

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 6:00 p.m. The meeting was called to order by the President and the roll being called there were present Joyce Coil in the chair, and the following named Directors: Jim Brown, James Kenyon, Susan Lantz, Dave Williams, Doug Shaw and Jenny Leeper. Others in attendance were: Dr. Andy Pattee, Superintendent, Dan Conrad, Director of Secondary Education, Douglas Nefzger, Director of Business Affairs, and Dr. Adrian Talbot, Director of Human Resources. Also present Dawn Ask-Martin, Brent Maue, Brittany McLain, David Halterman, Larry Wychoff, Nicole Boleyn, Allyssa Burschmidt, Liz Kressig, Rebecca Riae, Amanda Pierce and Bob Kressig.

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

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

Director Williams moved and Director Lantz seconded the motion the Board approve the following consent agenda.

1. Approval of the December 8, 2014 Board of Education agenda as amended
2. Approval of the November 24, 2014 Board of Education meeting minutes as presented
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Susan Lantz

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

Item No. 2– Public Comment:

None

Item No. 3– Representative Kressig and Senator Danielson

Dr. Pattee welcomed Representative Bob Kressig and Senator Jeff Danielson to the Board meeting. Dr. Pattee distributed Iowa Association of School Boards and Urban Education Network Legislative priorities for the 2015 Legislative session. A wide variety of topics were discussed including:

- Sunset of the State-wide one cent sales tax fund
- Supplemental State aid for fiscal year 2016
- Student mental issues
- Common Core Curriculum
- Preschool funding
- School transportation funding
- Transportation, maintenance and repair proposal to use Physical Plant and Equipment Levy dollars
- Area Education Agency funding
- Over all State of Iowa budget
- Teacher leadership, grant and other categorical funding

At the end of the discussion Dr. Pattee thanked Representative Kressig and Senator Danielson for their attendance and all the work they do.

Item No. 4 – Secretary’s Monthly Financial Report

Mr. Nefzger reviewed the monthly balances for November 2014 in the general, schoolhouse, student activity and food service funds. President Coil reported that the report would be filed subject to audit.

Item No. 5 – Communications

Student Representative Andrew Stensland updated the Board on the following:

1. Dance marathon is in the planning stage with a proposed goal of \$5,000 in proceeds
2. Update on sports activities:
 - Keith Young Wrestling Tournament was held on December 6, 2014
 - Upcoming wrestling events with Waterloo West
 - December 13, 2014 Western Dubuque Wrestling Tournament
 - Upcoming athletic events for boys and girls basketball with Waterloo East

Item No. 6 – Informational Report: ECHOES

Mr. Conrad introduced Mr. Bower from Holmes Junior High School and Mr. Green from Peet Junior High School. Mr. Brower and Mr. Green provided an update on the Cedar Falls Community Schools ECHOES program. The ECHOES program began in 2002 with a 21st Century Grant in cooperation with Waterloo Community Schools. After four years the grant ended and Cedar Falls Community School District continued the program and became self-sustaining with the use of a combination of at-Risk and Drop-Out prevention dollars, as well as collaborative partnerships with private and public business communities. The ECHOES program offers a wide range of programs and builds many positive adult relationships. Students are at-risk and need positive adult role models and a safe environment after school. The goal of the ECHOES program is to offer activities, experiences and relationships that promote growth and student developmental level, enhance academic performance and deter harmful behaviors. In comparing students that qualify for free and reduced lunches with similar sized schools across the State of Iowa over the last six school years, Cedar Falls Junior High School students at both Holmes and Peet Junior Highs have consistently scored in the top four in science, mathematics and reading scores. After a question and answer session the Board thanked Mr. Bower and Mr. Green for their time and report.

Item No. 7 – Approval of Increased Allowable Growth Application for At-risk and Drop-Out Prevention

Mr. Conrad reviewed the application for modified allowable growth for drop-out prevention. Mr. Conrad reviewed the definitions of a returning drop-out student. A returning drop-out student is a student in grades 7-12 who has left the school and is now returning. A potential drop-out student is a resident student that demonstrates poor school judgment as indicated by two or more of the following categories:

1. High rate of absenteeism, truancy or frequent tardiness
2. Limited or no extra-curricular participation, lack of identification with school and discipline issues resulting in a suspension/exclusion
3. Poor grades, failing core classes or elementary students not being promoted or advancing to the next grade level
4. Low achievement in reading or math, which reflects two or more years in a lower grade level
5. Children in grades K-3 who make the definition of at-risk as adapted by the Iowa Department of Education

The District is requesting a total of \$738,732 of modified supplemental amount for at-risk and drop-out prevention. This is \$5,682 increase from the previous school year. The projected property tax rate will be 0.45601 per \$1,000 of assessed valuation. After discussion, Director Lantz moved and Director Brown seconded the motion to approve the 2015-2016 application for modified allowable growth for at-risk and drop-out prevention in the amount of \$738,732 as presented. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon and Shaw. Those voting “no” none. Motion carried.

Item No. 8 – Approval of Southdale Elementary School 2015 Remodeling Project Bids

Mr. Nefzger introduced Dan Channer from Structure Architects. Mr. Channer reviewed the bids for the remodeling of four classrooms at Southdale Elementary. A total of six bids were received and it is his recommendation to accept the low quote from Peters Construction Corporation, Waterloo, Iowa in the amount of \$538,538. This project will be funded through the 2015-2016 Physical Plant and Equipment Levy. Director Lantz moved and Director Kenyon seconded the motion to approve the low quote from Peters Construction Corporation for the summer 2015 Southdale Elementary remodeling project in the amount of \$538,538 as presented. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon and Shaw. Those voting “no” none. Motion carried.

Item No. 9 – Approval of North Cedar Elementary School 2015 Remodeling Project Bids

Mr. Channer reviewed the bids for the remodeling of six classrooms at North Cedar Elementary. A total of six bids were received. The initial low quote was from Garling Construction, Cedar Rapids, Iowa with a base bid of \$548,900. Mr. Channer stated approximately 10 minutes after the District opened the bids they received a phone call from the owner of Garling Construction indicating that he had made an error and would like to withdrawal his bid. The next low quote was from Peters Construction Corporation with a base bid of \$598,895. It is Mr. Channer's recommendation to allow Garling Construction to withdrawal their bid from consideration and to accept the next low quote from Peters Construction Corporation, Waterloo, Iowa with a base bid in the amount of \$598,895, plus Alternate I to eliminate some low voltage wall duct and electrical conduits in the amount of \$4,990 and Alternate II to add new aluminum doors and frames in the amount of \$14,890 for a total cost of \$618,775. This project will be funded through the 2015-2016 Physical Plant and Equipment Levy. After discussion, Director Kenyon moved and Director Shaw seconded the motion to approve the quote from Peters Construction Corporation for the summer 2015 North Cedar Elementary remodeling project base bid and Alternates I and II for a total amount of \$618,775. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon and Shaw. Those voting "no" none. Motion carried.

Item No. 10 – Approval of Second of Two Readings of Board Policies

Dr. Pattee reviewed the second of two readings of Board Policies 402.12.1, 402.12.2, 502.2, 503.4, 504.2, 704.5, and 902.4. It was noted of one typographical error in Board policy 503.4, which will be corrected. After discussion, Director Brown moved and Director Lantz seconded the motion that the Cedar Falls Board of Education approve the second and final readings with minor correction to policy 503.4 of Board Policies 402.12.1, 402.12.2, 502.2, 503.4, 504.2, 704.5, and 902.4. Directors voting in favor of the motion: Coil, Leeper, Williams, Kenyon, Lantz, Brown and Shaw. Those voting "no" none. Motion carried.

Policy Title: *Drug and Alcohol-Free Workplace* Code No. ~~402.12~~*402.12.1*

General

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance ~~on school property,~~ **in the workplace, or during work time or at any student activity,** ~~except that an employee may take a controlled substance lawfully prescribed by a physician unless legally prescribed by a physician.~~ **"Workplace" includes school district premises, property, facilities or vehicles; "workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related event, activity or function including, but not limited to field trips and athletic events where students are under the control of the school district or where the employee is engaged in school business.** Any violation of this policy shall be grounds for discipline, up to and including immediate discharge.

Federal Grant Employees

Prohibition

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

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

Reporting

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

Sanctions

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

Notification

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

Programs

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

No Limitations

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

Policy Title: **Drug and Alcohol Testing Program for** Code No. ~~403-15~~ **402.12.2**
Drivers of Buses and other Vehicles Requiring a Commercial Driver's License (CDL)

It is the policy of the Cedar Falls Community School District to administer a drug and alcohol testing program in compliance with federal transportation regulations.

Employees who operate school vehicles are subject to drug and alcohol testing if either: a Commercial Driver's License (CDL) is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver; or the school vehicle weighs twenty-six thousand, one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school bus or other vehicle requiring a CDL.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, Director of Human Resources, at the James L. Robinson Administration Center, 1002 West First St, Cedar Falls, IA 50613.

~~Employees who violate the terms of this policy are subject to discipline, up to and including termination.~~

Employees testing positive for alcohol or illegal drug use, and/or who otherwise refuse to submit to alcohol or drug tests, violate the terms of this policy or any administrative regulations implementing this policy, and will be subject to discipline up to and including termination from their position on the first offense. At the district's discretion, employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees who refuse to participate in a substance abuse evaluation or recommended treatment program may be subject to discipline up to and including termination. The district's responsibility for the cost of any evaluation, treatment or counseling will be limited to the benefits provided by the District's health insurance plan for such evaluation, treatment or counseling.

It is the responsibility of the superintendent, or designee, who shall serve as the Designated Employer Representative (DER) to develop administrative regulations to implement this policy in compliance with the law. The Superintendent, or designee, is authorized to receive communications and test results from service agents and is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The superintendent, or designee, will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent, or designee, will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent, or designee, will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Policy Title: **Drug and Alcohol Policy and Testing Program** Code No. 402.12.3
for Individuals Not Required to Possess a Commercial Driver's License

A. Statement of Policy

In order to foster an appropriate environment for the education of students and to protect the health and safety of employees, it is the policy of the Cedar Falls Community School District that the following conduct is prohibited: (1) the use, sale, offering for sale, distribution, manufacturing, or possession of illegal drugs, controlled substances, imitation controlled substances⁽¹⁾ or counterfeit controlled substances in the workplace;⁽²⁾ (2) any improper use of "legal" or physician-prescribed drugs in the workplace; (3) the use, sale, offering for sale, or possession of alcoholic⁽³⁾ liquor (beer, wine, or alcohol) in the workplace; and (4) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs in the workplace.

B. Application

The portions of this policy which pertain to testing (Sections C through M) apply to all individuals who are not required to possess a commercial driver's license in order to perform the duties of their position, with the exception of Section E. Pre-Employment Testing which shall not apply to substitute employees, temporary or seasonal employees.

Unless otherwise specified, this policy applies to all District employees, including part-time employees.

This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on District premises and will not be permitted to conduct business if found to be in violation of this policy.

C. Testing Provisions

The District will conduct drug testing when the District makes an offer of employment to individuals who are not required to possess a commercial driver's license in order to perform the duties of their position.

The District may conduct drug and alcohol testing of individuals who are not required to possess a commercial driver's license in order to perform the duties of their position under the following circumstances:

- Where there is reasonable suspicion of the use of illegal drugs, controlled substances or alcohol,
- When investigating certain workplace accidents, and/or injuries, and
- During or after rehabilitation.

D. Definitions

⁽¹⁾ As used in this policy, the term "controlled substance" means any substance specified in Schedule I, II, III, IV, or V of the federal Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12, and any substance defined as a "controlled substance" by federal or state law.

⁽²⁾ Workplace is defined as the site for the performance of work done in the capacity as an employee. This includes school District facilities, other school premises or school District vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school-approved or school-related event, activity or function including, but not limited to, field trips and athletic events where students are under the control of the district or where the employee is engaged in school business.

⁽³⁾ Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. The term “alcohol” may include, but is not limited to, beer, wine, liquor, other alcoholic beverages, and medicines containing alcohol (unless the packaging seal is unbroken).

E. Pre-Employment Testing

Applicants for employment will undergo drug testing as part of the physical requirements prior to commencement of their duties for employment. The testing will be conducted at a laboratory or testing facility approved under rules adopted by the Department of Health and specified by the District. If the test of an individual results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances, the applicant will not be eligible for employment.

F. Reasonable Suspicion Testing

Any employee who is reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will be suspended from their job duties pending an investigation and verification of their condition. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will not be permitted to drive a motor vehicle after they have been suspended. If the employee has driven a motor vehicle to work, the employee must either make arrangements with another individual to drive their vehicle or must make arrangements for alternative transportation.

Employees may be subject to testing when the Superintendent/designee has reason to believe that an employee is using or has used alcohol or other drugs in violation of the District’s written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

- Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual’s employment with the District.
- Evidence that the employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the District’s premises or while operating the District’s vehicle, machinery, or equipment.

Reasonable suspicion testing will only be required during, just before, or just after the period of the day when the employee is engaged in work functions.

Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee produces an alcohol concentration result of less than 0.04 and/or Medical Review Officer (MRO) verified negative test result for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee leads to an MRO-verified positive test result for the use of controlled substances or an alcohol concentration of 0.04 or greater, then the period of suspension will be without pay and further disciplinary action may be taken up to and including termination of employment.

G. Post-Injury Testing

Employees may be subject to testing if they have suffered a work-related injury for which a report could be required under Iowa Code Chapter 85, Workers Compensation. Iowa Code Section 85.16(2) provides that worker’s compensation benefits will not be allowed for an injury which was caused by the employee’s intoxication, if the intoxication was a substantial factor in causing the injury. In determining whether an employee will be required to submit to a post-injury drug test, the District will apply the standards set forth in Part F of this policy (“Reasonable Suspicion Testing”).

The employee is permitted to obtain necessary medical attention following an accident, to leave the scene of an accident for the period necessary to obtain necessary emergency medical care, but the employee will be subject to post-injury testing and must remain readily available for testing or the employee will be deemed to have refused to submit to testing.

Alcohol tests will be administered as soon as practicable, but no later than 8 hours after the injury. Tests for illegal drugs or controlled substances will be administered as soon as practicable, but no later than 32 hours after the injury.

H. Rehabilitation

Employees who have tested positive on a drug or alcohol test and whose employment has not been terminated will be subject to testing during, and after completion of, drug or alcohol rehabilitation. The number, type, and frequency of follow-up tests will be as directed by the substance abuse professional and, unless otherwise recommended, will consist of at least 6 tests in the first 12 months following the employee's return to duty.

I. Cooperation Required

Any individual who refuses to submit to an alcohol or controlled substance test, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be subject to disciplinary action. The phrase "refuses to submit to an alcohol or controlled substance test" means that the individual:

- Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, or
- Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or
- Engages in conduct that clearly obstructs the testing process.

All employees are encouraged to make use of available resources for treatment of substance abuse problems. Under certain circumstances, employees may be referred for treatment for substance abuse. An employee will be subject to disciplinary action for:

- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Testing will be conducted in a manner to assure the highest degree of accuracy and reliability by using techniques and laboratory facilities which meet the requirements of the Iowa Department of Health.

J. Confirmatory Testing

If the result of the initial test for alcohol is positive or if the result of the initial test is positive for the presence of a controlled substance, a confirmatory test must be performed. The confirmatory test will use a different chemical process than was used in the initial screen for drugs or alcohol. The confirmatory drug or alcohol test will be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

K. Employee Requested Testing

If a confirmed positive drug or alcohol test for a current employee is reported to the District by the Medical Review Officer (MRO), the District will notify the employee in writing by certified mail, return receipt requested, of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the District for reimbursement of expenses concerning the test. The fee charged an employee will be an amount that represents the costs associated with conducting the second confirmatory test, which will be consistent with the District's cost for conducting the initial confirmatory test on an employee's sample.

If the employee, in person or by certified mail, return receipt requested, requests a second confirmatory test, identifies an approved laboratory to conduct the test, and pays the District the fee for the test within seven days from the date the District mails by certified mail, return receipt requested, the written notice to the employee of the employee's right to request a test, a second confirmatory test will be conducted at the laboratory chosen by the employee. The results of the second confirmatory test will be reported to the medical review officer who reviewed the initial confirmatory test results and the medical review officer will review the results and issue a report to the District on whether the results of the second confirmatory test confirmed the initial confirmatory test as to the presence of a specific drug or alcohol. If the results of the second test do not confirm the results of the initial confirmatory test, the District will reimburse the employee for the fee paid by the employee for the second test and the initial confirmatory test will not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

If a confirmed positive drug or alcohol test for a prospective employee is reported to the District by the medical review officer, the District will notify the prospective employee in writing of the results of the test, of the name and address of the medical review officer who made the report, and of the opportunity for the prospective employee to request records.

L. Consequences for Violations

Post Offer/Pre Employment:

If the test of an individual who is applicant for employment results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or alcohol, the applicant will not be eligible for employment.

Employees:

Disciplinary action, including termination of employment, may be taken against employees for any of the following reasons:

- A violation of any provision of Board Policy.
- If the test of the employee results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of 0.04 or greater.
- A failure or refusal to submit to testing.
- Engages in conduct that clearly obstructs the testing process.
- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Payment for Evaluation and Treatment

The District's responsibility for the cost of any evaluation, treatment, or counseling will be limited to the benefits provided by the District's health insurance plan for such evaluation, treatment, or counseling.

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, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. **The distribution, dispensing, possession, and use of e-cigarettes, vapor products, and/or any other alternative nicotine product are also prohibited, unless with a doctor note or nurse's permission.**

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

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

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

The board believes the substance abuse prevention program will include:

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

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

Policy Title: *Conduct Code for Extracurricular Activities* Code No. *503.4*

Extracurricular activities, for purposes of this policy, include all extracurricular athletics, cheerleading, dance team, clubs, extracurricular fine arts performances, student government, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school district.

It is a privilege to participate in extracurricular activities at the Cedar Falls Community Schools. Students participating in these activities must adhere to the high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in extracurricular activities. Students participating in extracurricular activities are expected to abide by all rules of this policy 365 days a year, 24 hours a day, in and out of the specific extracurricular season and on or off school grounds.

The activity director may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known by the activity director or whose conduct is contrary to or in violation of this conduct policy or other board policy.

Item 1: To retain eligibility for participation in the Cedar Falls Community Schools extracurricular activities, students must conduct themselves as good citizens both in and out of school. Any student who is found to have violated the schools conduct code for extracurricular activities will be deemed ineligible for a period of time as described below. A student may lose eligibility under the conduct code for any of the following behaviors, including, but not limited to:

- Possession, use, **distribution**, or purchase of tobacco products, regardless of the students age;
- **Possession, use, distribution, or purchase of e-cigarettes, vapor products, or alternative nicotine products, unless with a doctor note or nurse's permission;**
- Possession, use, **distribution**, under the influence, or the sale or purchase of alcoholic beverages;
- Being in a car or in attendance at a function or party where alcohol or other drugs are being consumed illegally by minors;
- Possession, use, **distribution**, or purchase of illegal drugs and/or drug paraphernalia the unauthorized possession, use, **distribution**, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s);
- Inappropriate or offensive conduct such as fighting, insubordination, bullying, hazing or harassment of others.

Length of Suspension:

- 1st Offense - Students shall be suspended for a minimum of 20% of all activities in which a student is participating at the time of the violation.
- 2nd Offense (within one year of the date of the first offense) – A student will be suspended for a minimum of 40% of all activities in which the student is participating at the time of the violation.
- 3rd Offense (within one year of the date of the previous offense) – A student will be suspended from all activities for a period of one calendar year from the date of the last violation.

This number of events/games missed shall be determined by multiplying the total number of events in each activity for a period by 20% or 40% for a second offense. In the case of a fractional number, the total events that a student shall be withheld from will be determined by rounding to the nearest whole number. A student will be suspended for a minimum of one extracurricular event. If there is not a sufficient number for contests or performances remaining in the scheduled season to fulfill the terms of a suspension, or if the student is not currently participating in an extra-curricular activity, the suspension balance will be carried over to the tournament series and/or to the next season in which the student participates. A season is defined as commencing with the first day of practice, concluding with the last contest or performance. The penalty shall be immediate. To resume eligibility, it is mandatory that the student obtain and follow the recommendations of the school approved evaluation procedures.

For the first infraction, the voluntary admission of an infraction of the rules involving alcoholic beverages, tobacco or controlled substance will not result in a suspension if the coach/sponsor/administrator is notified within seventy-two hours of the violation. This provision may be used one time throughout the student's junior high school (7-8) and one time throughout the student's high school (9-12) career by any student. This voluntary admission may not be used by a student if the infraction is already known to the school or law enforcement agencies. In addition, it is mandatory that the student obtain and follow recommendations of the school approved evaluation procedures before that student regains eligibility. The purpose of this provision is to allow a student to seek help.

- Item 2: The Administration may also have at their discretion the ability to impose consequences of greater magnitude due to the severity of the violation. These violations include, but are not limited to the sale or use of an illegal drug during an activity, at school or away; a student who is arrested for or charged with a felony or charged with an act that would constitute a felony if committed by an adult.
- Item 3: Students cannot attempt to evade the intent of the Code of Conduct Rule by joining a new activity specifically to allow their suspension days to run its course. If a student athlete participates in an activity he/she had not been previously involved with, he/she must complete the season of the new activity in good standing in order for the suspension days to count.
- Item 4: A student must be present for three consecutive periods of a school day in order to perform at an activity that day, unless otherwise determined by the director of the activity and/or the building administrator.
- Item 5: Students must follow the IHSAA and IGHSAA academic requirements.
- Item 6: A student who is suspended from school due to disciplinary reasons according to Board Policy shall not participate in extracurricular practices or events, or attend Cedar Falls High School activities (on or off campus), during the suspension period. Additionally, a student who is expelled or excluded from school for an extended period of time may be ineligible to participate in activities for the remainder of the school year.
- Item 7: The director of extracurricular activities will establish and make known rules of conduct and regulations for the students participating in the activity. Those rules of conduct shall be approved by the activities director or building principal. Said rules shall be in writing and delivered to each student and parent in the particular activity at the beginning of the season. Additional rules of conduct may be established and will be made known at the beginning of the season.

Appeal Procedure

Suspension of a student from an extracurricular activity shall be the decision of the activities director within the parameters of this guide, and after the activities director has informally investigated the allegation of misconduct, and has given the student the opportunity to respond. If the activities director determined that a violation of the activity code did occur, said student may be declared ineligible for extracurricular activities.

A student may contest the declaration of ineligibility by the activities director orally or in writing to the building principal. The building principal shall make a ruling within forty-eight hours of receipt of notice of objection.

In the event the ruling of the building principal is adverse to the student, he or she may appeal the ruling in writing to the appropriate building activities council. The appeal shall be no later than three days from receipt of decision of the building principal. The student will not be allowed to participate in any contest or performance during the appeal process, but may be allowed to participate in practice sessions. Said notice shall be delivered to the chairman of the appropriate building activities council. Any member of the building activities council who has been involved in prior matters regarding the ineligibility at issue may be disqualified from serving on the building activities council with regard to that matter. The building activities council shall hold a hearing within seven days of the receipt of notice of appeal and make a ruling within 48 hours of the conclusion of the hearing.

An adverse decision of the building activities council may be appealed in writing to the superintendent of schools. The appeal shall be within seven days of receipt of decision from the building activities council and the Superintendent will make a ruling within 48 hours of the conclusion of the hearing.

In the event of adverse decision by the superintendent, the ineligibility may be appealed to the Board of Education. However, it is with the discretion of the Board to determine whether to hear the appeal. The appeal shall be within seven days of receipt of the decision from the superintendent.

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.

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 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 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: ***Student Activities Fund*** Code No. **704.5**
Revenue raised by students from student activities shall be deposited **immediately after activity** and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes approved by the superintendent or designee. **An audit of these accounts shall be made at the same time as the annual audit.**

Gate and concession receipts from student activities shall be deposited on the same day of the event. When this is not possible, receipts shall be kept in a locked vault and deposited the next business day. The Superintendent, Director of Business Affairs, or Athletic Director shall be responsible for designating the individual(s) who shall be in charge of collecting, counting, and depositing receipts.

Revenue collected from student contributions, club dues, special activities, admissions to special events, or from other fund-raising activities, will be under the jurisdiction of the board and under the specific control of the superintendent or designee. Revenue will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It shall be the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

~~Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.~~

Funds remaining in the senior class activity account after graduation or other discontinued accounts shall be transferred to such accounts as designated by the Superintendent or Director of Business Affairs.

Policy Title: ***Tobacco-Free Environment*** Code No. **902.4**
It is the policy of the Cedar Falls Community School District that all students, employees and visitors shall be provided with a tobacco-free environment. Therefore, tobacco use shall not be permitted at any time in school district facilities and grounds or in district-owned vehicles. **Persons failing to abide by this policy are required to extinguish their smoking materials, dispose of the tobacco product or leave the school district premises immediately.** It is the responsibility of the administration to enforce this policy. This policy also applies to look-alike tobacco products, **and e-cigarettes, and vapor products. or alternative nicotine products.**

Item No. 11 – District Facility Planning

Dr. Pattee distributed a draft copy of the proposed community engagement timeline for facility improvements. The draft timeline includes a series of town hall meetings to take place in January, February, March and April, 2015. The initial town hall meetings in January will provide an opportunity to present the overall problem the District faces to the community and give community members an opportunity to discuss the problems and provide possible solutions for feedback. The town hall meetings in February will be an opportunity for key findings to be presented from the first set of town hall meetings and the opportunity for community members to offer input to the needs for the High School and Elementary schools. The third set of town hall meetings in March will be for distribution of feedback from February town hall meetings, presentation of initial design concepts for the high school and elementary schools and give community members an opportunity to offer input on these designs for potential solutions. The fourth town hall meetings in April will be for final design concept presentation for potential high school and elementary schools based on the solutions discussed in previous town hall meetings and an opportunity for community member questions and input on the design concept plan. The draft proposal will be taken to the District's Facilities Committee on December 10th for further input and return back to the Board of Education sometime in December of 2014 for final approval.

Item No. 12 – Superintendent’s Report

Dr. Pattee reported on the following:

1. Special Board of Education meeting later in December to approve the facility planning timeline
2. Administrative Council/Board Retreat is scheduled for January 7, 2015 from 9:30a.m. to 11:30 a.m.
3. Update on recent trip administrators took to the Ankeny and Waukee Community School Districts, as well as Blue Valley Kansas and Excelsior Springs Missouri to look at Center for Advanced Professional Studies “CAPS” programing. The CAPS program is a collaborative adventure with local businesses and industries. Dr. Pattee then showed a short video concerning the Blue Valley CAPS program.

Item No. 13 – Questions, Comments, and Concerns

President Coil commented on her attendance at the Lego League activities on November 29th, 2014.

Item No. 14 – Adjournment

Director Kenyon moved and Director Brown seconded the motion to adjourn. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon and Shaw. Those voting “no” none. Motion carried. The meeting was adjourned at 9:47 p.m.

Secretary

President