

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 Joyce Coil in the chair, and the following named Directors: Jim Brown, Susan Lantz, Doug Shaw, James Kenyon and Jenny Leeper. Others in attendance were: Dr. Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Adrian Talbot, Director of Human Resources, Dan Conrad, Director of Secondary Education and Pam Zeigler, Director of Elementary Education. Others present include: Liz Kressig, MacKenzie Elmer, Jenny Olson, Katy Resop, Lisa Sevcik, Sarah Eastman, Dawn AskMartin, and Denise Rathjen

President Coil called the meeting to order and reported that we are here to focus on students and student achievement.

Item No. 1 – Public Hearing on the Orchard Hill 2014 Portable Classroom Project

President Coil reported that she had in her possession an affidavit of publication showing the notice of time and place of the public hearing for the proposed 2014 Orchard Hill portable classroom project. This notice was published in the Waterloo/Cedar Falls Courier on March 6, 2014. The Board will now hold a public hearing on this project. President Coil asked for public comments. Three public comments were offered. No written comments were received. President Coil then declared the public hearing closed.

Item No. 2 – Public Hearing on the 2014-2015 School Hours Calendar and Early Start Date

President Coil reported that she had in her possession an affidavit of publication showing the notice of time and place of the public hearing for the 2014-2015 school hours calendar and early start date. This notice was published in the Waterloo/Cedar Falls Courier on March 12, 2014. The Board will now hold a public hearing on this project. President Coil asked for public comments. Lisa Sevcik of 1421 Clay St. Cedar Falls, Iowa 50613 expressed concerns about the early start date on the calendar as proposed and plead for the school board to start the 2014-2015 school year after Labor Day. Denise Rathjen of 2037 W. 8<sup>th</sup> Street, Cedar Falls, Iowa 50665 reported that she is in support of Lisa Sevcik’s request. Ms. Rathjen, stated the early start date creates a hardship for families as vacations are difficult to plan, as well as summer employment for students. Dawn AskMartin of 1604 Lilac Lane, Cedar Falls, Iowa addressed the Board and asked the Board to consider setting aside one day per month of collaboration time in lieu of late starts and early dismissals. No written comments were received. President Coil then declared the public hearing closed.

Item No. 3 – Approval of the Following Consent Agenda Items:

Director Lantz moved and Director Kenyon seconded the motion that the Board approves the following items:

1. The agenda of the March 24, 2014 Board of Education
2. Approval of the February 24th, 2014 regular and special Board of Education minutes
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Director Leeper
4. Approval of the open enrollment requests
5. Approval of human resource report
6. Approval of Agreements:
  - Lattin Photography by Lifetouch 2014-2017 School Day Photography Proposal
  - Lattin Photography by Lifetouch 2014-2017 Cedar Falls High School Photography Proposal
  - Hawkeye Community College Early Childhood Ed Program for Field Experience
  - UNI Cooperative Agreement for Pre-Service Clinical Placement
  - Luther College Clinical Field Experience Agreement

**Open Enrollment Report - In  
March 24, 2014**

**2014-2015**

McKenzie Beck Current Resident District: District Requested: Effective Date:	10 <sup>th</sup> Grade Gladbrook-Reinbeck Cedar Falls 2014-2015
Maggie A Burgett Current Resident District: District Requested: Effective Date:	5 <sup>th</sup> Grade Hudson Cedar Falls 2014-2015

Evan B Drewelow  
Current Resident District:  
District Requested:  
Effective Date:

Kindergarten  
Waverly-Shell Rock  
Cedar Falls  
2014-2015

Brittany L Finn  
Current Resident District:  
District Requested:  
Effective Date:

9<sup>th</sup> Grade  
Hudson  
Cedar Falls  
2014-2015

Robert B Grosse  
Current Resident District:  
District Requested:  
Effective Date:

7<sup>th</sup> Grade  
Janesville – currently attends Denver  
Cedar Falls  
2014-2015

Alexis Jordan Kremer  
Current Resident District:  
District Requested:  
Effective Date:

7<sup>th</sup> Grade  
Wapsie Valley  
Cedar Falls  
2014-2015

Charles Lorenz  
Current Resident District:  
District Requested:  
Effective Date:

8<sup>th</sup> Grade  
Dike-New Hartford – currently paying tuition to attend CF  
Cedar Falls  
2014-2015

Isabella Lorenz  
Current Resident District:  
District Requested:  
Effective Date:

5<sup>th</sup> Grade  
Dike-New Hartford  
Cedar Falls  
2014-2015

Jack R Peterson  
Current Resident District:  
District Requested:  
Effective Date:

Kindergarten  
AGWSR  
Cedar Falls  
2014-2015

Haidyn L Sawyer  
Current Resident District:  
District Requested:  
Effective Date:

Kindergarten  
Dike-New Hartford  
Cedar Falls  
2014-2015  
2<sup>nd</sup> Grade

Cameron Seible  
Current Resident District:  
District Requested:  
Effective Date:

Hudson  
Cedar Falls  
2014-2015

Preston Seible  
Current Resident District:  
District Requested:  
Effective Date:

7<sup>th</sup> Grade  
Hudson  
Cedar Falls  
2014-2015

Reese Seible  
Current Resident District:  
District Requested:  
Effective Date:

Kindergarten  
Hudson  
Cedar Falls  
2014-2015

Carter Welch  
Current Resident District:  
District Requested:  
Effective Date:

Kindergarten  
Waverly-Shell Rock  
Cedar Falls  
2014-2015

**Open Enrollment Report - Out  
March 24, 2014**

**2014-2015**

Tiffany Britton 9<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Currently IPI  
District Requested: Clayton Ridge – Iowa Virtual Academy  
Effective Date: 2014-2015

Mya Burgart Kindergarten  
Current Resident District: Cedar Falls  
District Requested: Union  
Effective Date: 2014-2015

Drew A Carfrae 10<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Peet Junior High  
District Requested: Waverly-Shell Rock  
Effective Date: 2014-2015

Rhianna Conry 9<sup>th</sup> Grade  
Current Resident District: Cedar Falls – OE out to Janesville  
District Requested: Waverly-Shell Rock  
Effective Date: 2014-2015

Marquavis T'Ray Davis, Jr. Kindergarten  
Current Resident District: Cedar Falls  
District Requested: Janesville  
Effective Date: 2014-2015

Blake Delegardelle Kindergarten  
Current Resident District: Cedar Falls  
District Requested: Hudson  
Effective Date: 2014-2015

Evan Dufel 4<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Southdale Elementary  
District Requested: CAM – Iowa Connections Academy  
Effective Date: 2014-2015

Noah Hlas Kindergarten  
Current Resident District: Cedar Falls  
District Requested: Dunkerton  
Effective Date: 2014-2015

James Kuehner 6<sup>th</sup> Grade  
Current Resident District: Cedar Falls – St. Patrick School  
District Requested: CAM – Iowa Connections Academy  
Effective Date: 2014-2015

Alyssa K Martinez 8<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Currently IPI  
District Requested: CAM – Iowa Connections Academy  
Effective Date: 2014-2015

Abigail M Miller 6<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Hansen Elementary  
District Requested: CAM – Iowa Connections Academy  
Effective Date: 2014-2015

Hannah Pashan 10<sup>th</sup> Grade  
Current Resident District: Cedar Falls – Valley Lutheran  
District Requested: Janesville  
Effective Date: 2014-2015

Erik D Plourde Current Resident District: District Requested: Effective Date:	1 <sup>st</sup> Grade Cedar Falls – Lincoln Elementary Janesville 2014-2015
Morgan Maria Schwab Current Resident District: District Requested: Effective Date:	10 <sup>th</sup> Grade Cedar Falls – Peet Junior High Waverly-Shell Rock 2014-2015
Talia Simmer Current Resident District: District Requested: Effective Date:	3 <sup>rd</sup> Grade Cedar Falls – Currently IPI Hudson 2014-2015
Alexis D Urbanek Current Resident District: District Requested: Effective Date:	8 <sup>th</sup> Grade Cedar Falls – Holmes Junior High Dunkerton 2014-2015
Taylor M Urbanek Current Resident District: District Requested: Effective Date:	4 <sup>th</sup> Grade Cedar Falls – Hansen Elementary Dunkerton 2014-2015
Mackenzie Urbanek Current Resident District: District Requested: Effective Date:	1 <sup>st</sup> Grade Cedar Falls – Hansen Elementary Dunkerton 2014-2015
Emily Elizabeth Weber Current Resident District: District Requested: Effective Date:	11 <sup>th</sup> Grade Cedar Falls – Cedar Falls High School Janesville 2014-2015
Sarah Jane Weber Current Resident District: District Requested: Effective Date:	12 <sup>th</sup> Grade Cedar Falls – Cedar Falls High School Janesville 2014-2015
Luke A Wood Current Resident District: District Requested: Effective Date:	8 <sup>th</sup> Grade Cedar Falls – Currently IPI Clayton Ridge – Iowa Virtual Academy 2014-2015

**Open Enrollment Report  
March 24, 2014**

Jakobi K Davis Current resident district: District requested: Effective date:	4 <sup>th</sup> Grade Waterloo Cedar Falls 2013-2014 – C
Alvin S Janssen Current resident district: District requested: Effective date:	5 <sup>th</sup> Grade Waterloo Cedar Falls 2013-2014 – C

**Human Resources Report  
March 24, 2014**

**Resignations - Recommended for Approval**

Charles Blair-Broeker	EOSY	Senior High	Social Studies
Jack Darland	EOSY	Southdale	School Counselor
Cinde Haskins	EOSY	Peet Junior High	Associate Principal
Richard Powers	EOSY	Senior High	Principal

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

**Item No. 4 – Public Comment**

None

**Item No. 5 – Secretary’s Monthly Financial Report**

Mr. Nefzger reviewed with the Board the February 2014 fund balances for general, schoolhouse, student activity, and food service. President Coil stated that the report would be filed subject to audit.

**Item No. 6 – Communications**

Dr. Pattee presented the student board member report for Andrew Stensland. The report was on the following:

- High School annual blood drive is scheduled for April 2014
- Tiger Trot fund raising event is scheduled for April 19, 2014
- Teacher appreciation breakfast is scheduled at the High School on May 4, 2014

**Item No. 7– Discussion of Architect and Design Team Recommendations**

Dr. Pattee, Doug Nefzger and Kent Pilcher from Estes Construction reviewed the process for determining the selection of an architecture design team for a potential new elementary school, remodeling of current elementary schools, construction of a new high school or remodeling of the current high school. Mr. Nefzger briefly reviewed the process for design team selection, which included a request for qualifications, as well as individual interviews with selected architects. The review team included Mr. Nefzger, Dr. Pattee, and Kent Pilcher from Estes Construction Inc. After careful consideration it is the recommendation of the administration to select Struxture Architects for work associated with district elementary school projects and InVision Architecture for the high school project. Director Shaw moved and Director Kenyon seconded the motion that the Board authorize the Superintendent and Director of Business Affairs to develop the terms and form of contract with Struxture Architects LLC, Waterloo, Iowa and the Cedar Falls Community School District for the remodeling and/or construction of North Cedar Elementary, Orchard Hill Elementary, a future new elementary school; and InVision Architecture Ltd, Waterloo, Iowa and the Cedar Falls Community School District for the remodeling and/or construction of the current or future new high school. Directors voting in favor of the motion: Brown, Coil, Lantz, Kenyon, and Shaw. Director Leeper abstained from voting. Those voting “no” none. Motion carried.

**Item No. 8– Update/Discussion on 10-Year Master Plan**

Dr. Pattee provided the Board with an update on the 10 year facility master plan. Dr. Pattee reviewed the calendar for the upcoming public forums. There have been 10 dates selected between April 14<sup>th</sup> and May 14<sup>th</sup>. The goal is to have the final determination of a bond election held no later than July 25, 2014 for a September 9, 2014 vote date. Dr. Pattee reviewed survey data from staff and facility committee on the three options presented. The survey revealed 90% of staff and facility committee members are in favor of plan B. Plan B includes the construction of a new high school and new elementary facility, along with the remodeling of North Cedar and Orchard Hill Elementary schools. Mr. Pilcher from Estes Construction stated the 90% favorable response from District staff is quite remarkable and adds validity to plan B.

Item No. 9– Approval of Summer 2014 North Cedar Project Bids

Dan Channer from Structure Architecture reviewed the bids for the summer 2014 North Cedar construction project. There were four bids received with the low quote from Peters Construction of Waterloo, Iowa in the amount of \$532,235. The total cost for the project including the addition of three Alternates is \$588,168. When adding \$50,924 for the Airedale units that the District pre-purchased for the project back in December 2013, the total cost for the project is \$639,092 plus design fees and contingency. Funding for this project will come from the 2014-2015 Physical Plant and Equipment Levy. Director Kenyon moved and Director Brown seconded the motion that the Board approve the low quote from Peters Construction of Waterloo for the summer 2014 North Cedar Elementary School project. Directors voting in favor of the motion: Brown, Coil, Lantz, Kenyon, Leeper and Shaw. Those voting “no” none. Motion carried.

Item No. 10– Approval of Board Policies: First of Two Readings

Dr. Pattee reviewed the first of two readings of Board policies 204.4.1, 401.16, 502.1, 502.2, 902.2 and 902.4. Board policy 502.2 is a new policy. Director Lantz moved and Director Shaw seconded the motion to approve the first of two readings of board policy 204.4.1, 401.16, 502.1, 502.2, 902.2 and 902.4 as presented. Directors voting in favor of the motion: Brown, Shaw, Coil, Leeper, Kenyon and Lantz. Those voting “no” none. Motion carried.

**Policy Title:** *Public Participation in Board Meetings* **Code No. 204.4.1**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. Citizens wishing to address the board ~~on a certain agenda item~~, or wishing to bring a petition to the board, must notify the Board President and/or superintendent prior to the board meeting. Those wishing to address the board, or bring a petition to the board, will follow the same procedures outlined in the regulations. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to suspend this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the Board meeting will not be interfered with or disrupted. Only those speakers who follow regulations and are recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

**Policy Title:** *Nepotism* **Code No. 401.16**

~~More than one family member may be employed by the District. However, an attempt shall be made so that an employee does not immediately supervise a member of the employee’s family. If necessary, arrangements shall be made so that another person supervises and evaluates the employee working in a position normally supervised by a family member. For purposes of this policy, family members shall be deemed to include spouses, parent/child, siblings, grandparent/grandchild, aunt or uncle/niece or nephew, parent in law including step relationships.~~

The District may employ more than one member of the same family. Assignment of family members to the same building or department will be avoided, but is not prohibited, subject to review by the Superintendent or designee.

No preferential treatment will be solicited or granted in any aspect of the employment relationship including, but not limited to, hiring, selection, assignment, evaluation, training, compensation or promotion.

No employee will directly supervise a family member.

For purposes of this policy family member is deemed to include: spouse; parent (including step relationships); brother; sister; son or daughter (including step, adopted, foster, legal ward); in-law relations i.e. father, mother, brother, sister, son, daughter; grandparent; grandson or granddaughter; uncle; aunt; niece; nephew.

**Policy Title:** Student Discipline **Code No. 502.1**

**Introduction**

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

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

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

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

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

**Code of Iowa**

Section 282.4 of the code provides:

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

Section 282.5 provides:

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

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

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

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## **I. Definition of School Discipline**

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

## **II. Definition of Misconduct**

Students will be disciplined for conduct which disrupts or interferes with an educational program, which disrupts the orderly and efficient operation of the school or school activity, which disrupts the rights of other students to obtain their education or participate, or which interrupts the maintenance of a scholarly, disciplined atmosphere. Misconduct may include, without limitation:

- A. Refusal to conform to school policies, rules or regulations.
- B. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school activity.
- C. Refusal to comply with directions from teachers, administrators, or school personnel including registered volunteers on school premises or participating in or attending school activities.
- D. Physical attack or threats of physical attack to students, teachers, administrators, or other school personnel.
- E. Possession of weapons or dangerous objects, or items that appear to be weapons or dangerous objects.
- F. Extortion.
- G. Criminal or illegal behavior.
- H. Theft, robbery, or possession of stolen goods.
- I. Damaging, altering, injuring, defacing or destroying any building, fixture, or tangible property.
- J. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property or other premises where a school sponsored activity will be held, whether or not any such property is actually destroyed or damaged.
- K. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device, in or about the school premises or other premises where a school sponsored activity will be held.
- L. Fighting or engaging in disruptive or violent behavior.
- M. Activities, including making noise, which disrupt the orderly, efficient and disciplined atmosphere of the school or school-sponsored activity.
- N. Abusive epithets, threatening gestures, or harassment of other students, teachers, administrators, school personnel or other persons lawfully on school premises or participating in or attending school activities.
- O. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless.
- P. Obstructing school premises or access to school premises or premises where a school activity is being held.
- Q. Possessing, consuming, or distributing alcoholic liquors or beer on school property or while attending a school activity.
- R. Possession, use or distribution of a controlled substance or controlled substance look alike.
- S. Possession, use, or distribution of tobacco, **including look-alike tobacco products and e-cigarettes.**
- T. Gambling.
- U. Documented misconduct detrimental to the best interest of the school district.
- V. Truancy.
- W. Unauthorized access to computer hardware or software and the manipulation of electronically stored information.
- X. Violating academic integrity by actions such as cheating or plagiarism.
- Y. Bullying and taunting.

## **III. Areas in Which Disciplinary Control of Students is to be Exercised**

- A. While on school premises.
- B. While being transported to and from school-sponsored activities in school-owned and/or operated school buses, chartered buses, or privately owned vehicles.
- C. While attending or engaged in school-sponsored activities.
- D. While away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.



#### **IV. Consequences for Violating the Regulations, Rules, and Policies of the School District**

Students who violate policies, rules or regulations of the school district, or who have documented cases of misconduct detrimental to the best interest of the school district, may be suspended, excluded, or expelled from school, or otherwise punished as provided by this policy. Students engaged in illegal activities may also be referred to the police.

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

The principal or designee shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed 10 school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an excused absence. The initiative to make up work must be made by the students.

The School Board of Education, upon the recommendation of the building principal, may exclude or expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The Board may exclude or expel any incorrigible child or any child whose presence in school may be injurious to the health of other students or to the welfare of the school. Exclusion is defined as a student being excluded from regular attendance for a period determined by the board with an alternative educational program being provided by the district. Expulsion is defined as a board decision to deny a student any educational program for a determinate period of time.

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

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

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

The Superintendent shall develop rules and procedures to implement this discipline policy and shall report such procedures to the Board of Education of the school district.

#### **V. Firearms**

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

The term "firearm" includes, but not limited to:

- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; and
- D. any destructive device.

The term "destructive device" includes, but not limited to any explosive, incendiary, or poison gas, bomb or grenade.

The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

#### **VI. Physical Contact With a Student and the Use of Reasonable Force**

- A. Physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances, is not designed or intended to cause pain, and is not done with the intent to punish the student. Such contact is not prohibited.

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

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

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

## **VII. Procedures for Exclusion / Expulsion Cases**

- A. When a student is suspended pending recommendation for exclusion or expulsion, the building principal shall immediately notify the director of elementary or secondary education and the superintendent of schools to review the alleged misconduct and all relevant matters. Following this review, a final determination of a recommendation for exclusion or expulsion to the Board of Education will be made by the director and the superintendent. The building principal shall hold a conference with the parents/guardians and the student to discuss the reasons for the suspension and proposed recommendation for exclusion or expulsion.
- B. If, after investigation and review, it is determined that exclusion or expulsion should be recommended to the Board of Education, the building principal, with assistance from the director of elementary or secondary education and legal counsel, shall prepare appropriate notice. The director of elementary or secondary education shall consult with the secretary of the Board of Education to arrange a time for the hearing. The notice of hearing on the recommended exclusion or expulsion shall state the reasons for the recommendation and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation. There shall be included a direct citation of the section of the discipline policy, Board policy, and/or state statute that has been violated. The notice shall state the time and place of the hearing.
- C. Notice of the recommendation to the board for exclusion/expulsion shall be served upon the parents/guardians by the Director of Elementary or Secondary Education. The notice shall be sent by registered mail to the last known local address of the parents/guardians.
- D. At the same time the notice and supporting documents are delivered to the student and his/her parents/guardians, copies shall be forwarded to the president of the Board of Education who shall call a meeting of the Board to hear the matter. Copies shall also be delivered to the superintendent, legal counsel, and the secretary of the Board of Education.

If the student has attained age 18, the notice shall be given to the student. It may also be given to the student's parents/guardians if they have shown the student is a dependent as defined in the Family Education Rights & Privacy Act of 1974 and the regulations there under.

E. The Hearing:

1. The hearing shall be held on a date not later than 10 school days subsequent to the date of suspension.
2. The student may be accompanied by:
  - a. Parent(s)/guardian(s)
  - b. Legal counsel or any other advisor of his/her choice
3. The Board of Education and the school district may also be advised by legal counsel.
4. The Board of Education, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
5. The student and his/her parents/guardians may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parents/guardians by agreement, or waiver of hearing, or both.
6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegation of the notice in whole or in part. The student may also offer any explanation or comment that he/she believes relevant or appropriate.
7. Each party to the hearing, directly or through his/her legal counsel or other advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify in his/her own behalf. To the extent that either party may rely on written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the Board should find it necessary to limit cross examination or the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, or for other good cause, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.
8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the Board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student or the parents/guardians of the student if the student is a minor.
9. If a party to the hearing should deliberately conduct himself/herself in a manner disruptive of the hearing, the Board shall be authorized to exclude him/her and to proceed with the hearing as if he/she had not personally appeared. A hearing shall be attended only by the Board, the Superintendent or designee, administrative personnel familiar with the case, the student, the student's parents/guardians, the student's legal counsel or other advisor, and legal counsel for the school board and school district. Witnesses other than the foregoing should be excluded except when presenting information to the Board, unless the student and his/her parents/guardians waive this exclusion. The Board may order all witnesses to be excluded on its own motion.
10. Provisions shall be made either for a transcript or for a verbatim record in the form of an audio recording of the hearing. The complaint, the student's response, the transcript or record, and all other papers in the proceeding except the final disposition of the case, shall be for the use only in the proceedings and in the internal processes of the school district related thereto; and no such transcript, record, or papers shall be voluntarily disclosed to any person outside the school district.

F. The Decision:

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

### **VIII. Special Education**

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

### **IX. Non-authorized Persons**

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

#### **A. Non-authorized persons are:**

1. Students not assigned to that specific building.
2. Any person not an employee of the Cedar Falls Community School District.
3. An employee or volunteer not assigned duties at that building or premises.

#### **B. School administrators may enlist the aid of the police department to have removed any non-authorized persons.**

#### **C. Procedures dealing with non-authorized persons should be reasonable, ~~and~~ non-discriminatory and non-arbitrary in their operation.**

### **X. Actions for Assault and Threats to School Personnel**

A. Whenever any officer, employee, or agent of the school district has been struck or attacked by any individual or group, or has suffered bodily harm, he/she shall notify the principal immediately who shall call the Director and Superintendent. The principal shall notify the police and parents, and the student or students shall be suspended pending completion of the investigation and due process. Notice of the suspension shall be sent to the president of the Board through the superintendent. Following the investigation and an administrative determination relative to its appropriateness, a recommendation for discipline, up to and including expulsion, may be made.

B. Whenever any officer, employee, or agent of the school district is threatened with bodily harm by an individual or group of students, he/she shall notify the principal immediately, who shall suspend the student or students pending completion of the investigation. Following the investigation and an administrative determination relative to its appropriateness, a recommendation for discipline, up to and including expulsion, may be made.

C. It shall be the responsibility of the person who suffers the assault or injury to file any charges for prosecution.

### **XI. Distribution of Discipline Policy and Administrative Rules and Procedures**

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

**Policy Title:** Student Discipline **Code No. 502.1R**  
Administrative Regulations

**I. Authorized Actions**

Students who violate policies, rules or regulations of the school district, or who have documented cases of misconduct detrimental to the best interest of the school district, may be suspended, excluded, or expelled from school, or otherwise punished as provided by this policy. Students engaged in illegal activities may also be referred to the police or other social agency.

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

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

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

- B. By the principal or designee:
1. Warning
  2. Counseling
  3. Reprimand
  4. Probation
  5. Detention
  6. In-school suspension
  7. Denial of privileges and/or participation in extracurricular activities
  8. Out-of-school suspension
  9. Removal from a specific class for up to the balance of the semester, with educational alternatives
  10. Recommendation to the board of education for exclusion or expulsion
  11. As an alternative to the above actions, the principal or designee may offer a student an opportunity to participate in community or school service projects. Failure to perform the obligations of this alternative on the part of the student would lead to further disciplinary action
- C. By the Board of Education of the school district: Exclusion or Expulsion. Following review of the evidence at the board hearing, the Board may order a lesser sanction as an alternative to exclusion or expulsion.
- D. The Board of Education shall expel any student, who is determined to have brought a firearm to school, for not less than one calendar year. The Superintendent has the authority to recommend to the Board of Education that the expulsion requirement be modified on a case-by-case basis.

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

**II. Definitions**

- A. Detention: Detention shall be the requirement that a student remain after school, or come to school early, or on Saturday for purposes of discipline.
- B. Removal from class: Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.
- C. Denial of privileges and/or participation in extracurricular activities: Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.

- D. Probation: Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the board of directors, including misconduct as defined in the discipline policy, or in cases of conduct detrimental to the best interests of the school. Breach of the conditions of probation may result in more severe sanctions.
- E. In-school suspension: In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension.
- F. Out-of-school Suspension: Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of not to exceed ten (10) consecutive school days for any infraction. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences. If suspension is contemplated beyond three days it must be discussed with the Assistant Superintendent for Human Resources.
- G. Removal from a specific class for up to the balance of the semester: Removal from a specific class for up to the balance of the semester is isolation of a student from a specified class while under proper supervision and occurs where the student's conduct does not warrant exclusion from other classes or expulsion from school.
- H. Exclusion: Exclusion is an act carried out only by the Board of Education by a majority vote that excludes a student from school for a determinate period of time. During the period of exclusion, the school district will provide the student with an alternative educational program.
- I. Expulsion: Expulsion is that act carried out only by the Board of Education by a majority vote that expels any student from school for a determinate period of time. During the period of expulsion, the school district will provide no educational program or services to the student.

### III. Administrative Action

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

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

- B. Probation: The principal or designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his/her parent(s)/guardian(s) and shall be placed in the student's supplementary record. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the discipline policy and these administrative rules and procedures. Administrative procedures in Section IV shall be followed.
- C. In-school suspension: The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed 10 school days. In-school suspension may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of in-school suspension shall be given to the student and his/her parent(s)/guardian(s), and shall be placed in the student's supplementary record.
- D. Removal from a specific class for up to the balance of the semester with educational alternative (secondary students only): If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee, in consultation with the Director of Secondary Education, determines that exclusion or expulsion is not recommended, then the principal may remove the student from the specific class for up to the balance of the school semester and may specify coincidental with such removal some other supervised alternative for the student. Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his/her parent(s)/guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s)/guardian(s), and the Director of Secondary Education. When such removal is ordered, it shall be with the opportunity for proper administrative supervision during the time of such removal.

- E. Out-of-school suspension: A student may be suspended out-of-school for up to 10 school days by the principal or designee for violation of the regulations or rules established by the board of directors of the school district, including misconduct as defined by the discipline policy, or for conduct detrimental to the best interests of the school district or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school or school activity. Notice of suspension shall be given to the student's parent(s)/guardian(s) and the Director of Elementary or Secondary Education.
- F. Manifestation Determination: If a long-term suspension (in-school or out-of-school) is imposed on a student receiving special education services, an immediate meeting of the student's IEP team should be held to assess the effectiveness and appropriateness of the student's placement. In an emergency situation where a child poses an immediate threat to the safety of others, and in the absence of parental consent to the long-term suspension, the school will seek a court order temporarily enjoining the child from attending school.
- G. Under no circumstances may more than one in-school suspension or out-of-school suspension be imposed upon a student based upon the same set of facts.

#### **IV. Administrative Procedures**

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

- A. A student should be told what he/she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s)/guardian(s).
- B. If the student denies the charges, he/she should be given an opportunity to explain his/her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response. The principal or designee may, in his/her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront such person(s); or to hear the person(s) in behalf of the student. Such proceedings shall be informal. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.
- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presences pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice of hearing should follow as soon as practical, not later than three school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his/her parent(s)/guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his/her parent(s)/guardian(s) may have a hearing as heretofore provided.
- E. When a student is suspended pending exclusion or expulsion, the procedures for exclusion or expulsion in the discipline policy shall be followed. If after five school days, the principal determines not to recommend exclusion or expulsion, the principal, the student, and the student's parent(s)/guardian(s) shall make suitable arrangements for readmission.
- F. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s)/guardian(s) by agreement, or waiver of hearing or both.

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

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

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

## **VI. Truancy Procedure**

Truancy is a symptom of maladaptive behavior and may require remedial procedures. The following sequential steps outline a guide to be followed. Most cases will be resolved by use of steps A, B, and C. More persistent truancy cases may result in suspension and/or exclusion from school, and some may be referred to the county attorney for mediation.

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

## **VII. Procedures for Handling Student Alcohol or Controlled Substance Cases**

- A. When it is determined that a student has been using, possessing, selling or delivering alcohol, tobacco, controlled substances, or controlled substance look-alikes on school premises or at school activities the student may be suspended by the building principal. The administrative procedures for suspension shall be applied in such case.
- B. In addition, if it is determined that the student has been using, possessing, selling or delivering controlled substances on school premises or at a school-sponsored activity, the student may be recommended for exclusion or expulsion by the building principal.
- C. All instances of alcohol, tobacco, or controlled substance possession, use or sale shall be reported to the parent(s)/guardian(s), and may be reported to local law enforcement agencies.
- D. Repeated violations involving alcohol and tobacco may result in a recommendation to the board of education for exclusion or expulsion.

## **VIII. Referral of students with alcohol or substance abuse problems**

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

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<b>Policy Title:</b>	<b><i>Substance Use and Abuse</i></b>	<b>Code No. 502.2</b>
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A safe and drug-free school environment is recognized by the Cedar Falls Board of Education as essential to prevent serious problems and threats to the academic, social, physical, and emotional welfare of all students. The Cedar Falls Community School District is committed to the establishment of policies and procedures which:

1. increase student awareness of the hazards of substance use/abuse,
2. improve student attitudes and decision-making skills, and
3. provide assistance and referral services for students with substance use/abuse problems.

An atmosphere conducive to the educational excellence of all students is a major responsibility of the District. To successfully meet this obligation, procedures have been developed which are consistent with the laws of the state of Iowa.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.



The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion, as stipulated in the board policy governing student discipline. Students participating in extra-curricular activities violating this policy will also be subject to disciplinary action as stipulated in the board policy pertaining to the extra-curricular code of conduct. The use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- It is the responsibility of the superintendent, in conjunction with building principals, to develop administrative regulations regarding this policy.

**Policy Title:** School Safety **Code No.** 902.2

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

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

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

1. The District has a Safe School Plan which follows a model recommended by the U.S. Department of Education emphasizing Preparedness, Prevention, Protection Response and Recovery to ensure student and staff safety before, during and after a crisis. The Safe School Plan is an all-hazards plan addressing the multiple risks faced by District staff, students, and facilities. The District's Safe School Plan uses the concepts and principles of the National Incident Management System (NIMS) including the Incident Command System (ICS) which provides a standardized approach for incident management. The community-based District Safety Committee will coordinate and oversee planning and implementation of the Safe School Plan. The administrator of each District facility shall be responsible for implementing the District Safe School Plan for their facility.
2. Emergency drills shall be conducted as delineated in the Safe School Plan.
  - a. *Fire Drills:* Not less than four fire drills are to be conducted during each school year with not less than two fire drills conducted between July 1 and December 31 and not less than two fire drills shall be conducted between January 1 and June 30 of each year.  
~~In case of fire, it shall be the duty of the principal or other designated official to immediately notify the fire department and the superintendent's office by telephone. School employees should be aware of the location of the fire extinguishers and how to use them.~~
  - b. *Tornado Drills:* Not less than four tornado drills are to be conducted during each school year with not less than two tornado drills conducted between July 1 and December 31 and not less than two tornado drills shall be conducted between January 1 and June 30 of each year.
  - c. *Dangerous Intruder Drills:* Not less than one dangerous intruder drill is to be conducted during each school year.
  - d. *Shelter in Place Drill:* Not less than one shelter in place drill is to be conducted during each school year.
  - e. *Off Site Evacuation Drills:* Not less than one off-site evacuation drill is to be conducted every other school year.

3. The Safety Patrol Program will be under the immediate supervision of the building principal at the elementary level. The function of the patrol is to facilitate pupil traffic on sidewalks and at school crossings.
4. A record shall be kept of all reportable accidents occurring during all school activities and investigations shall be conducted in depth on any unusual accidents, in accordance with all laws in effect.
5. Threats to the safety of persons in any **District owned or operated facilities or grounds, attendance center (including such items as “bomb-seares”)** shall be dealt with through procedures **outlined in the District Safe School Plan** implemented by the principal of the building, **supervisor**, or the principal’s designee. Assistance may be requested from non-school sources, and the office of the superintendent of schools shall be notified of any substantive threat. Building searches or similar actions shall be determined and organized in accordance with the factors impacting the situation at hand.
6. School bus safety measures shall include classroom instruction as a part of the K-6 program, bus driver supervision, district requirements for conduct while riding buses (basic rules are cited in Board of Education Policy 603.2), and regular school bus evacuation drills. Such bus evacuation drills shall be conducted on each regular route at least one time during each semester. Conduct detrimental to the safety of students riding district school buses shall result in removal of school bus privileges or other appropriate measures.
7. **The District adopts, maintains, and revises procedures, plans and information concerning security procedures and emergency preparedness information for the protection of District employees, visitors to the District, students and other persons in the care, custody, or under the control of the District and for protection of property under the jurisdiction of the District, the disclosure of which could reasonably be expected to jeopardize such employees, visitors, persons, or property. The District shall keep information related to the security procedures, emergency preparedness, and vulnerability assessments confidential to the full extent permitted by law.**

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

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

**Policy Title: Tobacco-Free Environment Code No. 902.4**

It is the policy of the Cedar Falls Community School District that all students, employees and visitors shall be provided with a tobacco-free environment. Therefore, tobacco use shall not be permitted at any time in school district facilities and grounds or in district-owned vehicles. It is the responsibility of the administration to enforce this policy. **This policy also applies to look-alike tobacco products and e-cigarettes.**

**Item No. 11– Approval of 2014-2015 School Hours Calendar**

Dr. Pattee reviewed the calendar for the 2014-2015 school year. Dr. Pattee commented that he appreciated the concerns from those commenting on the early dismissal due to heat. Dr. Pattee reported that activity calendars are based on a statewide calendar and are not necessarily set by the school district. The proposed calendar would be to keep the PLC activity format at the same time as it has been in the last year. Mr. Pattee commented that in a survey of secondary staff, 90% believe the best educational format would be to complete the first semester before Christmas. The final calendar is subject to change depending on the hours versus days issue being discussed with the Iowa Legislature and the Governor. Board members discussed with Cabinet parent teacher conference dates within the calendar. The conference dates are set due to the elementary buildings run on the basis of trimesters and the secondary buildings run on the basis of quarters. Director Lantz moved and Director Kenyon seconded the motion that the Board approve the 2014-2015 school hours calendar as presented. Directors voting in favor of the motion: Brown, Coil, Lantz, Kenyon, Leeper and Shaw. Those voting “no” none. Motion carried.

## 2014 - 2015 Cedar Falls School Calendar – Teacher/Student Days

Start – Finish  
 August 12 – May 26

### CALENDAR LEGEND

- Start/Finish
- Professional Development
- Quarter
- Trimester
- Holidays
- No Student Day
- Weather Related Make-up Days

### Student Contact Days:

- August 12
- September 20
- October 23
- November 17
- December 17
- January 18/19
- February 19
- March 17
- April 20
- May 15

### Quarters:

- October 17 – 45 days
- December 23 – 44 days
- March 13 – 47 days
- May 22 – 43 days

### Trimesters:

- November 6 – 59 days
- February 16 – 60 days
- May 22 – 61 days

August					Teacher/ Student Days
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	4/2
18	19	20	21	22	9/7
25	26	27	28	29	14/12
<b>September</b>					
1	2	3	4	5	18/16
8	9	10	11	12	23/20
15	16	17	18	19	28/25
22	23	24	25	26	33/30
29	30				35/32
<b>October</b>					
		1	2	3	38/35
6	7	8	9	10	43/40
13	14	15	16	17	48/45
20	21	22	23	24	53/50
27	28	29	30	31	58/55
<b>November</b>					
3	4	5	6	7	63/59
10	11	12	13	14	68/64
17	18	19	20	21	73/69
24	25	26	27	28	76/72
<b>December</b>					
1	2	3	4	5	81/77
8	9	10	11	12	86/82
15	16	17	18	19	91/87
22	23	24	25	26	93/89
29	30	31			
<b>January</b>					
			1	2	
5	6	7	8	9	98/94
12	13	14	15	16	103/99
19	20	21	22	23	107/103
26	27	28	29	30	112/108
<b>February</b>					
2	3	4	5	6	117/113
9	10	11	12	13	122/117
16	17	18	19	20	127/122
23	24	25	26	27	132/127
<b>March</b>					
2	3	4	5	6	137/132
9	10	11	12	13	142/137
16	17	18	19	20	
23	24	25	26	27	147/142
30	31				149/144
<b>April</b>					
		1	2	3	152/147
6	7	8	9	10	157/152
13	14	15	16	17	162/156
20	21	22	23	24	166/160
27	28	29	30		170/164
<b>May</b>					
				1	169/165
4	5	6	7	8	176/170
11	12	13	14	15	181/175
18	19	20	21	22	186/180
25	26	27	28	29	187

Date	Events
August 4, 5, 8	New Teacher Orientation
August 11	TSS Day
Aug 12-13	Teacher Workshop
Aug 14	First Day of School
September 1	Labor Day – No School
September 12	Professional Development
October 17	End of First Quarter (45 days)
October 21	7-12 Evening P/T Conferences
October 23	7-12 Evening P/T Conferences
October 25	7-12 No School
November 7	Professional Development
November 18	PK-6 Evening P/T Conferences
November 20	PK-6 Noon Dismiss/PT Conferences
November 21	PK-6 No School
Nov. 27-28	Thanksgiving – No School
December 23	End 2 <sup>nd</sup> Quarter (44 days)
Dec 24 – Jan 2	Winter Break
January 5	PK-6 Students Return to School
January 5	7-12 No School – Teacher Workday
January 6	7-12 Students Return to School
January 19	MLK Jr. Day – No School
February 13	Professional Development
February 24	PK-6 Evening P/T Conferences
February 26	PK-6 Noon Dismiss/PT Conferences
February 27	PK-6 No School
March 13	End 3 <sup>rd</sup> Quarter (47 days)
March 16-20	Spring Break
March 24	7-12 Evening P/T Conferences
March 26	7-12 Evening P/T Conferences
March 27	7-12 No School
April 17	Professional Development
April 20	No School – Snow Make-up Day
May 13	PK-6 Noon Dismiss/Performance Writing
May 14	Seniors Last Day
May 17	Commencement
May 22	End 4 <sup>th</sup> Quarter (43 days)
May 25	Memorial Day
May 26	Teacher Work Day

**TSS: Elementary – August 11**  
**Secondary – August 11**

Item No. 12– Discussion of the April 14, 2014 Board Meeting Date

A discussion was held on moving the April 14, 2014 Cedar Falls Board of Education meeting to April 7, 2014 to allow for proper time for approval of the 2014-2015 school year budget. There was general consensus to move the April 14<sup>th</sup>, 2014 Cedar Fall Board of Educaiton meeting to April 7, 2014 at 7:00 p.m.

Item No. 13– Approval of Purchasing Card (P-Card) Agreement

Doug Nefzger reviewed the Iowa Association of School Business Officials pCard (procurement card) program. The pCard program looks and acts very similar to a credit card. However, the pCard does not carry a revolving line of credit. Users and authorization parameters are reviewed and managed by the District’s administration. The District is looking into the current process of a credit card to the process of the pCard program due to increased district travel and professional development. It will improve internal controls by virtue of limits and controls placed on each card. Currently, the District is managing 15 different vender credit cards. There is no cost to set up the program, no annual fees, no monthly billing fees and no on-line access fees. The card is managed by the Bank of Montreal or formally Harris Bank in Chicago, Ill.

The pCard program also offers a rebate. The rebate changes based on the amount of volume an individual district would use to purchase and on an accumulative amount based on all Districts participating in the State of Iowa. Currently, there are approximately 88 school districts in the State of Iowa participating in the Iowa Association of School Business Officials pCard program. The District plans to start small and increase the usage. The program will give the District a great opportunity to analyze spending habits of every individual and in house departments using the pCard. After a short question and answer period, Director Lantz moved and Director Brown seconded the motion that the Cedar Falls Community School District Board of Education approve the agreement between the Cedar Falls Community School District and the Bank of Montreal to implement a purchasing card program for the District as presented. Directors voting in favor of the motion: Brown, Coil, Lantz, Kenyon, Leeper and Shaw. Those voting “no” none. Motion carried.

Item No. 14– Approval of the 2014-2015 Proposed Budget for Publication and Set Public Hearing Date

Mr. Nefzger presented the 2014-2015 proposed budget to the Board of Education including information on operating fund revenues from local, state, federal sources and required expenditures for these funds. Mr. Nefzger reviewed the budget tax summary comparison for the budget year, highlights and key elements of the proposed budget and reported on the following dates: Establish proposed budget on March 24, 2014, publication of proposed budget on March 26, 2014, public hearing on April 7, 2014 at 7:00 p.m., adoption of the budget and file the budget with the county auditor on April 15, 2013. Director Kenyon moved and Director Lantz seconded the motion that the Cedar Falls Board of Education to direct the secretary to publish the budget estimate and notice of public hearing, as required by law, in the Waterloo/Cedar Falls Courier, and that the public hearing for the 2014-2015 proposed budget be held at 7:00 p.m. on Monday, April 7, 2014 at the James L. Robinson Administration Center, 1002 West First Street, Cedar Falls, Iowa 50613. Directors voting in favor of the motion: Brown, Lantz, Leeper, Coil, Kenyon and Shaw. Those voting “no” none. Motion carried.

	<b>2014-15 Estimated Expenditures</b>	<b>Estimated Amount Necessary to be Raised by Taxation</b>
General Operating Fund	\$57,049,561	\$17,831,566
Student Activity Fund	\$1,286,739	\$0
Management Fund	\$695,503	\$500,000
Fiduciary Fund	\$50,000	\$0
Capital Projects Fund	\$4,046,544	\$0
Physical & Plant Equipment Levy	\$3,378,420	\$3,142,992
Debt Service Fund	\$3,278,342	\$0
Nutrition Fund	\$2,485,417	\$0
<b>Total</b>	<b>\$72,270,526</b>	<b>\$21,474,558</b>

Item No. 15– Approval of the 2013-2014 School Year Budget Amendment and Set Public Hearing

Mr. Nefzger reviewed the proposed expenditure amendment to the 2013-2014 school year from \$15,844,128 to \$16,077,200 due to Series 2013 statewide sales tax debt bond sale. The amendment to the 2013-2014 school year budget will not raise property taxes, but will give the District the legal authority to spend the additional dollars necessary for the additional expenses. Director Kenyon moved and Director Brown seconded the motion that the Cedar Falls Board of Education set 7:00 p.m. Monday, April 7, 2014 at the James L. Robinson Administrative Building, 1002 West First Street, Cedar Falls, Iowa, as the time, date, and place to hold a public hearing to amend the current 2013-2014 school year estimated budget. Directors voting in favor of the motion: Brown, Shaw, Leeper, Kenyon, Coil and Lantz. Those voting “no” none. Motion carried.

Item No. 16 – Superintendent Report

Dr. Pattee reported on the following:

- Update on the “Good Morning Cedar Valley” breakfast held on March 13, 2014 at Southdale Elementary School. Approximately 110 community members were in attendance.
- Administrative Council/Board retreat will be held on June 5, 2014 at the James L. Robinson Administrative Building.
- Potential of Seven Habits training with the City of Cedar Falls, with more details at a later date.

Item No. 17 – Questions, Comments, and Concerns

None

Item No. 18 – Book Study: Cultures Built to Last – Chapter 3

Dr. Pattee led the Board on a study of the book “Cultures Built to Last” (Systematic PLC’s at Work) by Richard DuFour and Michael Fullan. The Board reviewed chapter III of the book and a specific discussion was focused on the loose/tight dilemma on building initiatives in the school district, the problem of a program being too loose or too tight and finding the right balance.

Item No. 19 – Adjournment

Director Kenyon moved and Director Brown seconded the motion to adjourn. Directors voting in favor of the motion: Brown, Leeper, Shaw, Kenyon, Coil and Lantz. Those voting “no” none. Motion carried. The meeting was adjourned at 9:51 p.m.

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Secretary

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President