transportation for all school-sponsored trips must be by school bus, licensed carrier, or other authorized means. Trips involving parent-provided transportation or other form of non-school transportation requires Central Office approval.

I. *Procedures for Planning Field Trips*

A. Teachers shall first consult with the principal when planning field trips. They should discuss the time and place of the trip, the method of transportation, and any possible combination with other classes for the field trip.

B. Personnel at the field trip destination should then be contacted and any necessary arrangements made. In some instances, it may be necessary for the teacher or principal to visit the site of the field trip.

II. *Regulations for Use of School Buses*

A. Buses are ordinarily available on school days between 9:00 A.M. and 2:30 P.M. Weekend and evening services are normally provided at the time requested.

B. Capacity for each bus (based on three persons per seat) is displayed on the side of the bus. At no time are more persons than capacity allowed in a bus.

C. Trips for student body groups to interscholastic competitions (pep buses) require a fee charged to the students to help defray costs.

D. While the bus driver may assist in emergencies, he or she is not to be considered as a supervisor for field trips or activity trips. The primary function of the driver is the safe and efficient operation of the bus. Those requesting and approving the field trip or activity trip are responsible for providing such approved adult supervision.

E. It may be necessary to make arrangements in advance of stops for food. The field trip supervisor is responsible for making any necessary arrangements with personnel at the site of the stop.

F. If equipment is to be transported in the bus, the teacher/sponsor must be there to supervise loading and securing of such equipment. There can be no blockage of the aisle or any other safety hazard.

G. Specific rules for riding the school buses include:

1. Emergency doors are not to be used for routine loading/unloading.
2. Food and beverage containers (except glass) may be taken onto the bus, provided care is taken to keep materials picked up.
3. Materials are not to be thrown, either within the bus or out of a bus window.
4. Passengers must maintain quiet at railroad crossings in order that the driver may observe required safety precautions.
5. Passengers must be seated at all times when the bus is moving.
6. Hands, arms and heads are not to be extended through open bus windows.
7. Excessive or unusual shouting or inappropriate language will not be tolerated.
8. Spiked shoes cannot be worn while on the bus.
9. Possession and use of tobacco products is never permitted on the bus.

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<b>Policy Title:</b>	<b><i>Selection of Learning Resources</i></b>	<b>Code No. 603.3</b>
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#### *Statement of Policy*

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

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

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

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

#### *General Selection Criteria*

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

- \* educational significance;
- \* contribution the subject matter makes to the curriculum;
- \* the interests of students and staff;
- \* favorable reviews found in standard selection sources;
- \* favorable recommendations based on preview;
- \* examination of resources by professional personnel;
- \* reputation and significance of the author, producer, publisher, or speaker;
- \* validity and appropriateness of the resource for intended use;
- \* contribution the resource makes to the range of representative viewpoints on controversial issues;
- \* high degree of potential appeal to users;

- \* quality and variety of format;
- \* value commensurate with cost and/or need;
- \* timeliness and/or permanence; and
- \* integrity of the resource.

*Specific Selection Criteria*

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

*Procedure for Reconsideration of Resources*

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

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

A standing Reconsideration Committee shall be formed in each building by the second week of each school year. The purpose of the committee shall be to review any complaint received during the school year, learn all the circumstances related to the acquisition and use of the challenged resource, review the guidelines listed in the selection policy, decide whether the policy has been followed correctly, and then recommend action regarding future

use of the resource. The committee at secondary buildings shall consist of: the building principal, a teacher librarian, a teacher, a parent or community member, a student, and the chair of the Secondary Library-Media Department. The committee at elementary buildings shall consist of: the building principal, a media specialist, a teacher, a parent or community member, and the elementary library media department. Any staff member responsible for the selection or the providing of the challenged material will not be included on the committee. If necessary, the principal will appoint a temporary replacement.

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

1. All staff members shall report complaints to the building principal orally or in written form.
2. The building principal or a designated representative shall contact the complainant to discuss the objection and attempt to resolve it informally by explaining the philosophy and goals of the school district, building, course, and/or library media center.
3. If the complaint is not resolved informally, the building principal shall provide the complainant with "The Learning Resources Selection Policy," including the form "Statement of Concern About Learning Resources," which must be filled out completely and returned to the building principal within ten (10) working days, before the complaint will be given consideration.
4. If the completed form is not returned within the time period, the issue shall be considered closed. If the form is returned, the reasons for selection of the resource shall be restated by the appropriate staff and turned in to the building principal.

- 5 Resources shall not be removed from use, or access restricted within the district, pending a final decision. However, access to the resources can be denied to the student(s) of the complainant(s), if requested.
6. Within 20 working days upon receipt of a completed “Statement of Concern About Learning Resources” form:
- The principal shall notify the superintendent, appropriate director of education, and the building’s Reconsideration Committee that a complaint has been received.
  - Each member of the Reconsideration Committee must read, view, or listen to the learning resource in question in its entirety.
  - After both the staff member responsible for selecting the learning resource and the complainant have met with the Reconsideration Committee, the committee will discuss the resource and make a decision.
  - The building principal shall send written notification of the action taken to all involved parties as well as to the appropriate director of education and the superintendent.
  - Any person not satisfied with the decision of the committee may file a request to appeal the decision to the Board of Education. Within ten (10) working days of the receipt of the written notification, the complainant or user may file an appeal in the superintendent’s office for a school board hearing.  
It shall be the superintendent’s responsibility to schedule and expedite the hearing.
  - Each Board member must read, view or listen to the learning resource in question in its entirety within 30 days of when the complaint was presented to them. At a following designated board meeting, the complainant and a representative of the Reconsideration Committee will be allowed to present information to the board pertaining to the complaint. The board will then deliberate action to be taken, with a decision being announced no later than the following board meeting. The superintendent will provide written notification of the board’s decision to all participating parties with 10 working days of the board’s decision.
  - Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

**Policy Title:** *Curriculum Adoption* **Code No. 603.4**

Curriculum of the school district must be approved by the board. Curriculum recommended by the superintendent or by a committee established for the purpose of making a recommendation to the board on curriculum shall be considered by the board.

**Policy Title:** *Curriculum Evaluation* **Code No. 603.5**

Curriculum evaluation is the ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding student academic performance. It includes the full range of information gathered in the School District to evaluate student learning and program effectiveness in each content area.

Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels. The curriculum evaluation guides decisions, which impact significant and sustainable improvements in teaching and student learning.

The superintendent shall be responsible for curriculum evaluation and for determining the most effective way of ensuring that assessment activities are integrated into instructional practices as part of school improvement with a particular focus on improving teaching and learning. A curriculum framework shall describe the procedures that will be followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at a minimum, describe the procedures for the following curriculum evaluation activities:

- Identify specific purposes for assessing student learning;
- Develop a comprehensive assessment plan;
- Select/develop assessment tools and scoring procedures that are valid and reliable;
- Identify procedures for collecting assessment data;
- Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students);

- Implement state mandated three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);
- Identify procedures for using assessment information to determine long-range and annual improvement goals;
- Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making);
- Provide support to staff in using data to make instructional decisions;
- Define procedures for regular and clear communication about assessment results to the various internal and external publics;
- Define data reporting procedures;
- Verify that assessment tools are fair for all students and are consistent with all state and federal mandates;
- Verify that assessment tools measure the curriculum that is written and delivered;
- Identify roles and responsibilities of key groups;
- Ensure participation of eligible students receiving special education services in district-wide assessments.

It shall be the responsibility of the superintendent to keep the board apprised of curriculum evaluation activities, the progress of each content area related to curriculum evaluation activities, and to develop administrative regulations for curriculum evaluation including recommendations to the board.

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**Policy Title:** *Protection in Evaluation* **Code No. 603.6**

Procedures and tests used for referral evaluation purposes will be free from racial or cultural discrimination.

A multidisciplinary team will conduct a comprehensive educational evaluation using multiple testing instruments and other methods in gathering student evaluation data. When assessment and diagnostic procedures and instruments are selected, adjustments shall be made, where necessary, to account for sensory and physical differences, behavioral and perceptual characteristics, socio-cultural and linguistic background and home environment of the students.

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**Policy Title:** *Curriculum Implementation* **Code No. 603.41**

Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly developed curriculum and the most powerful instructional strategies are actually delivered at the classroom level. There are two components of any implementation effort that must be present to guarantee the planned changes in curriculum and instruction succeed as intended:

- Understanding the conceptual framework of the content/discipline being implemented; and,
- Organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

The superintendent or designee shall be responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework shall describe the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities to:

- Study and identify the best instructional practices and materials to deliver the content;
- Describe procedures for the purchase of instructional materials and resources;
- Study the current status of instruction in the content area (how teachers are teaching);
- Compare the desired and present delivery system, identify differences, and develop a plan for addressing the differences;
- Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice and feedback;
- Regularly monitor and assess the level of implementation;
- Communicate with internal and external publics regarding curriculum implementation.

It shall be the responsibility of the superintendent to keep the board apprised of curriculum implementation activities, progress of each content area related to curriculum implementation activities, and to develop administrative regulations for curriculum implementation including recommendations to the board.

**Policy Title:** ***Guidance and Counseling Program*** **Code No. 604.1**

The Board will provide a student guidance and counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the Board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development.

**Policy Title:** ***Comprehensive Health Program*** **Code No. 604.2**

A comprehensive health program is an integral part of comprehensive school improvement and creates continuity linkages within the school and between school, home, and community.

It is the policy of the Board that a comprehensive health program shall be developed which includes the following components:

- Health services
- Health education
- Nutrition
- Physical education
- Counseling
- Staff wellness
- Family and community involvement
- Safe and healthy environment

Health services, coordinated by the school nurse, are designed to promote, protect, maintain and improve the health of all students and staff. The nurse will facilitate student access to health services including access and referral to primary health care resources.

A comprehensive health education program for students K-12 will be included in the comprehensive health program. State required health topics include: personal health, food and nutrition, environmental health, safety and survival, consumer health, family life, substance use and nonuse, emotional and social health, health resources, and disease prevention.

A comprehensive health program includes a nutritional services program that provides food services, free and reduced meals for qualifying students, and a special diet plan/modification for students with special dietary needs.

A physical education/activity program for all students is included in the comprehensive health program. The program promotes physical activity, health and safety.

Counseling services are provided in the comprehensive health program. This includes a curriculum, which focuses on academic, career, and personal/social issues. Referral to appropriate community agencies are made as needed.

The comprehensive health program includes promotion of parent and community communication and involvement to assure a safe and healthy school. District health services will cooperate and coordinate services with community and governmental agencies and officials.

Health and wellness activities for the school staff and professional development activities for the health providers are included.

A comprehensive health program promotes a safe and healthy environment by identifying health and safety concerns in the school environment and promoting a nurturing health environment. This includes disaster preparedness plans and practice drills, and reporting of accidents accurately and promptly.

**Policy Title:** *Student Progress Reports and Conferences* **Code No. 605.2**

Individually scheduled Parent-Teacher Conferences will be held at the elementary level. Progress reports will be available to parents or legal guardians at these conferences. A similar written progress report will be sent at the end of the school year.

Parent-Teacher Conferences will be held at the secondary level. Parents or legal guardians will receive a progress report at these conferences. Additionally, written progress reports are sent at the end of the second nine weeks and the end of the fourth nine weeks.

Conference schedules will be developed with appropriate teacher input and must be approved by the building principal. In order to accommodate parents or legal guardians, it may be necessary to schedule some conferences at other times. Staff members should make an effort to establish contact with all parents or legal guardians.

**Policy Title:** *Graduation Requirements for a Student Enrolled in a Special Education Instructional Program* **Code No. 605.3**

A student enrolled in a special education instructional program who has either (1) satisfied the credits/units established by the Iowa Department of Education and this district and/or (2) satisfactorily completed the program outlined in the student's individual education program will be graduated with the same considerations allowed any other student who has met all graduation requirements.

The district shall issue a regular diploma, allow the same ceremonial activities, and provide any other recognition to special education students that are provided to students graduating from regular education.

At least eighteen (18) months prior to the projected date of graduation, the written individual education program for each student receiving special education shall specify the anticipated date of graduation and criteria yet to be met prior to graduation.

**Policy Title:** *Use of Information Resources* **Code No. 605.7**

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the fair use doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. The purpose and character of the use: The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. The nature of the copyrighted work: Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. The amount and substantiality of the portion used: In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. The effect of the use upon the potential market for or value of the copyrighted work: If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member or student who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent of the superintendent's designee.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work that does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy. Additional information may be found in Administrative Regulations 605.7R.

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<b>Policy Title:</b>	<b><i>Use of Information Resources</i></b>	<b>Code No. 605.7R</b>
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Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian, if necessary. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

**Authorized Reproduction and Use of Copyrighted Material Reminders:**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.



- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
  - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

### **Copying Limitations**

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

### **Authorized Reproduction and Use of Copyrighted Materials in the Library**

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

### **Authorized Reproduction and Use of Copyrighted Music or Dramatic Works**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

### **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the teacher-librarian or the subscription database, e.g. unitedstreaming

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### **Authorized Reproduction and Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- The software license agreement shall be retained by the Board secretary.
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

### **Fair Use Guidelines for Educational Multimedia**

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

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**Policy Title:** *Requirements for Graduation* **Code No. 605.1**  
**Cedar Falls Alternative Education Program**

The Cedar Falls Alternative Education Program (CFAEP) is designed for students who have not been successful in the regular educational environment and/or may benefit from an alternative delivery of curriculum. The CFAEP is designed for students in grades 9-12. Students may earn credits to be transferred to the high school or complete their educational program and earn a diploma from the CFAEP.

A total of 38 credits are necessary to fulfill the requirements for graduation from the CFAEP. The following academic requirements must be met:

**ACADEMIC CREDIT REQUIREMENTS FOR GRADUATION**

Physical Education	1 credit
(.25 credits awarded each semester)	
Science	6 credits
Mathematics	6 credits
English	8 credits
Personal Economics*	1 credit
Social Studies	6 credits
(including American Govt., US History, & World Studies)	
Electives	<u>10 credits</u>
Total credits needed for graduation	38 credits

\*Personal Economics requirement may be met by successfully completing one of the following courses:

- Adult Living
- Economics
- Mathematics of Personal Finance

Credits earned at a student's previous school may be applied toward the graduation requirements for the CFAEP.

In addition to the academic requirements, a student must complete a minimum of four (4) credits at the CFAEP to be eligible for an alternative school diploma.

A student wishing to graduate from Cedar Falls High School must complete all requirements for the CFHS diploma and be enrolled at the high school for his/her final semester. A maximum of ten (10) CFAEP credits may be transferred to the high school and applied towards the CFHS diploma. Exceptions must be approved by the high school principal.

#### Item No. 12 – Approval of Substantial Completion of Hansen Phase I Project

Mr. Nefzger reviewed the preliminary final budget of the Hansen Elementary Phase I project. As of April 26, 2013 the total original budget was \$2,393,547 and the total anticipated to be spent is \$2,258,736 gives a total of \$134,811 under budget. Director Lantz moved and Director Kenyon seconded the motion that the Cedar Falls Community School District Board of Education accept, as complete the Hansen Elementary Phase I project for all claims, materials furnished, labor performed and service on this contract must be filed within the next 30 days. Directors voting in favor of the motion: Coil, Kenyon, Senchina, Leeper and Lantz. Those voting "no" none. Motion carried.

#### Item No. 13 – Informational Reports: Alternative Programming

Mr. Conrad reviewed alternative programming available for Cedar Falls High School students. Mr. Conrad reported the District will be transitioning from an alternative school to an alternative program as the State of Iowa is requiring that an alternative school meet all the requirements in Chapter 12 in the Code of Iowa. Mr. Conrad stated it will be very difficult for a school district to have a true alternative school that would meet all the requirements of Chapter 12. Mr. Conrad went on to report the Cedar Falls Community School District Alternative Program will now begin with the 2013-2014 school year. Students graduating from the Alternative Program will now receive a regular Cedar Falls High School diploma. The District will need to look at graduation requirements as currently as Cedar Falls Alternative High School diploma requires only 38 credits for graduation where a Cedar Falls High School diploma requires 45 credits to graduate. Mr. Conrad stated that he anticipates that students will receive a blended educational experience with some programming taking place at the alternative program and some classes taking place at the Cedar Falls High School. The focus for students attending the alternative program will be on academics as well as social and emotional support through career and technical opportunities as each student's experience will be customized. Mr. Conrad went on to state that for the 2013-2014 school year will be a transitional year and full implementation for the program will begin in the 2014-2015 school year. The Board thanked Mr. Conrad for his report.

#### Item No. 14 – Informational Reports: Allergy Sensitive Environment

Ms. Zeigler introduced Karen Ingamells and Kerri Clausman from Black Hawk County Public Health (BHCPH). Ms. Engamells and Ms. Clausman are nurses contracted through Black Hawk County Public Health and are assigned to the school district. Ms. Zeigler, Ms. Ingamells and Ms. Clausman updated the Board on the work of the allergy sensitive environment committee. This committee reviewed the allergy sensitive needs of students throughout the District. Student allergies include (but are not limited to) latex, peanuts, milk and bee stings. The committee consisted of parents from each school building as well as representatives from transportation, food service, custodial, administration, medical community and Black Hawk County Public Health. All meetings were posted and were open to the public. Ms. Zeigler described the process in creating the "Allergy Sensitive Environment" document. This document is currently under review by district legal counsel. Ms. Zeigler stated that recommendations from the committee will be creating a safe area within individual schools and students will no longer be able to take food on school buses during the morning or regular afternoon school route. After a question and answer period the Board thanked the three ladies on the update and report.

Item No.15 – Superintendent’s Report

Superintendent Wells reported on the following:

1. Commencement – May 26, 2013, at the University of Northern Iowa McLeod Center
2. Retirement reception for school district employees, May30, 2013 at 4:00 p.m. at Pheasant Ridge
3. Board/Administration Council retreat is scheduled for June 13, 2013

Item No. 16 – Student Board Member Report

Student Board member Andrew Stensland updated the Board on the Tiger Trot that took place the week of May 6th, the Blood Drive that took place on May 10<sup>th</sup>, the high school state soccer tournament will begin May 14<sup>th</sup> and a teacher appreciation breakfast hosted by the student senate is scheduled for May 15<sup>th</sup>.

Item No. 17 – Questions, Comments, and Concerns

None

Item No. 18 – Adjournment

Director Coil moved and Director Lantz seconded the motion to adjourn. Directors voting in favor of the motion: Kenyon, Coil, Leeper, Senchina, and Lantz. Those voting “no” none. Motion carried. The meeting was adjourned at 8:35 p.m.

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Secretary

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President