

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 City of Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa, at 5:30 p.m. The meeting was called to order by the President and the roll being called there were present Jeff Hassman in the chair, and the following named Directors: Joyce Coil, Nate Gruber, Jenny Leeper, Susie Hines, RJ Meyer, and Lowell Stutzman. Others in attendance were: Dr. Andrew Pattee, Superintendent, Denelle Gonnerman, Chief Financial Officer, and Dr. Adrian Talbot, Executive Director of Human Resources and Janelle Darst, Communications Director. Also in attendance: Bett Peterson.

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

Director Hines moved and Director Gruber seconded the motion to approve the following items:

1. The agenda of the August 14, 2023 Board of Education meeting
2. Approval of the July 10, 2023 Board of Education minutes
3. Approval of the bills as presented for payment and reviewed by Director Hassman
4. Human Resource Report
5. 2nd Semester Transportation Report
6. Approval of Open Enrollment requests

Human Resources Report

August 14, 2023

2023-24 School Year

New Contracts – Recommended for Approval

Teacher:

Blake Bauer	Physical Education	Holmes JH	BA 3	SOSY 2023-24	\$45,185
Kirsten Waline	Fifth Grade	Southdale	BA 5	SOSY 2023-24	\$47,893

Employment with the Cedar Falls Community School District is contingent upon acceptable verification of employment, licensure, reference, education, criminal background, child and adult abuse registry, release from current contract (if applicable), and other pre-employment checks deemed necessary; projected start date of employment and salary may be revised accordingly.

Resignations - Recommended for Approval

All resignations will be effective End of School Year (EOSY) 2022-23 unless otherwise noted.

Teacher:

Sadie Velez	Fifth Grade	Southdale	EOSY 2022-23
-------------	-------------	-----------	--------------

OPEN ENROLLMENT REPORT

August 14, 2023

Lidiane deCarvalho	10 th Grade
Current Resident District:	Cedar Falls
District Requested:	CAM – IA Connections Academy
Effective Date:	2023-2024

Helen Elise Edwards	11 th Grade
Current Resident District:	Cedar Falls
District Requested:	Iowa City CSD – Virtual
Effective Date:	2023-2024

Jeffrey James Edwards	9 th Grade
Current Resident District:	Cedar Falls
District Requested:	Iowa City CSD – Virtual
Effective Date:	2023-2024

Samantha Jeane Flessner	10 th Grade
Current Resident District:	Cedar Falls
District Requested:	CAM – IA Connections Academy
Effective Date:	2023-2024

Fiona Fritz	1 st Grade
Current Resident District:	Cedar Falls
District Requested:	CAM – IA Connections Academy
Effective Date:	2023-2024

Aaleah Ohrt	Current Resident District: District Requested: Effective Date:	9 th Grade Cedar Falls Waterloo 2023-2024
Majesty L Pendleton	Current Resident District: District Requested: Effective Date:	Kindergarten Cedar Falls Clayton Ridge – IA Virtual Academy 2023-2024
Brinley Lenore Penn	Current Resident District: District Requested: Effective Date:	7 th Grade Cedar Falls Aplington-Parkersburg 2023-2024
David Elias Penn	Current Resident District: District Requested: Effective Date:	9 th Grade Cedar Falls Aplington-Parkersburg 2023-2024
Jase Michael Penn	Current Resident District: District Requested: Effective Date:	4 th Grade Cedar Falls Iowa Falls – Alden 2023-2024 – C
Liam Seth Penn	Current Resident District: District Requested: Effective Date:	5 th Grade Cedar Falls Iowa Falls – Alden 2023-2024 – C
Lucas Jon Penn	Current Resident District: District Requested: Effective Date:	Kindergarten Cedar Falls Iowa Falls – Alden 2023-2024 – C
De’Vaughn Michael Lamar Sayles	Current Resident District: District Requested: Effective Date:	1 st Grade Cedar Falls Waterloo 2023-2024 – C
Remy Mcdelan	Current Resident District: District Requested: Effective Date:	Kindergarten Cedar Falls Clayton Ridge – IA Virtual Academy 2023-2024
Sky Mcdelan	Current Resident District: District Requested: Effective Date:	2 nd Grade Cedar Falls Clayton Ridge – IA Virtual Academy 2023-2024
Landyn Ackles	Current Resident District: District Requested: Effective Date:	9 th Grade Waterloo Cedar Falls 2023-2024 – C
Lyric Samuel Shawn Deich	Current Resident District: District Requested: Effective Date:	10 th Grade Waterloo Cedar Falls 2023-2024 – C

Averie Jade Evans	Kindergarten
Current Resident District:	Hudson
District Requested:	Cedar Falls
Effective Date:	2023-2024
Khloe Ann Gillum	11 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024
Kymblee Rose Marie Gillum	12 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024
Cian Rhys Hasty	6 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Zoe Mae Hasty	7 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Maya Krueger	5 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Kataleya Janelle McGhee	1 st Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Levi Xavier McGhee	2 nd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Braylyn Mitchell	2 nd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024
Kennedy Jay Mussman	2 nd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Eden Jane Reinard	2 nd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024
Paityn Jean Reinard	4 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024

Brodie Lee Robbin	2 nd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Tyler A Sanchez	8 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Bailey Jordin Shonk	5 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Darrell (DJ) Rodney Shonk, Jr.	4 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Emriah Rose Warrior	3 rd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Landyn Joseph Willeby	6 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Kayli Elizabeth Graybill	8 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Liam Harold Eugene Strohecker	3 rd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024 – C
Joessiah M Stevens	3 rd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024
Assata Leeann Smith	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2023-2024

The following students will be denied:

Carlos Adrian Carbajal	10 th Grade	Waterloo
Aundrea Loftus	10 th Grade	Waterloo
Maddison D'Aun Nielsen	6 th Grade	Waterloo
Shamya Sharay Polk	10 th Grade	Waterloo
Yaaretzi Rivera	8 th Grade	Waterloo
Fabian Rivera	6 th Grade	Waterloo
Jraevontae A'Shawn Rhodes	2 nd Grade	Hudson
Nyomie Jean Sabo	7 th Grade	Waterloo
Maysie Grace Weaver	8 th Grade	Janesville
Kahlil Da'Shawn Wellner	10 th Grade	Waterloo

Directors voting in favor of the motion: Coil, Gruber, Hassman, Hines, Leeper, Meyer, and Stutzman. Those voting “no” none.
Motion carried.

Item No. 2 – Public Comment

No public comments.

Item No. 3 – Communications

Janelle Darst reported on the following:

- First day of School August 23, 2023
- Information on registration
- Men/Women Rugby won Irish Fest
- Celebration of Floyd and Sherry Winter Sustainability Fund
- History Teacher of the Year award to Jen Paulsen
- 2023-2024 Fall Sports kick-off
- Tiger Booster Club enrollment information
- Update on New High School construction
- One Team One Dream fund raising

Item No. 4 – Secretary’s Monthly Financial Reports

Mrs. Gonnerman reviewed the monthly balances for June 2023 for the general fund, schoolhouse, student activity and food service. President Hassman reported that the report would be filed subject to audit.

Item No. 5 – Secretary’s Monthly Financial Reports

Mrs. Gonnerman reviewed the monthly balances for July 2023 for the general fund, schoolhouse, student activity and food service. President Hassman reported that the report would be filed subject to audit.

Item No. 6 – Approval of 2023-2024 Legislative Priorities

Dr. Pattee and the Board reviewed the proposed list of 2023-2024 Legislative priorities as developed by the Iowa Association of School Boards (IASB) for the 2023 Iowa Legislative session and approved the following priorities.

7. MENTAL HEALTH

Student mental health issues are increasing and impacting student achievement. To address these concerns, we support state policies that would establish comprehensive school and community mental health systems to offer preventative and treatment services to:

- Increased access for in-school and tele-health services;
- Increased access to mental health professionals via in-person or tele-health visits;
- Improve awareness and understanding of child emotional and mental health needs through ongoing teacher, administrator, and support staff training.
- Integration of suicide prevention and coping skills into existing curriculum;
- Support the mental health needs of educators and staff.
- Provide comprehensive mental health resources clearinghouse for schools and community providers.
- Expand trainings that includes a referral plan for continuing action provided by mental health professionals outside of the school district.
- Designate categorical funding stream for mental health professionals serving students and ongoing teacher, administrator, and support staff mental health training
- Support development of a mental health workforce to provide services to children.

11. TEACHER RECRUITMENT AND LICENSURE

A highly skilled teacher workforce is essential to student achievement and can be supported by state policies that:

- Ensure high-quality teacher preparation programs, including alternative licensure programs for individuals with non-traditional or international education backgrounds.
- Provide research-based pedagogy training in addition to content knowledge in a curricular area.
- Encourage initiatives and programs that diversify Iowa's teaching profession to better match our student demographic makeup.
- Expand programs such as: Teach Iowa Scholar, Teacher intern Program, and others as approved by the Board of Examiners;
- Create programs for student teaching grants and stipends and expand teacher apprenticeship programs to make education careers a more attractive and affordable option.
- Use the management fund to offer recruitment incentives to attract high-quality teachers.
- Create reciprocity agreements with other states that have high-quality teacher preparation programs to increase diversity among certified teachers and administrators.

13. SUPPLEMENTAL STATE AID

The school aid formula is the biggest driver in providing resources for a high quality education that translates to a successful future for our students and economic growth in our state. A school's general fund supports a high-quality teacher workshop, critical for student achievement. We support state policies on supplemental state aid rate that:

- Sufficiently supports the ability of local districts to meet parent and community expectations and provide a world-class education for all students
- Provide the resources to recruit and retain a high quality teacher and staff workforce;
- Incorporate inflation and cost-of-living increases to minimize the negative impact on a district's general fund from these increased costs.

19. LOCAL ACCOUNTABILITY AND DECISION MAKING

Local Accountability and decision making include:

- Student Achievement: As locally elected officials, school boards should have the ability to set priorities, customize programming, and maximize community strengths to improve outcomes for all students.
- Accountability and Reporting: Data collection for state accountability should enhance the ability of school boards to focus on student learning and school improvement. IASB supports streamlining state-level reporting on management operations and eliminating duplicative or inefficient reporting processes.
- Funding Flexibility: School Boards should have the ability to maximize existing resources to meet local needs;
- Transparency: School Boards should have the flexibility to provide public access to records in ways to promote transparency for citizens while balancing the cost to taxpayers; and
- Flexibility on Health and Safety measures: School boards should have the ability to make decisions, in partnership with local officials, regarding the health and safety needs of students, staff, families, and the community

20. PUBLIC SCHOOL INNOVATION

Supports providing the flexibility to expand educational opportunities and choices for students and families. Educational options must remain under the sole authority of locally elected school boards charged with representing community interests and accountability. IASB supports efforts including:

- Invest in magnet and innovation schools; expand flexible program offerings; and allow greater partnerships among schools and community organizations;
- Allow charter schools only when under the direction of locally elected public school board.
- Establishment or use of ~~accredited~~ online schools or classes.
- Continued collaboration between public and nonpublic provided that no funds are redirected to private schools at the expense of public schools.

After discussion, Director Hines moved and Director Leeper seconded the motion to approve the 2023-2024 Legislative Priorities. Directors voting in favor of the motion: Coil, Gruber, Hassman, Hines, Leeper, Meyer and Stutzman. Those voting "no" none. Motion carried.

Item No. 7 – Approval of Second Reading of Board Policies 5

Dr. Pattee reviewed Board Policy series 500: After a brief discussion, Director Leeper moved and Director Coil seconded the motion to approve the second of two readings of Board Policy Series 500 as recommended. Directors voting in favor of the motion: Coil, Gruber, Hassman, Hines, Leeper, Meyer and Stutzman. Those voting "no" none. Motion carried.

Policy Title:

Compulsory Attendance

Code No. 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, or who are otherwise of compulsory attendance age, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving Independent Private Instruction or Competent Private Instruction;
- are excused for sufficient reason by any court of record or judge;
- are excused in accordance with the law regarding deaf and blind children; or
- are exempted in accordance with the law regarding religious exemptions.

It is the responsibility of the parent of a child to provide evidence of the child's mental or physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the student will be subject to further action in accordance with law, including referral to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Policy Title:

Attendance Area Boundaries

Code No. 501.5

Attendance area boundaries shall be determined by the Board of Education.

Students shall attend the school in the attendance area in which they live, except upon special assignment to another attendance center and with approval by the appropriate administrator.

Students moving within the district will attend the building center to which their residence is assigned. Under certain conditions the student may be permitted to remain at the original center or to be assigned to another attendance center by the appropriate administrator.

There may be occasions when parents request, that a student be permitted to remain at their original school. In such circumstances, approval may be given by the appropriate administrator for the student to remain temporarily at the original school. Such temporarily extended enrollments should terminate at a logical break point in the school year such as a vacation period, a reporting period or the end of the school year. When such a request is initiated by the parents, any needed transportation shall be provided by the parents except as may be otherwise required by law.

Parents or guardians of siblings in the same grade level academically in grades kindergarten through grade five may request the siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the school principal at the time of registration for classes, or within fourteen days after the children's first day of attendance during the school year. If a valid request is received by the school principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the district administration retains complete discretion to select the classroom teacher(s) to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the school principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

Policy Title:

Open Enrollment as a Sending District

Code No. 501.9

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students, who meet the requirements set by law, to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten and prekindergarten enrolled in special education programs and included in the district's basic enrollment will file in the manner set forth above.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent or designee will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted. The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent or designee to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Policy Title: *Open Enrollment as a Receiving District* **Code No. 501.10**

The school district will participate in open enrollment as a receiving district. As a receiving district, the Board of Education will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The Board of Education will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The Board of Education shall take action on the open enrollment request at the next regular board meeting. The superintendent or designee will notify the sending school district and parents within five days of the school district's action, to approve or deny the open enrollment request.

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

Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The Board of Education, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades 9 through 12 open enrolling into the school district shall not be eligible for participation in interscholastic athletics, at the varsity level, in accordance to law.

Parents of students whose open enrollment requests are approved by the Board of Education shall be responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance as provided by law. The Board of Education will not approve transportation into the sending district except as may be required by law.

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the school district, in consultation with the sending district and the appropriate area education agency(ies) before approval is granted. The special education student shall remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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 misconduct. 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 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.
- The Board permits any teacher, principal, or superintendent or designee temporarily to suspend a student, notice of the suspension being at once given in writing to the president of the Board if suspension is out of school.
- When a student is suspended by a teacher, principal, or superintendent or designee, the student may be readmitted by such teacher, principal, or superintendent or designee 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.

Discipline of a special education student will conform to procedures prescribed by applicable law. 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.

Index

- I. Definition of School Discipline
- II. Definition of Misconduct
- III. Areas in Which Disciplinary Control of Students is to be Exercised
- IV. Consequences for Violating the Regulations, Rules and Policies of the School District
- V. Firearms
- VI. Physical Contact with a Student and the Use of Reasonable Force
- VII. Procedures for Exclusion/Expulsion Cases
- VIII. Special Education
- IX. Non-authorized Persons
- X. Actions for Assault and Threats to School Personnel
- XI. Distribution of Discipline Policy and Administrative Rules and Procedures

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, which interrupts the maintenance of a scholarly, disciplined atmosphere or which presents a threat to the health or safety of others in the school environment. 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, being under the influence of, or distributing alcoholic liquors, wine, beer, or alcohol look-alikes on school property or while attending a school activity.
- R. Possession, use, being under the influence or distribution of a controlled substance or controlled substance paraphernalia or look-alikes.
- S. Possession, use, or distribution of tobacco, including look-alike tobacco products and e-cigarettes or vaping items.
- 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 disciplined 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, out-of school suspension, 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 consecutive 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 superintendent or designee in consultation with the associate superintendent and 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 (except as required by law) for a determinate period of time.

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

Sanctions regarding the behavior of students who are involved in activities/athletics shall be governed by Board Policy #503.4, in addition to this policy.

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

The term "firearm" is defined by applicable law and includes, but is 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. Reasons for permissible 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 or mental 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 and nature of injury to the student resulting from the physical contact, if any.
- 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 associate superintendent and the superintendent or designee 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 superintendent or designee in consultation with the associate 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 associate superintendent and legal counsel, shall prepare appropriate notice. The associate superintendent 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 associate superintendent. 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 delivered to the superintendent or designee, 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 in nature 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 Board Secretary, 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 detailed minutes and 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 treated as a confidential student record and shall not be disclosed except as provided by law.

F. The Decision:

1. The Board of Education in executive session shall consider all relevant evidence introduced at the hearing, and 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 as to disciplinary action shall be by majority vote in open session. The Board of Education shall promptly notify the parents/guardians and the student, as well as the Superintendent or designee, concerning the Board's determination.
2. 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.
3. The Board will prepare written findings of fact, conclusions, and decisions and provide same to the student and parents/guardians.
4. A student or parents/guardians may appeal the decision of the Board as provided in Chapter 290, Code of Iowa.

VIII. Special Education

Special education students may be suspended or expelled to the extent permitted by applicable law. The procedural protections of the Individuals with Disabilities Education Act (IDEA) or other applicable law are to be followed. Educational services shall be provided to the student as required by law.

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 non-authorized person will be required to leave the school premises and may be subject to criminal prosecution.

A. Non-authorized persons include:

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.
4. Other persons who do not have authorization of the school building administrator or designee.

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 student, or has suffered bodily harm, because of the actions of a student, he/she shall notify the principal immediately who shall call the associate superintendent and superintendent or designee. 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 or designee. 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 a student, he/she shall notify the principal immediately, who shall suspend the student 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. Notwithstanding this policy and the corresponding administrative rules/procedures, the District reserves the right to take disciplinary actions as it deems appropriate on a case-by-case basis.

Policy Title:

*Student Discipline
Administrative Regulations*

Code No. 502.1R

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 disciplined 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 school day.
 5. Referral to administration for further action.

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

By the principal or designee:

6. Warning
7. Counseling
8. Reprimand
9. Probation

10. Detention
 11. In-school suspension
 12. Denial of privileges and/or participation in extracurricular activities
 13. Out-of-school suspension
 14. Removal from a specific class for up to the balance of the semester, with educational alternatives
 15. Recommendation, in conjunction with the director of elementary or secondary education and the superintendent or designee to the board of education for exclusion or expulsion
 16. 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
- B. By the Board of Education of the school district: Exclusion or Expulsion. Following review of the evidence at the board hearing, the Board may exclude, expel, or order a lesser sanction as an alternative to exclusion or expulsion.
- C. The Board of Education shall expel any student, who is determined to have brought a firearm to school, or knowingly possessed a firearm at school, for not less than one calendar year. The Superintendent or designee 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 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 grounds 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 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 excused absences.
- 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 suspension/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
- J. program or services to the student unless required by law.

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 further removal from class or 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 consecutive 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 premises 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. Administrative procedures in Section IV shall be followed.
- 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 action shall be taken 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 consecutive 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. Administrative procedures in Section IV shall be followed.
- 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 determine whether the misconduct giving rise to the suspension was manifestation of the student's disability and 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.

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.

- 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, 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 and 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, if practicable, 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 be heard 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 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 or other arrangements can be made.

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 or expulsion from school, and some may be subject to further action in accordance with law, including referral to the county attorney.

- 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 further action in accordance with law, including referral to the County Attorney.

VII. Procedures for Handling Student Alcohol, Tobacco/Nicotine, or Controlled Substance Cases

- A. When it is determined that a student has been under the influence of using, possessing, selling or delivering alcohol, tobacco/nicotine, unauthorized controlled substances, or 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 under the influence of, using, possessing, selling or delivering unauthorized 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/nicotine, or unauthorized controlled substance influence, possession, use, ~~or~~ sale, or delivery 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/nicotine may result in a recommendation to the board of education for exclusion or expulsion.

VIII. Referral of students with substance abuse problems

- A. All school personnel shall report information relative to students with alleged substance abuse 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 as permitted by law.
- D. Assistance for substance abuse, rather than punishment, is the first goal of these referrals.

Notwithstanding anything in these administrative regulations to the contrary.

Policy Title:

Substance Use and Abuse

Code No. 502.2

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/nicotine, and unauthorized drugs or other controlled substances, or "look alike" substances that appear to be any of the foregoing 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 distribution, dispensing, possession, and use of e-cigarettes, vapor products, and/or any other alternative tobacco/nicotine product are also prohibited, unless with physician authorization.

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, exclusion, 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/sale/distribution or being in possession of cigarettes, tobacco/nicotine or tobacco/nicotine products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, purchase/sale/distribution, or being under the influence of beer, wine, alcohol and/or of an unauthorized 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, exclusion, 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;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It is the responsibility of the superintendent or designee, in conjunction with building principals, to develop administrative regulations regarding this policy.

Policy Title:

Freedom of Expression

Code No. 502.4

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers and educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent or designee to develop administrative regulations regarding this policy.

Student expression in official school publications, including material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee, are not subject to any prior restraint by school employees or officials except when the material violates this policy. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the restrictions against unlawful speech. The superintendent or designee shall be responsible for developing a student publication code.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression, and in such case the liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Policy Title:

Search and Seizure

Code No. 502.6

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been or is being violated. The search shall be in a

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

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, and/or sponsored school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension, exclusion, or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent or designee, in conjunction with the principals, to develop administrative regulations regarding this policy.

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student or protected student area will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the circumstances which gave rise to the need for the search and the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the gender of the student;
- (3) the nature of the infraction;
- (4) the emergency requiring the search without delay; and
- (5) the objectives to be accomplished by the search.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items, or the search will otherwise turn up evidence that the student is violating or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) **Pat-Down Search**: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

- (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
- (c) Strip searches and body cavity searches, or the use of a drug-sniffing animal to search a student's body, are prohibited.
- (d) If a student is not or will not be present at the time of a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students as a courtesy, they remain the property of the school district at all times and do not create any protected student area. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk, even if the student provides a lock for it. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such inspections will be confiscated by school officials and may be turned over to law enforcement officials.

A student's locker or desk or the contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Policy Title: *Ninth Grade Participation* **Code No. 503.5**

Junior high school students will not be permitted to participate in high school activities with the exceptions of:

- (a) ninth grade students will be permitted to take part in those sports not offered at the ninth grade in the junior high schools, and
- (b) ninth grade students will be permitted to participate in state solo and ensemble music contests.

Further exceptions to this policy must have the approval of the ninth grade student's coach/supervisor, building athletic/activities director, and building principal.

If a request is made and denied and the coach/supervisor would desire a reconsideration, it will be the responsibility of the associate superintendent to establish a time and location for the meeting. The meeting will include the personnel listed in the above paragraph.

Policy Title: *Activities Council* **Code No. 503.7**

The primary functions of the Activities Council include policy development and review of contemplated changes in all of the secondary school extracurricular activities for the Cedar Falls Community Schools.

The Council shall be advisory to the superintendent and shall include but not be limited to the following members:

Senior High School Principal
Senior High School Activities Director
Each Junior High School Principal
Each Junior High School Activities Coordinators
Title IX Advisor
Representatives-at-large: Music, Drama and Speech,
Athletics, Clubs and Organizations

Representatives-at-large shall be appointed by the high school activities director for a two-year term and to be designated on an alternate-year basis. The high school activities director will serve as chairperson of the Council and will schedule and plan for the meetings.

Policy Title: *Communicable Diseases – Students* **Code No. 504.2**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or 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. Parents of a student with a communicable disease should inform the school nurse about the communicable disease so the appropriate measures may be taken. Health information of a student is confidential and shall not be disclosed except as provided by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent or designee and school nurse.

The health risk to immunodepressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district and/or public health officials.

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

Policy Title: *Testing and Evaluation Program* **Code No. 505.5**

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, funded by the United States Department of Education, to submit, to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent or guardian;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent/guardian; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent or guardian.

It is the responsibility of the superintendent or designee, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the responsibility of the board to review and approve the evaluation and testing program.

Policy Title: *Administration of Medication to Students* **Code No. 506.1.1**

The Board recognizes that some students may need prescription and non-prescription medication to participate in their educational program. It is the responsibility of the parent or legal guardian to ensure that the school receives properly authorized medication. Medication shall be administered and accessed only by the school nurse, health assistant, or, in the absence of health office staff, by a person who has successfully completed the Iowa School Medication Management course. A medication administration course and periodic update shall be overseen by a registered nurse, and a record of course completion shall be kept on file by the district.

Medication shall not be administered without authorization from the parent or legal guardian. Authorization shall include the student's name, date of request, medication name, administration instructions, and authorizing signature. The medication must be in the original labeled container either as dispensed by the pharmacist or as sold by the manufacturer. Dosing directions must be within the Manufacturer's Direction for Use on the product label. All medications provided by the parent shall be in an unopened container within the expiration date for use.

- The District will provide Acetaminophen 325mg-650mg for oral dosing every four to six hours as needed during instructional hours to secondary students (grades 7-12) with authorization from the parent or legal guardian.
- The District will not provide Acetaminophen for elementary students (grades PK-6).

A record of the administration of medication shall be kept for each student receiving medication and shall include:

- Date
- Student's name
- Medication
- Medication dosage
- Administration time
- Administration method
- Signature and title of person administering medication
- Any unusual circumstances, actions or omissions

By law, the school district shall permit students with asthma or other airway constricting disease or students with risk of anaphylaxis to self-administer their medication or use an epinephrine auto-injector, as the case may be, upon authorization of their parent or guardian and prescribing licensed health care professional in writing. Students may self-administer prescription medications with written authorization of the student's parent or legal guardian and physician upon a showing of competency in accordance with law. These authorizations will be on file in the health office and will be renewed annually for continuation by the school nurse. Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or legal guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student as established by Iowa Code Section 280.16. The school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication.

Cedar Falls Schools Health staff will follow the Iowa Nurse Practice Act standards. FDA approved non-medication treatments will ONLY be administered at school with written orders from a physician as defined in the State of Iowa.

Medication shall be stored in a secured area unless alternate provision is documented. The parent or legal guardian is responsible for providing safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment at the end of the school year or whenever it is no longer needed at school. Emergency protocols for medication-related reactions and uncommon medication administration situations shall be posted in the area where medications are administered. Medication information shall be confidential information not subject to disclosure except as provided by law.

The superintendent or designee shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and non-prescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school. The parent/guardian must notify school officials immediately if any changes occur in the administration of medication during the school year.

Policy Title: *Administration of Stock Prescription Medication* **Code No. 506.1.2**

The Cedar Falls Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for an opioid antagonist from a licensed healthcare professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, dark, temperature-controlled location in each school building.

A school nurse or health assistant shall routinely check the stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an opioid antagonist shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an opioid antagonist according to generally accepted standards of practice (“medication error”)

Reporting: The district will contact emergency medical services (911) immediately after a stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock opioid antagonist;
- Each medication error with the administration of opioid antagonist; or
- The administration of an opioid antagonist.
- Incidents should be reported to the Iowa Department of Education’s School Nurse Leader, Melissa Walker, by email at melissa.walker@iowa.gov

Within 30 days, the district will report any naloxone administration to the Iowa Department of Health and Human Services:

- Reported administration should be sent to the State Opioid Response (SOR 2) helpdesk at sor@idph.iowa.gov as an email
- The email should only include the date of administration and the outcome (was the individual able to be revived).

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an opioid antagonist provided they acted reasonably and in good faith.

The superintendent or designee may develop an administrative process to implement this policy.

Policy Title: *Student Records Access* **Code No. 506.3**

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages in accordance with law. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student’s attendance center.

Definitions:

For the purposes of this policy, the defined words have the following meaning:

- “Educational Record” means those records that contain information directly related to a student and which are maintained by an education agency or a by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents or guardians of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parent or guardian may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents/legal guardian will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents/legal guardians, ~~and~~ eligible students, and other individuals authorized in accordance with law, will have a right to access the student’s records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student’s records if the school district has a court order

stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents/legal guardian, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents/legal guardian or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents/legal guardian or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents/legal guardian or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy rights of the student, the parents/legal guardian or an eligible student may request that the school district amend the education records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents/legal guardian or the eligible student of the decision in writing.

If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents/legal guardian or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents/legal guardian or the eligible student's request to amend the education record is further denied following the hearing, the parents/legal guardian or the eligible student are informed that they have a right to place an explanatory letter in the education record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education record and be maintained like other education records. If the school district discloses the ~~student~~ education records, the explanation by the parents/legal guardian or eligible student will also be disclosed.

In general, the school district may only disclose personally identifiable information from a student's education record with the signed and dated written consent of the parents or eligible student. However, education records may be disclosed in limited circumstances without parental/legal guardian or eligible student's written permission. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent or designee has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll or is already enrolled, provided the other school district notifies the parents/legal guardian or eligible student the student records are being sent and the parents/legal guardian or eligible student have an opportunity to receive a copy of the records and challenge the contents of the records (unless disclosure is initiated by the parents/legal guardians or eligible student, or the annual notification includes a provision that records will automatically be transferred in such cases);
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency;
- as directory information; or
- as otherwise permitted by law.

STUDENT RECORDS ACCESS

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental/legal guardian consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental/legal guardian consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings,

which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents/legal guardian and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent or designee to annually notify parents/legal guardian and eligible students of their right to inspect and review the student's records, seek amendment of the student's records, and consent to disclosures of information from the student's records except as may otherwise be permitted by law. The notice is given in a parents/legal guardian or eligible student's native language.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605

USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests for access to the student's records, use of the data, and procedures for its transmittal within 45 calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, request amendment of the records and a hearing pursuant to the procedures outlined below, and, if a difference of opinion is noted following the hearing, is permitted to file a letter in the cumulative folder stating the dissenting person's position.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents/legal guardian of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. A school official has a legitimate educational interest if the official needs to access or review student records to perform their professional responsibilities with regard to the student(s) whose records are being accessed. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records.

B. Release of Information Outside the School

1. To release education records to other school(s) in which the student intends to enroll or is already enrolled, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless disclosure is initiated by the parents/legal guardians or eligible student or the school district annually notifies parents that the records will be sent automatically.
2. Education records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release education records to other persons or agencies, signed and dated written consent is given by the parent, legal guardian, or eligible student. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing education records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Education records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.
6. Information in education records that has been designated as directory information may be shared if the parent, legal guardian, or eligible student has not opted out of the designation of that information as directory information.
7. Other releases of information may take place as permitted by law.

Hearing Procedures

1. Upon parental or eligible request, the school district will hold a hearing regarding the content of a student's education records, which the parent/legal guardian or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the students.
2. The hearing will be held within a reasonable time after receipt of the parent/legal guardian or eligible student's request. The parent/legal guardian or eligible student will receive reasonable advance notice of date, time and place of hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents/legal guardian or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent/legal guardian or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents/legal guardian or eligible student may appeal the hearing officer's decision to the superintendent or designee within 10 days if the superintendent or designee does not have a direct interest in the outcome of the hearing.
7. The parents/legal guardian or eligible student may appeal the superintendent or designee's decision, or the hearing officer's decision if the superintendent or designee was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal. If the board does not hear the appeal, then the superintendent or designee's decision, or the hearing officer's decision, if the superintendent or designee was *unable to hear the appeal, shall be final*.

Policy Title:

Student Library Circulation Records

Code No. 506.4

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental/legal guardian or eligible student consent or as otherwise provided by law. Individuals who may access such records may include a student's parents/legal guardian, the student, authorized licensed school employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student or the student's parents/legal guardian in accordance with law. Parents/legal guardian may not access records, without the student's permission, of a student who has reached the age of majority or is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

It is the responsibility of the superintendent or designee, in conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

Policy Title: *Student Physicals and Immunization Certificates* **Code No. 507.1**

First time students enrolling in either pre-kindergarten or kindergarten or first grade shall have a physical examination by a licensed medical provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district. Students shall also have such other health screenings as required by law.

A certificate of health stating the results of a physical examination and signed by the medical provider must be on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent or designee. Failure to provide this information may be grounds for denial of admission.

Students enrolling for the first time in the school district shall also submit a certificate of immunization showing evidence of immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so as rapidly as is medically feasible in accordance with the law. Failure to meet the immunization requirement will be grounds for denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district after traveling outside the country for 30 days or more, may be required to pass a TB test prior to admission.

Students desiring to participate in District athletic activities shall have a current physical examination by a licensed medical provider and provide proof of such an examination to the school district.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa Department of Public Health Certificate of Immunization Exemption to be exempt from this policy.

Policy Title: *Student Illness or Injury at School* **Code No. 507.2**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents/legal guardian as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. School personnel will also call for emergency medical services if warranted. An ill or injured child will be turned over to the care of the parents/legal guardian or qualified medical employees as quickly as possible.

It is the responsibility of the health office staff to complete an injury report and submit it to the building principal immediately following an injury. This report will be shared with the superintendent or designee within five school days after the student is injured.

Annually, parents/legal guardian is required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents/legal guardian and alternative numbers to call in case of an injury or illness.

Specific requests for emergency interventions that should not be performed will require individual consideration and discussion among parents/legal guardian, medical providers, school and the school care team, as well as the student, if indicated. A written plan specifying alternative procedures to be followed will be developed as a result of this discussion.

The superintendent or designee is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

Item No. 8 – Board of Education Goals and Superintendent Goals

Dr. Pattee led a discussion to determine committees for the Board of Education and Superintendent Goals. Board members then volunteered for each committee.

- Board of Education Board goals: Directors Hines, Gruber, Hassman.
- Superintendent goals: Directors Leeper, Meyer, Stutzman

Item No. 9 – Superintendent’s Report

Dr. Pattee reviewed the following:

1. All school welcome Executive Cabinet will attend at each building location.
2. August 23, 2023 First day of school for students.
3. IASB Convention November 13, 2023

Item No.10 – Questions, Comments and Concerns

Director Gruber inquired about the open positions. Dr. Pattee reported all teaching positions are filled and our para fair was a success.

Mr. Gruber commented when implementing on SF496 to error on the side of keeping books in the classroom and accessible for students and staff. Dr. Pattee commented through timeliness, collaboration and a lot of input before processing.

Item No. 11 – Closed Session of the Board of Education Under Iowa Code Section 21.5(1)(j)

Director Stutzman moved and Director Gruber seconded the motion that the Cedar Falls Board of Education enter into closed session to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed under 2011 Iowa Code 21.5(1)(j). Directors voting in favor of the motion: Coil, Gruber, Hassman, Leeper, Hines, Meyer and Stutzman. Those voting “no” none. Motion carried.

Board room was cleared at 6:12 p.m.

Board entered closed session at 6:12 p.m.

Board returned to open session at 7:16 p.m.

Item No. 12 – Adjournment

Director Hines moved and Director Leeper seconded the motion to adjourn. Directors voting in favor of the motion: Coil, Gruber, Hassman, Hines, Leeper, Meyer and Stutzman. Those voting “no” none. Motion carried. The meeting was adjourned at 7:16 p.m.

Secretary

President