

# SUBSTITUTE TEACHER HANDBOOK



*Educating each student to be a lifelong learner  
and a caring, responsible citizen*

**CEDAR FALLS COMMUNITY  
SCHOOL DISTRICT**

[www.cfschools.org/staff/resources/handbooks](http://www.cfschools.org/staff/resources/handbooks)

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**2024-25**

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**NOTE: The Comprehensive Collection of Board Policies, Series 100 through 1,000 can be accessed online at [www.cfschools.org/school-board](http://www.cfschools.org/school-board)**

## INTRODUCTION

Welcome to substitute teaching in Cedar Falls Schools! You will find providing instruction to students on an occasional day-to-day basis – or for an extended period of time – to be an interesting, rewarding and productive form of service in public education.

This handbook is intended to provide you with a very brief and basic source of information on the role and responsibilities of a substitute teacher. We hope that it will be useful as you begin your work in the CF District.

## THE IMPORTANCE OF YOUR ROLE

Every administrator, department chairperson and teacher in the Cedar Falls Schools is fully aware of the vital service you perform in maintaining our instructional programs during those times when contracted teachers must be absent from the classroom. It is most important that we express that appreciation at this point, before dealing with the rules, regulations and procedural matters. You are very important to the tradition of excellence in Cedar Falls. *THANK YOU – FOR ALL YOU DO FOR THE STUDENTS IN OUR SCHOOLS.*

## LICENSURE

To serve as a substitute teacher, you must hold one of the following: current Iowa Teaching License; current Iowa Substitute License; current Iowa Substitute Authorization (permits the holder to substitute in grades PK-12 but may only serve for up to ten (10) consecutive days in a 30-day period in one job assignment for a regularly assigned teacher who is absent. For those not familiar with Iowa licensure requirements, forms and assistance may be obtained from the Board of Educational Examiners at their web site, [www.boee.iowa.gov](http://www.boee.iowa.gov) or by calling their office at 515-281-3245. Copies of your valid license and official transcripts must be on file in the Human Resources Office, along with a necessary Immigration and Naturalization Service form.

### Ongoing Training Requirements:

Due to recent state requirements, each substitute teacher is required to complete the following courses offered free through the AEA Learning Online Training website: <https://training.aealearningonline.org>

#### 1. Annual

- Suicide Prevention and Postvention: expires annually on June 30
- Adverse Childhood Experiences (ACEs): From Toxic Environmental Stresses to Success: expires annually on June 30

#### 2. Every Three years, complete both of the following:

- Mandatory Reporter: Child Abuse
- Mandatory Reporter: Dependent Adult Abuse

More information about Mandatory Reporter Training requirements:

[www.boee.iowa.gov/mandatory-child-and-dependent-adult-abuse-training](http://www.boee.iowa.gov/mandatory-child-and-dependent-adult-abuse-training)

Once you have completed the training, please forward a copy of your certificates for our records.

## **COMPENSATION**

### **The rates of pay for substitute teachers for 2024-25 are:**

1. The basic pay is \$144.00 per day (\$72.00 for teaching for one-half day or less).
2. For long term assignments:
  - Days 1 - 10: \$144 per day
  - Days 11 – 20: \$166 per day (not retroactive)
  - Days 21 - 44: \$222 per day (not retroactive)
  - Days 45 and following: Per Diem (not retroactive)

*Note: Pay is based on consecutive days in the same assignment.*

Reports of substitute work completed are sent to the payroll clerk on the 1<sup>st</sup> and the 16<sup>th</sup> of each month, with payment being made on the last business day and the 15<sup>th</sup> of the month following. During March and December, these reports are sent early. Therefore, any substitute work completed from approximately the 10th through the 15th of those months will appear on the check one month later than the normal date.

## **METHOD OF PAYMENT**

All new substitutes will be paid by automatic direct deposit.

## **ELIGIBILITY FOR SUBSTITUTE TEACHER EMPLOYMENT**

Anyone who resigns or terminates employment with the district, whether in a full time, part time, or substitute position will be required to wait a minimum of six months from your last day of work before being eligible for re-employment by the district as a substitute.

The maximum number of days a substitute may be employed by the Cedar Falls Community School district in a twelve month period is 130.

## **IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS)**

Temporary employees are excluded from IPERS coverage provided they have not established an ongoing relationship with an IPERS covered employer. They establish that relationship when the employee is paid wages of \$1,000 or more in each of two consecutive quarters, or if the employee is employed by a covered employer for 1,040 or more hours in a calendar year. Coverage will begin the quarter after the permanency of the relationship is established. The employee contribution is 6.29% of covered wages. The district contributes 9.44% of covered wages.

## **TAX SHELTERED ANNUITY (403B) PARTICIPATION**

All substitute teachers are automatically eligible to make voluntary contributions toward a tax sheltered annuity (403b). To contribute, you must open an account with one of the RIC Investment providers and submit the RIC 403b Salary Reduction Form (<https://das.iowa.gov/RIC/403b/documents>) to our payroll office. Information is available at <https://das.iowa.gov/RIC/403b>.

## LIABILITY INSURANCE COVERAGE

Substitute teachers hired by the Cedar Falls Community School District meet the definition of an employee for liability insurance purposes; therefore you will be covered by the District's liability insurance policy when subbing.

## EMPLOYMENT-AT- WILL

Substitute teachers are employed on the basis of "employment-at-will", either the employee or the District may terminate the employment relationship at any time for any legal reason or no reason with or without notice. Iowa Code Chapter 279 continuing contract provision does not apply to substitute teachers employed at will.

## SUBSTITUTE ASSIGNMENT PROCEDURES

**Procedures:** The Cedar Falls Community School District is using an automated service that greatly simplifies and streamlines the process of finding, assigning and managing substitute teachers. This service called Absence Management (formerly AESOP), utilizes both the telephone and the Internet to assist you in finding potential assignments. This system is available 24 hours a day, 7 days a week. There are three ways to access Absence Management:

1. You can search for and accept assignments, change personal settings, update your calendar and personalize your available calls times by visiting Absence Management on the internet at <http://www.aesoponline.com> or <http://www.frontlineeducation.com>. If the employee has uploaded lesson plans on the internet, you will be able to view them online once you take the assignment.
2. You may interact with Absence Management system (formerly AESOP) by way of a toll-free, automated voice instruction menu at 1-800-942-3767. You would have been sent an email when you were set up as a District Substitute with your Login ID and PIN for telephone access. In addition, you will receive an email from Absence Management on setting up your Username and Password to gain access to jobs online. Here you can proactively search for assignments and manage existing assignments.
3. Absence Management AESOP will also make phone calls to substitutes to offer assignment. The following hours are standard call times when the service may call for substitutes 5:15 a.m. – 11:59 a.m. in the morning and 4:30 p.m. – 10:00 p.m. in the evening.

**THE CONTACT:** A listing of all principals and department chairpersons is included in this handbook. Call them at the school numbers listed if you have questions, or if you wish to make an appointment to introduce yourself. We encourage such contact, so that school employees meet those who are available to serve.

Where possible, substitute assignments will be communicated well in advance. However, illnesses – and late-developing situations that cause teachers to be absent – often result in contacts being made on the dates of the need for substitute services.

**IMPORTANT NOTES:** In order to access the Absence Management (AESOP) system, you will receive a personal invitation email with the Subject Line: Cedar Falls School District invites you to Absence Management." You will need to "Create a Frontline ID by creating a username, password, email address.

If you accept an assignment, Absence Management will issue a confirmation number. **Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.**

We are confident that you will find the Absence Management service to be efficient and helpful. Should you experience difficulty using the Absence Management system in any way, please contact Jessica Smith by phone 319-553-2443 or email [hr@cfschools.org](mailto:hr@cfschools.org).

While teachers can configure the system to request a specific substitute teacher, they are not authorized to assign a substitute. To avoid any problems, **DO NOT ACCEPT ASSIGNMENTS FROM TEACHERS**. Only building principals, secretaries or Human Resources are authorized to assign substitutes.

## **AT THE BUILDING – REPORTING AND DEPARTURE**

Elementary substitutes are to report to the principal's office by 8:15 a.m., and are expected to remain at the building until 4:05 p.m.

Junior high school substitutes are to report to the principal's office by 7:30 a.m., and are expected to remain in the building until 3:30 p.m.

Senior high school substitutes are to report to the principal's office by 7:25 a.m., and are expected to remain at the building until 3:25 p.m.

Substitute teachers are asked to check in at the office each day they work.

A substitute may be required to supervise students during the normal planning time for the teacher for whom he or she is subbing.

All substitutes are asked to put classrooms in order after the last class of the day, to check papers collected during the day (if so requested by the teacher), to make a suggested plan for the next day, and to complete the Feedback Form on the Absence Management System (AESOP).

While it is not always possible to check out with the principal after school, substitute teachers are asked to stop by the office and check out with the secretary, noting any information that may be helpful.

## **INCLEMENT WEATHER PROCEDURES**

When the announcement is made that student attendance is not required, teachers (substitute teachers) do not report for work and no payment is made for that day.

On those occasions when, due to weather conditions, the Superintendent announces an early school closing, the building administrator will inform substitute teachers when they are able to leave for the day.

## **SCHOOL START DELAY OR CLOSING**

When school start is delayed or closed due to inclement weather or for any other reason and you have been scheduled to substitute, it is your responsibility to listen to radio or TV and to check the District web site for information regarding the delay or closure.

## **CLASSROOM DUTIES AND PROCEDURES**

Substitute teachers are expected to do the following in the classroom:

1. Consult the teacher's plan book for the day's work.
2. Check to find the seating chart and class schedule; usually this will be in the plan book.

3. Rely on the teacher's plan book and the substitute teacher's folder for information about lessons and programs. This will prove superior to volunteered information from students --- in many cases.
4. Keep accurate attendance records, grades and a listing of telephone calls and messages for the teacher.
5. Follow plans set by the teacher, if at all possible. Where a substitute teacher deviates from a plan, a note should be made for the benefit of the teacher.
6. Contact the principal if a student becomes ill or is injured. Do not send a student home unless the parent has been contacted. The student registration card on file in the principal's office lists a family doctor for each student and is vital in cases of extreme emergency.
7. Keep the atmosphere of the room pleasant and conducive to good discipline and productive time on task.
8. Perform the regular duties of the teacher in maintaining both housekeeping and educational climate in the room.
9. Notify the principal immediately if a severe problem begins to develop.
10. Assume responsibility for every student in the room during fire drills, tornado drills or any other emergency.
11. Have some materials of your own, if possible, for use as enrichment or fill-in activities.
12. Students will sometimes participate in the time-honored exercise of "trying out the sub." Firmness, fairness and consistency are most important, especially in the first or second experience with a class. If problems arise, inform the principal immediately before you take any severe measures. **Do not hesitate to seek assistance!!**
13. Attend faculty meetings, if on a long-term assignment.
14. Properly fulfill expectations regarding bus duty, hall or restroom supervision, lunchroom supervision, the collection of monies, and playground supervision if the assignment includes such matters.

## **STAFF ASSISTANCE FOR THE SUBSTITUTE TEACHER**

Expectations: Substitute teachers may expect the following assistance from building staff.

The principal will be responsible to do the following:

1. To notify substitute teachers as soon as possible that they are needed.
2. To provide schedules of building regulations and routines.
3. To inform the substitute of any special assignments.
4. To help the substitute become acquainted with staff and students.
5. To support the substitute in matters of discipline and other problems.
6. To bring to the substitute's attention any special situations that exist.

The teacher is expected:

1. To provide a plan book with daily plans made out in sufficient detail.
2. To provide a weekly time schedule of classes.
3. To list students' names on a seating chart.



4. To list students by reading groups, if appropriate.
5. To list supervisory responsibilities, such as days for bus duty or other pertinent information.
6. To post fire and tornado drill information and other emergency procedures.
7. To list important information about students with physical conditions, disciplinary problems, etc.
8. To provide copies of texts, manuals and workbooks in use at the time.
9. To be available by telephone, when possible, to answer any questions and render assistance that may be needed by the substitute.

**REPORT OF SUBSTITUTE TEACHER TO THE CLASSROOM TEACHER  
(Found on Absence/Vacancy Feedback Questions on AESOP)**

1. Notes regarding lesson plans:
2. I also taught:
3. Work completed by the class in all subject areas:
4. Assignments given for the following day:
5. General discipline report: (We are always glad to have reports on those pupils who are most helpful. List here also any pupils whose lack of cooperation should be called to the attention of the regular teacher. )
6. School business: (List here any information about announcements made, money collected, etc., which would be of interest to the regular teacher.)
7. List names of students absent (A) or tardy (T):
8. Remarks:

## TELEPHONE NUMBERS YOU MAY NEED TO CALL

### Administrative Offices

1002 West First Street

Human Resources, Receptionist ..... 553-2443

Payroll ..... 553-3016

### Aldrich Elementary (Karl Smith, Principal)

2526 Ashworth Drive ..... 553-3020

### Cedar Heights Elementary (Tyler Ruane, Principal)

2417 Rainbow Drive ..... 553-2855

### Hansen Elementary (Savannah Swestka, Principal)

616 Holmes Drive ..... 553-2775

### Lincoln Elementary (Ralph Bryant III, Principal)

321 8<sup>th</sup> Street ..... 553-2950

### North Cedar Elementary (Jaymie Odell, Principal)

2419 Fern Avenue ..... 553-2810

### Orchard Hill Elementary (Andrea Christopher, Principal)

3909 Rownd Street ..... 553-2465

### Southdale Elementary (Jason Strub, Principal)

627 Orchard Drive ..... 553-2900

### Holmes Junior High (Jeremy Jones, Principal; Jeremie Knutson, Associate Principal)

505 Holmes Drive ..... 553-2650

### Peet Junior High (Andrew Meister, Principal, Shane Williams, Associate Principal)

525 E. Seerley Blvd. .... 553-2710

### Senior High School (Jason Wedgbury, Principal,)

Rafael Benitez-Reyes, Associate Principal

Justin Urbanek, Associate Principal

Troy Becker, Athletic Director

2701 W 27<sup>th</sup> St ..... 553-2500

### Education Support Center

3809 Cedar Heights Drive

Information Technology Services.....553-2568

Alternative Program.....553-2447

Transaction Alliance Program.....553-2447

### Central Services

2001 Fairview Drive

Bus Garage ..... 553-2458

Maintenance ..... 553-2452

Warehouse ..... 553-2461

Food Service ..... 553-2437

## BUILDING CHAIRPERSONS

<u>Senior High School</u>		553-2500
Heidi Anderson	English	
Kyle Engdahl	Social Studies	
Joshua Wilkinson	Mathematics	
Lynn Griffin	Science	
Paul Elser	Physical Education-Health	
Adam Reilly	Industrial Technology	
Julie Cuvelier	Business Ed.	
Kaitlynn Botkin	Family & Consumer Science	
Victor Ochoa	World Languages	
Brittan Engels	World Languages	
Carrie Dieken	Guidance	
Stephanie Itzen	Library/Media	
Kara Bearbower	Special Needs	
Bridget Bakula	Special Needs	
Elliot Kranz	Music (7-12)	
Kailyn Bettle	E.L.P	
<u>Holmes Junior High</u>		553-2650
Jessica Hartz	English	
Kevin Kuker	Social Studies	
Jody Bisgrove	Mathematics	
Amanda Johnson	Science	
Lauren Greiner	Physical Education-Health	
Brad Pierschbacher	Industrial Technology	
Jacqueline Bakker	Family & Consumer Science	
Baily Klammer	Art	
Julie Rouse	Guidance	
Beth Forcum	Special Needs	
<u>Peet Junior High</u>		553-2710
Cory Cantrall	English	
Daniel Oltman	Social Studies	
Stephanie Groen	Mathematics	
Jennifer Schultz	Science	
Ethan Jennings	Physical Education-Health	
David Grund	Industrial Technology	
Sue Rea	Family & Consumer Science	
Becky Lins	Guidance	
Kaitlyn Bolger	Special Needs	



# Cedar Falls Community Schools 2024-2025 Calendar



**July 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 23	First Day of School
August 30	Professional Development - PM
September 2	Labor Day - No School
October 11	Professional Development; PK-12 No School
October 21	10-12 Evening P/T Conferences
October 22	7-9 Evening P/T Conferences
October 24	7-12 Early Dismiss: P/T Conferences
October 25	7-12: No School
October 28	Fall Mid-Term
November 1	PK-6 Noon Dismiss
November 12	PK-6 Evening P/T Conferences
November 14	PK-6 Noon Dismiss: P/T Conferences
November 15	PK-6: No School
November 18	End of First Trimester
November 27	PK-12: No School
November 28-29	Thanksgiving: No School
Dec 23 - January 1	Winter Break: No School
January 2	PK-12 No School: PD Day
January 3	PK-12 Students Return to School
January 15	End of Semester (90 days)
January 17	7-12: No School - Teacher Workday
January 20	MILK Jr. Day: No School
February 21	PK-12 No School: PD Day
February 28	End of Second Trimester
March 10	10-12 Evening P/T Conferences
March 11	7-9 Evening P/T Conferences
March 11	PK-6 Evening P/T Conferences
March 13	PK-6 Noon Dismiss: P/T Conferences
March 13	7-12 Early Dismiss: P/T Conferences
March 14	PK-12: No School
March 17-21	Spring Break
March 28	Spring Mid-Term
April 18	Professional Development - PM
May 21	No Kindergarten Classes
May 21	1-6 Noon Dismiss/Performance Writing
May 25	Graduation
May 26	Memorial Day: No School
May 30	End of Third Trimester
June 2	Teacher Workday

- Vacation
- Holidays
- Professional Development
- Workshop/Workday

Days missed due to inclement weather will be made up on subsequent week days at the end of the school year.

**January 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## **STUDENT ESSENTIAL LEARNINGS**

A series of public forums was held in the spring of 1998 to encourage input and discussion about our district and the vision we have for our students. As a result of those meetings, and of other discussions, a list of tentative student essential learnings has been developed.

As students graduate from the Cedar Falls Schools, they will be:

- Competent in essential skills
- Complex thinkers
- Effective communicators
- Competent users of technology
- Contributing citizens
- Lifelong learners
- Collaborative workers

## **DUTIES AND RESPONSIBILITIES OF THE TEACHER**

Created: 10/23/1972 Last Revised: 07/11/2022

Each teacher shall be under the direction of the superintendent of schools or designee, and shall be immediately responsible to the building principal for carrying out policies of the Board of Education as they relate to the functions of the school, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities include:

1. To hold a valid license, issued by the Iowa Board of Educational Examiners, endorsed for the position assigned.
2. To diagnose, prescribe, evaluate, and guide student learning experiences, in concert with current goals and objectives; such functions to be performed as an individual teacher or in concert with other staff members applying contemporary instructional methods and technology, whether in person or remotely, which engages students and results in social, emotional and intellectual development.
3. To deliver instruction in person, face to face in a physical space, place and at a time determined by the District.
4. To share responsibility for the development of curriculum, educational procedures, and student activities to be used in achieving goals and objectives.
5. To supervise all paraeducators, support staff and volunteers who assist in serving students for whom the teacher is responsible.
6. To evaluate and assess student achievement and to use the information thus gained as a basis for developing additional educational strategies.
7. To provide for the care and protection of school property.
8. To participate in the district's in-service training program.
9. To maintain cordial and cooperative working relations with colleagues.
10. To be responsible for such co-curricular matters and other duties beyond the regular classroom activities as may be determined by the building principal.

11. To provide comprehensive reports to the parents or guardians and the principal on the academic progress and development of each student.
12. To maintain good public relations and appropriate school-community and school-home working relationships
13. To be flexible, energetic, innovative and imaginative in providing learning activities for students.
14. To recognize each student as an individual and to attempt to enhance the student's self image.
15. To demonstrate competence in the Iowa Teaching Standards:
  - Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.
  - Demonstrates competence in content knowledge appropriate to the teaching position.
  - Demonstrates competence in planning and preparing for instruction.
  - Uses strategies to deliver instruction that meet the multiple learning needs of students.
  - Uses a variety of methods to monitor student learning.
  - Demonstrates competence in classroom management.
  - Engages in professional growth.
  - Fulfills professional responsibilities established by the school district.
16. To comply with the Code of Professional Conduct and Ethics established by the State Board of Educational Examiners.

## **ADMINISTRATION OF TESTS**

Created: 10/4/10

In the administration of standardized tests, it is a violation of test security to do any of the following:

1. Provide inappropriate test preparation such as any of the following:
  - a. Copy, reproduce, or use in any manner any portion of any secure test booklet, for any reason.
  - b. **Share an actual test instrument in any form. This includes using old copies of the ITBS/ITED.**
  - c. Use test preparation materials or strategies developed specifically for Annual Progress Reporting or the Annual Yearly Progress report.
2. Deviate from the test administration procedures specified in the test examiner's manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Change or fill in answers on student answer documents.
6. Provide inaccurate data on student answer documents.
7. Engage in any practice to artificially raise student scores, without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this policy.

**After testing is completed, test booklets are to be returned according to procedures outlined by Iowa Testing Programs in the materials.**

## **Consequences of Test Administration Violations**

If a violation of test administration protocol occurs, as determined by the superintendent following an investigation of allegations of irregularities, the superintendent shall determine whether the integrity of the testing program has been jeopardized, whether some or all of the test results are invalidated, and whether a teacher or administrator has violated the Code of Ethics of the Iowa Board of Educational Examiners as found at 282 – Iowa Administrative Code, Chapter 25.

Reports of students cheating on assessments shall be submitted to the building principal for investigation and disciplinary procedures.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the superintendent shall make a timely report to that Board.

If the superintendent believes that assessment results are invalid, the superintendent shall make a timely report to the Iowa Department of Education.

## **Notice: Corporal Punishment, Physical Restraint, Seclusion and Other Contact with Students: Chapter 103 Iowa Administrative Code**

Created: 11/2008; Revised: 01/20/2021

### **SUMMARY:**

District employees shall act in accordance with Iowa's administrative rules on corporal punishment, physical restraint, seclusion and other physical contact with students as outlined in Chapter 103 of Iowa Code.

Corporal punishment is banned in Iowa. 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.

Reasons for permissible use of reasonable and necessary force 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 objects within a pupil's control.
- For the purpose 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 use, 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.

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;
- Immediately to the student's parents/guardians by the building principal or designee.

Any use of physical restraint and/or seclusion must:

- Be conducted by a staff person who has been properly trained.
- Be documented in a district 103B form.
  - Parents must be notified verbally of the incident as soon as possible, but no later than one hour or the end of the school day.
  - A copy of the report must be provided to parents within three days of the incident.
  - Schools must also maintain a copy of the 103B report.
- Be used for as long as is necessary to allow the student to regain control of their behavior.
- Be continually monitored visually for the duration of the seclusion and/or restraint.

Debriefing meetings must be held following an incident of seclusion or restraint:

- Upon the first instance of seclusion or physical restraint during a school year.
- Whenever any personal injury occurs.
- Whenever suggested by a student's IEP team (if any).
- Whenever agreed by the parent and the school officials.
- After seven instances of seclusion or physical restraint in any given school year.

### **Employee Rules of Conduct**

Created: 08/2009 Last Revised: 08/04/2010

To support effective delivery of the educational program and to sustain the wellbeing of employees in a safe and healthy work environment, following employee rules of conduct serves the best interests of individual employees and the organization as a whole.

Listing all forms of behavior that are considered unacceptable in the work place is impossible. In addition to Board policies addressing harassment, discrimination, drugs, and violence in the work place, the following is an illustrative but not exhaustive list of employee actions considered to be unacceptable, a detriment to the desired culture of the organization, and likely to lead to disciplinary action up to and including termination of employment. When circumstances warrant, law enforcement and/or external regulatory and licensing agencies will be contacted; employees may also be subject to personal legal liability:

- Unauthorized possession of district property, or the property of a fellow employee, visitor, or student;
- Willful damage or destruction to the property of the district or others;
- Deliberate misuse of, or unauthorized use of district supplies, materials, equipment, or services;
- Falsifying or altering district records or reports including one's time card or the time card of another;
- Deliberate deception which secures an employee unfair or unlawful gain;



- Dishonesty, or unethical behavior;
- Working unauthorized over time;
- Exceeding the number or length of break periods;
- Absenteeism or tardiness;
- Loafing, excessive visiting, engaging in unauthorized personal business, sleeping during scheduled work hours, or leaving the work area without supervisor permission or following established protocols for doing so;
- Making or receiving excessive personal phone calls, or other forms of electronic communication;
- Disobedience, insubordination, failure or refusal to carry out written or oral instructions from a person with supervisory authority;
- Interfering with or hampering another employee's efforts to fulfill his/her responsibilities;
- Use of abusive, threatening, or obscene language, or otherwise showing disrespect and mistreatment of coworkers, visitors, patrons, or representatives of outside agencies;
- Violation of sanitary or safety rules;
- Unauthorized disclosure of confidential information.

### **Administrators and Teachers Professional Dress Guidelines**

Created: 07/21/2011      Last Revised: 08/08/2022

The personal appearance of Cedar Falls Community School District teachers and administrators affects the respect parents, community members, and others have for the school district, the staff, and the respect that employees have for themselves and others. As a representative of the Cedar Falls Community School District, employees are expected to dress with dignity and professionalism.

Employees shall dress as professionals on a daily basis, in business-like attire, in order to set a good example for students, co-employees and the general public. No mode of attire will be considered proper for school wear that detracts from or disrupts classroom and school decorum.

- Attire *not* acceptable on school days when students are present, or parent-teacher conferences includes: denim jeans (any color), novelty T-shirts or sweatshirts with logos or sayings inappropriate for school; tank tops, muscle shirts, tube tops, midriff tops or halter tops; spandex exercise or biking pants; spandex exercise shorts, cut-off shorts, gym or running shorts, sweat pants, short shorts, and short or long bib overalls. Shorts may not be worn in buildings that are fully air conditioned.
- Hats are not appropriate in the workplace. Head covers, or other attire that does not adhere to these guidelines, which are required for medical reasons, religious purposes or to honor cultural traditions are allowed.
- Flip-flops, slippers or pool shoes are not appropriate footwear for the workplace.
- Visible tattoos shall not be obscene, vulgar, profane, or representative of drug/alcohol use or gang affiliation, or a distraction to the educational environment.
- Jeans may be worn on Fridays or the last day of the week on which students attend. Torn, frayed or patched jeans are not permitted.
- One day per month, preferably on a Friday or a day prior to a break, may be designated as red and black or school/spirit days for which school themed t-shirts, sweatshirts or other Tiger wear are acceptable. The first Friday of the month, at the building principal's discretion, participation in fund raising activities may include variations in typical attire (e.g., costumes at Halloween); however, prohibited attire listed in this first bulleted section will remain in force. The fund raising activity must be for a non-school, not-for-profit, non-political organization or purpose.

Cedar Falls Community School District ID Badges shall be visible at all times on student days.

Exceptions to the above may be made by administrators based on employee assignment and/or responsibilities such as physical education, industrial technology or field trips.

If clothing fails to meet these standards, as determined by the employee's supervisor and/or Human Resources Director, the employee will be asked to refrain from wearing the inappropriate item to work in the future. If the problem persists, the employee may be sent home to change clothes and/or be subject to progressive discipline.

### **Tobacco-Free Environment (902.4)**

Created: 05/11/1992      Last Revised: 07/08/2019

It is the policy of the Cedar Falls Community School District that all students, employees and visitors shall be provided with a tobacco-free environment. Therefore, tobacco use shall not be permitted at any time in school district facilities and grounds or in district-owned vehicles. Persons failing to abide by this policy are required to extinguish their smoking materials, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. This policy also applies to look-alike tobacco products, e-cigarettes, and vapor products.

### **Standard Precautions Regulations (405.1R)**

Created: 8/19/1994      Last Revised: 08/08/2016      Last Reviewed: 07/11/2022

Standard precautions (SP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. SP incorporates the major features of universal precautions (designed to reduce the risk of transmission of blood borne pathogens) and body substance isolation (designed to reduce the risk of transmission of pathogens from moist body substances), regardless of the presumed infection status of the individual. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. SP pertain to:

- Blood (e.g. lacerations, nose bleeds, abrasions, menstrual flow),
- all body fluids, secretions, and excretions except sweat, regardless of whether they contain visible blood (e.g. urine, emesis, feces),
- non-intact skin (e.g. cuts, scrapes, dermatitis), and
- mucous membranes (e.g. oral/nasal secretions).

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to contact. Diligent and proper hand washing, respiratory hygiene/cough etiquette, the use of barriers, appropriate disposal of waste products and needles, proper decontamination of spills, and appropriate disinfection and cleaning of all equipment or materials likely to have been contaminated with infectious material are essential techniques of infection control. All individuals should respond to situations practicing SP. Using common sense in the application of these measures will enhance protection of employees and students.

### **Hand Hygiene**

Proper hand washing is crucial to preventing the spread of infection. All large or textured jewelry, on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces for at least 20 seconds is a key factor. Rinse well with warm running water and dry hands with paper towels. In the event handwashing facilities are not immediately available, waterless alcohol based hand sanitizers with at least 60% alcohol content are an acceptable method of hand hygiene. Hand and/or skin should be washed with soap and water as soon as possible. Occasionally there will be times when unforeseen skin contact will happen and gloves are not immediately available. In this event, hands and all other affected skin areas must be scrubbed with copious amounts of soap containing antiviral/antibacterial agents and running water for 10 minutes at once or as soon as possible after contact. If exposure involves mucous membranes, the affected areas should be flushed with water or eye irrigation solution for 15 minutes or until all traces of the body fluid

has been removed. The affected and surrounding areas should be inspected closely for residue. All body fluid exposures should be reported to the immediate supervisor. If there is an obvious or suspected break in the skin or if the exposure was to a mucous membrane, the individual exposed should be referred for a medical evaluation.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or other body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed after the gloves are removed.

## **Respiratory Hygiene/ Cough Etiquette**

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use.
- Perform hand hygiene (e.g., hand washing with soap and water or at least 60% alcohol-based hand rub) after having contact with respiratory secretions and contaminated objects/materials.

When space and chair availability permit, instruct coughing persons to sit at least three feet away from others in common areas and classrooms. Some facilities may find it logistically easier to institute this recommendation than others. If coughing cannot be adequately controlled, it is advised that the individual be sent home and seek medical treatment.

Educational reminders and alerts should be provided to students and staff when seeking medical evaluation from the school nurse to inform the nurse of symptoms of a respiratory illness when they are first seen by the nurse. Healthcare personnel in the district are advised to observe Droplet Precautions (i.e., wearing a surgical or procedure mask for close contact), in addition to SP, when examining a student/staff member with symptoms of a respiratory infection, particularly if fever is present. These precautions should be maintained until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions.

## **Personal Hygiene and Eating in the School Setting**

In areas where a reasonable likelihood of occupational exposure exists, work practice controls should include restricting eating, drinking, applying cosmetics or lip balm, and when handling contact lenses. School employees should refrain from taking part in these activities in health rooms, first aid stations, or in any area where there are contaminated items or risk of exposure to potential blood borne pathogens. Food and drink should not be kept in refrigerators, freezers, shelves and cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present. Employees should wash their hands before and after work, as well as before and after meals, after bathroom use, or whenever necessary.

## **Barriers/ Personal Protective Equipment**

Using personal protective equipment (PPE) in schools adds another layer of insulation between being protected and being at risk for exposure to blood borne pathogens. The kind of PPE appropriate for the assignment can vary with the task performed and the exposure expected. Barriers and PPE

anticipated to be used at school include disposable and utility gloves, surgical or procedure face masks, gowns, facemasks, eye goggles, absorbent materials, and resuscitation devices. Under the blood borne pathogen standard, the school district is required to provide, at no cost to the employee, personal protective equipment. The PPE must be accessible and provided in the correct size. If the employee notes an allergic sensitivity to latex or powder, hypoallergenic gloves or other similar alternative must be made available. The school district is also responsible for maintaining the personal protective equipment by means such as cleaning, laundering, repairing or replacing as needed for ensuring that the PPE is used properly. Suitable personal protective clothing is to be worn whenever the risk of occupational exposure to body fluids or other potentially infectious materials is anticipated. There are three levels of protection endorsed for school employees to reduce the occupational exposure to body fluids or other potentially infectious materials. These are intended to be the minimum requirements for infectious materials. Because the risk of exposure varies for each individual or task, each situation should be carefully individualized to determine the best level to be utilized. Employees should follow the “Pyramid of Protection” described below:

**Level I:** Disposable gloves should be worn whenever it can be reasonably expected that the exposure to blood or other potentially infectious materials, mucous membranes, non-intact skin, or contaminated surfaces is imminent. When putting on gloves, they should be visually inspected for absence of holes, tears, or defects. Single use gloves cannot be washed or decontaminated and should be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Gloves should be removed without touching the outside and disposed of after each use. Hand hygiene should be performed immediately following glove removal and gloves should be discarded after use in an appropriate receptacle. Utility gloves should be worn when handling contaminated materials or cleaning contaminated surfaces or tools. Utility gloves can be decontaminated for reuse in the event the entirety of the glove is not compromised. They are to be discarded if they are cracked, peeled, torn, or punctured, they exhibit other signs of deterioration, or their ability as a barrier is compromised.

Assignments that may require Level I protection of single-use gloves:

- Minor wound care or dressing changes
- Blood glucose monitoring
- Injections
- Topical medications
- Catheterization
- Diapering/toileting
- Emesis cleanup
- Tooth brushing/oral care
- Changing ostomy bags
- Cleaning nose/mouth secretions
- Feeding (oral or gastrostomy)
- Suctioning
- Changing menstrual pads
- Oral temperatures

Assignments that may require Level I protection of utility gloves:

- Cleaning body fluid spills
- Emptying trash cans
- Handling sharps/containers
- Handling discarded contaminated materials/regulated waste
- Cleaning/sweeping up contaminated broken glass/sharps
- Handling contaminated laundry

**Level II:** Repellent gowns and gloves should be worn when there is an expectation of exposure to body fluids or other potentially infectious materials to clothing and skin from splashes, sprays, and splatters. Situations may vary and the clothing may change with the nature of the task. Assignments that may require Level II protection:

- Changing pads for uncooperative mentally impaired student
- Diapering/toileting with gross contamination
- Wound care for a combative child
- Sorting or bagging contaminated laundry
- Disposing of regulated waste with gross contamination
- Diapering, toileting, feeding, suctioning, and general, and cleaning of students with little or no impulse control

**Level III:** There should not be many situations where a level III protection would be warranted in the school setting. However, there may be incidents in which body fluids or potentially infectious materials could come in contact with the face, nose, or eyes. In these instances, maximum protection should be utilized by donning face/eye protection as well as fluid repellent gown and utility gloves. Assignments that may require Level III protection:

- Feeding a child with a history of spitting, or forceful vomiting, or coughing,
- Suctioning tracheotomy with history of forceful coughing or copious secretions, and
- Assisting with severe injury and wound with spurting blood.

**Resuscitation masks (CPR):** Pocket masks and mechanical emergency respiratory devices are used as barrier from saliva, vomitus, or other potentially infectious body fluids when giving CPR. They should be easily accessible for emergency situations. It is imperative that the pocket masks and other respiratory devices contain a one-way valve to prevent possible exposure to body fluids to either rescuer or victim. Non-disposable masks should be properly cleaned after an incident for reuse by:

- Putting on gloves,
- Soaking mask in mild soap and warm water, then scrubbing vigorously, rinsing and air drying, and
- Cleansing with an EPA registered disinfectant.

There are also single-use disposable CPR masks available. These devices have a one-way valve and are easy to access as they are packaged in a key chain case or nylon pouch. They are available through the school nurse and are provided to all employees who are CPR trained in the district.

## **Disposal of Waste**

All used or potentially contaminated supplies (including gloves and other barriers) except syringes, needles and other sharp instruments, should be placed in a plastic bag which is sealed. The waste can then be thrown in the garbage. Needles, syringes and other sharp objects should be placed in an approved biohazard puncture resistant container, immediately after use and disposed of as regulated waste. Bodily waste, such as urine, vomitus or feces should be disposed of in the toilet. A band-aid, towel, sanitary napkin or other absorbed waste should be discarded into waste containers lined with plastic bags. Biohazard bags will be located in the nurse's office or through the custodial department. These should be used when blood or body fluids are liquid, semi-liquid, caked with dried blood or secretions, not absorbed into materials, or capable of releasing the substance if compressed and special disposal of such regulated waste is required. It is anticipated schools would encounter the need for this only in the case of a severe accident.

## **Housekeeping Guidelines**

Everyone is responsible for a clean and sanitary school environment, since it protects all of the staff and the students. Keeping the work areas clean reduces the employee's risk of exposure to bloodborne pathogens. The custodial staff has the principal task of maintaining a sanitary climate and they have all necessary equipment needed for proper clean up and disinfection. The following are guidelines for handling body fluid spills (e.g. blood, urine secretions, vomit, saliva, feces, pus, semen, and vaginal secretions).

Cleaning body spills on washable surfaces:

- Wear disposable or utility gloves, and
- Clean and disinfect all hard, soiled, washable surfaces immediately, cleaning with soap and water and removing contaminants before applying disinfectant

### ***(For small spills)***

- Use paper towels or tissues to wipe up soiled areas
- After soil is removed, use clean paper towels, soap and water to clean area
- Dispose of paper towels in a plastic bag
- Disinfect area

### ***(For large spills)***

- Apply commercial sanitary absorbent agent on soiled area
- After soil is absorbed, sweep all material into a plastic bag, taking care not to create any dust emissions
- Disinfect area with clean mop
- Disinfect mop and bucket

**Cleaning body spills on carpet/rugs:**

- Use industrial equipment and follow manufacturer's directions for shampooing and disinfecting
- Apply commercial sanitary absorbent agent on soiled area
- After soil is absorbed but still wet, sweep the spill toward the center of the spill, picking up the contents in a dust pan and disposing of in a plastic bag
- Vacuum with either wet vacuum extractor or a vacuum cleaner with high efficiency filter
- Spray the area with a white vinegar solution (1-ounce vinegar to one quart cool water)
- Blot the area repeatedly with white paper towels
- Rinse the area with clean cool water
- Disinfect area with a compatible disinfectant
- Apply a bacteriostatic rug shampoo
- Disinfect vacuum cleaner, dust pan, and brush

**Guidelines for cleaning and disinfecting equipment:**

- Clean and decontaminate all equipment and environmental surfaces as soon as possible after contact with blood or other body fluids.
- Use a registered EPA approved germicide.
- Remove and replace protective coverings such as plastic wrap and aluminum foil when decontaminating.
- Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pail and cans that have the likelihood for becoming contaminated.

- Always use mechanical means such as tongs, or brush and dustpan to pick up contaminated sharp; never pick up with hands even if gloves are worn.
- Place contaminated sharps in infectious wastes in designated containers.
- Handle contaminated laundry as little as possible with minimal agitation.
- Contaminated linen should be bagged on site and transported in red biohazard bags that prevent leakage. Label red bag with “laundry” prior to transport.
- Use appropriate personal protective equipment when handling contaminated laundry.
- Discard all regulated waste according to federal, state, and local regulations.

### **Guidelines for cleaning and disinfecting medical devices:**

- Wear disposable or utility gloves,
- Clean the device with soap and water to remove debris,
- Soak in appropriate chemical germicide for 15-20 minutes, and
- Rinse with water and allow to air dry thoroughly before reuse.

### **Cleaning Schedule**

A written schedule should be adopted for cleaning and decontamination of areas that may be susceptible to contamination with blood borne pathogens. These rooms may include, but are not limited to, health room, bathrooms, and self-contained special education classrooms.

### **Care of Students / Staff**

- When possible, students/staff should be encouraged to take care of their own injuries. Students/staff should be encouraged to apply pressure with their own hand, tissue, or bandage over a bloody nose or wound.
- If needed, ask the school nurse, paraeducator, athletic trainers and/or designated first responders.
- If you must assist, provide a barrier between your skin and the blood/body fluid of others. This can be done with gloves. A thick layer of paper towels or cloth can be used as a barrier if gloves are not readily available.

### **Exposure Incident**

An exposure incident is when a person’s mucous membrane, non-intact skin or parenteral contact comes in contact with another person’s blood or other potentially infected material. An exposure incident requires immediate washing/flushing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of non-intact skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately to a staff member if the person exposed is a student or visitor. First aid should be sought immediately and the parent or guardian (if a minor student) is notified, and the person exposed should contact a physician immediately for further health care instructions. When a school employee incurs an exposure incident, it should be reported as soon as possible to the employee’s supervisor and first aid care sought. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. The following steps will be taken once an employee has reported an exposure incident:

1. Detailed information concerning the exposure incident will be given by the exposed employee to the District’s occupational health carrier (Wheaton Occupational Medicine, 226 Bluebell Rd., Cedar Falls, IA 50613).

2. The exposed employee must sign a consent form for permission to release and exchange information with the exposed employee's medical provider.
3. If at all possible, the identification of the source individual and, if possible, the status of the source individual should be obtained, unless the employer can establish that identification is not feasible or prohibited by state or local law. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV/HCV infectivity. It must be noted that the results of the source individual's tests cannot be relied on solely. It is prudent to remember that HIV antibodies may not be detectable for a window of 6-12 weeks.
4. Direct the exposed employee to the District's occupational health provider at the time of the exposure incident for evaluation and to determine the need for HIV PEP. (Wheaton Occupational Medicine, 226 Bluebell Rd., Cedar Falls, IA 50613 if exposure occurs between 7:00 am and 5:00 pm, Monday-Friday. If the exposure occurs before 7:00 am or after 5:00 pm or on weekends/holidays, the employee should report to Sartori Emergency Department.) Follow-up for HBV and HCV infections also should be conducted. The Human Resource office must provide the healthcare professional with a description of the employee's job duties as they relate to the incident, and a report of the specific exposure, including date/time of exposure, route of exposure, and relevant employee medical records, including Hepatitis B vaccination status.
5. If a severe exposure occurs involving:
  - (1) a known infected individual; or
  - (2) copious amounts of blood or other infected materials; or
  - (3) if the exposed person is pregnant or suspected to be resistant to antiretroviral drugs, the CDC has new recommendations for post exposure prophylaxis.

Infected individuals should be placed on the HIV medications within one to two hours of exposure and remain on them until HIV testing is negative.

6. The results of the source individual's testing shall be made available to the exposed employee, provided the source individual has given consent and release for testing. The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
7. The exposed employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and instructions to report any related experiences to the appropriate personnel.
8. The District Human Resource Director shall obtain and provide the employee with a copy of the healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional will be instructed to limit their opinions to:
  - a. whether the hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following the incident;
  - b. whether the employee has been informed of the results of the evaluation; and
  - c. whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. All other findings or diagnoses will remain confidential and will not be included in the written report.

## **HBV Vaccinations**

The following is a list of job classifications grouped according to level of occupational exposure potential. All employees in category (1) will be given the opportunity to receive the HBV vaccinations.

- (1) Employees with exposure potential:
  - Administrators
  - Nurses
  - Secretaries (who are trained to administer first aid and/or medication certified)



- Playground associates, paraeducators regularly assigned to assist students with disabilities, and those associates trained to administer first aid and/or parenteral medication)
- Teachers in physical education and teachers in laboratory settings (family & consumer science, industrial technology, art and science) and teachers regularly assigned to playground and/or bus duties
- Coaches and athletic trainers
- Custodians
- Bus drivers
- Emergency-response team members (CPR/AED/First Aid certified in each building)

(2) All other staff approved volunteers have the option to receive post-exposure vaccination.

School staff members may decline the vaccination. However, if they do, they must sign a declination form. The employee may request and obtain the vaccination later and at no cost if the individual is employed in a category (1) position. If the school employee has previously received the vaccination series, a copy of the information should be submitted by the employee to the Human Resource Department for placement in the employee's confidential medical records.

### **Employee Training and Information**

Training for all employees should be:

- (1) conducted prior to initial assignment to a task where exposure may occur,
- (2) provided at no cost to the school personnel,
- (3) transacted during working hours, and
- (4) conducted at least once a year thereafter.

Additional training may be needed when tasks are modified or new tasks that involve occupational exposure to blood borne pathogens affect the employee's exposure. The person conducting the training must have knowledge of the subject matter, the information provided must be appropriate in content and vocabulary to the educational level, literacy, and language of the audience addressed.

An acceptable training will contain the following elements:

- A copy of or information on how to obtain the OSHA standard for blood borne pathogens regulations.
- Information on the epidemiology and symptoms of blood borne diseases; modes of transmission of blood borne pathogens.
- Modes of transmission of bloodborne pathogens.
- An explanation of the exposure control plan, including points of the plan, lines of responsibility, how the plan will be implemented, etc, and where it is located.
- Information on how to recognize tasks that might result in occupational exposure.
- A list of control measures and work practices which will be used in the school to control exposure to blood or other potentially infectious materials.
- Information concerning personal protective equipment available at the school, including the types, selections, proper use, location, removal, handling, decontamination, and disposal.
- Information on hepatitis B vaccination, such as safety, benefits, efficacy, methods of administration, and availability.
- Post-exposure evaluation and follow-up, including information on whom to contact and what to do in an emergency.
- Information on warning labels, signs and color-coding.
- Question and answer session on any aspect of the training.

This information and training may be conducted using a variety of learning modes, videotapes, written material, and lecture material. In most cases the school nurse will be responsible for the training.

## **Record Keeping**

The bloodborne pathogen standard requires that two types of records be kept for school employees who sustain an occupational exposure incident to blood or other potentially infectious materials: medical and training.

The medical record is confidential and separate from other personnel records. It is retained by the Human Resource office and includes the employee's name, social security number, hepatitis B vaccination status, including dates of vaccination, and any medical records relative to the employee's ability to receive the vaccination. If an occupational exposure incident occurs, results of examinations, medical testing, and post-exposure evaluation and follow-up procedures as well as the health care professional's opinion and a copy of the information provided to the medical professional should be included. The medical records must be kept confidential and maintained for at least the duration of the employee's tenure in the District, plus 30 years.

The training records are also to be retained and kept for three years from the date on which the training occurred and must be available to OSHA upon request. They should include:

- (1) the dates of the training sessions and the content,
- (2) the name and qualifications of the person presenting the training, and
- (3) the names and job titles of all those attending the training.

Upon request, both the medical and training records must be made available to the Assistant Secretary of Labor for OSHA. The training records must also be made available to the school employee upon request. The medical records can be accessed by anyone if the employee gives written consent.

## **References**

Centers for Disease Control and Prevention. Recommendations for prevention and control of hepatitis C virus (HCV) infection and HCV-related chronic disease. MMWR Morb. Mortal. Wkly Rep 1998; 47 (RR-19):1-39.

Centers for Disease Control and Prevention. Recommendations for preventing transmission of infection with human T-lymphotropic virus type III/lymphadenopathy-associated virus in the workplace. MMWR Morb. Mortal. Wkly Rep 1985:34:681-5; 691-5.

Champion, C. Occupational Exposure to Blood Borne Pathogens; Implementing OSHA Standards in a School Setting. NASN (2005).

**If you have questions, please contact the building Principal or nurse assigned to the building where you are assigned.**

## Post Exposure Incident Report / Follow-up

**To: Administration Office – Human Resources Department**

Promptly report all incidents of exposure to potentially infectious materials: blood, mucous, non-intact skin, vomit, and saliva

Name \_\_\_\_\_ Address \_\_\_\_\_  
 (exposed individual)

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Age \_\_\_\_\_

Social Security # \_\_\_\_\_ Date & time of accident \_\_\_\_\_

Building/site and location where incident occurred \_\_\_\_\_

Describe incident, nature of events and activity at the time of exposure **(be specific)** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of exposure (body areas affected) \_\_\_\_\_

\_\_\_\_\_

Injury report filed? Yes \_\_\_\_\_ No \_\_\_\_\_

Emergency response team contacted? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you consent to a blood test for HBV and HIV serological status? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Exposed Individual

Follow-Up

Post-exposure prophylaxis? Yes \_\_\_\_\_ No \_\_\_\_\_

Counseling? Yes \_\_\_\_\_ No \_\_\_\_\_

Evaluation of employee's physical condition (attach physician's report)

**CEDAR FALLS COMMUNITY SCHOOL DISTRICT**

**BLOODBORNE PATHOGENS  
EXPOSED EMPLOYEE  
ACKNOWLEDGEMENT AND RELEASE**

I, \_\_\_\_\_ (“Exposed Employee”), the undersigned, was involved in an Exposure Incident as described in Cedar Falls Community School District Policy/Regulation No. 402.9, on \_\_\_\_\_, 20\_\_\_\_. I was exposed to the blood or other potentially infectious material of \_\_\_\_\_ (“Source Individual”).

I understand that the Cedar Falls Community School District has obtained consent from the Source Individual for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV) infectivity testing in connection with the Exposure Incident. I further understand that the Source Individual has authorized the disclosure of these test results to me, and medical personnel responsible for my care and treatment, for my medical benefit and to others in accordance with applicable law.

I understand that I may be subject to laws and regulations concerning disclosure of the identity and infectious status of the Source Individual, such as laws protecting confidentiality.

Based on the above understandings, I hereby acknowledge that the results of the Source Individual’s testing have been made available to me. I also hereby acknowledge that the Cedar Falls Community School District has informed me of applicable laws and regulations concerning disclosure of the identity and infectious status of the Source Individual, including but not necessarily limited to those provisions set forth in the Attachment hereto. I release the Cedar Falls Community School District from any and all liability in connection with such test results and/or disclosure.

I have read this Bloodborne Pathogens Exposed Employee Acknowledgement and Release form, I understand its terms, and I have freely and voluntarily signed this document.

\_\_\_\_\_  
Signature of Exposed Employee or Legal Representative

\_\_\_\_\_  
Date

Name and Relationship of Legal Representative (if any): \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOL DISTRICT**

**BLOODBORNE PATHOGENS  
EXPOSED EMPLOYEE  
CONSENT, AUTHORIZATION FOR DISCLOSURE AND RELEASE AND  
EXCHANGE OF INFORMATION, AND RELEASE**

I, \_\_\_\_\_ (“Exposed Employee”), the undersigned, was involved in an Exposure Incident as described in Cedar Falls Community School District Policy/Regulation No. 402.9, on \_\_\_\_\_, 20\_\_\_\_. I was exposed to the blood or other potentially infectious material of \_\_\_\_\_ (“Source Individual”).

I understand that the Cedar Falls Community School District is required by law to attempt to obtain consent for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV) infectivity testing each time an employee is exposed to the blood or other potentially infectious material of any individual. I further understand that I have been exposed to such blood or other potentially infectious material and that testing for HIV, HBV, and HCV infectivity is requested to be conducted as soon as feasible. I recognize that the test to detect whether I have HIV antibodies is not completely reliable, and follow-up tests may be required. I further recognize that I have the option of consenting to HBV and HCV testing while declining the test for HIV, and my blood sample will be held for at least 90 days in the event I reconsider.

In addition, I understand that the results of these tests may be made available to me, and medical personnel responsible for my care and treatment, for my medical benefit and to others in accordance with applicable law (including the Cedar Falls Community School District). I further understand that I may revoke my authorization to disclose the test results at any time in writing, except to the extent that the Cedar Falls Community School District has taken action in reliance thereon. I recognize that such information may be potentially subject to redisclosure by the recipients.

In addition, I understand that the Cedar Falls Community School District is required by law to release and exchange information with medical personnel responsible for my care and treatment including, but not necessarily limited to, a description of my duties as they relate to the Exposure Incident, documentation of the route(s) of exposure and circumstances under which exposure occurred, medical records of the Cedar Falls Community School District relevant to appropriate treatment (including vaccination status), and the healthcare professional’s written opinion.

Based on the above understandings, I hereby voluntarily consent to testing for HIV, HBV, and HCV in connection with the Exposure Incident. I also hereby authorize the disclosure of the results of these tests, specifically including the HIV test, to the recipients described above, as well as the release and exchange of information with medical personnel as described above, which authorization shall expire upon the conclusion of the evaluation and follow-up procedures in connection with the Exposure Incident. I release the Cedar Falls Community School District from any and all liability in connection with such testing, disclosure, and/or release and exchange of information.

I have read this Bloodborne Pathogens Exposed Employee Consent, Authorization for Disclosure and Release and Exchange of Information, and Release form, I understand its terms, and I have freely and voluntarily signed this document.

\_\_\_\_\_  
Signature of Exposed Employee or Legal Representative

\_\_\_\_\_  
Date

Name and Relationship of Legal Representative (if any): \_\_\_\_\_

I have reviewed this Bloodborne Pathogens Exposed Employee Consent, Authorization for Disclosure and Release and Exchange of Information, and Release form, and refuse my consent for testing and authorization for disclosure of test results. I understand that by refusing to do so, I may have limited information to determine my potential for contracting the diseases described in this form.

Notwithstanding the above paragraph, I understand that the Cedar Falls Community School District shall release and exchange information with medical personnel responsible for my care and treatment in accordance with 29 C.F.R. section 1910.1030 and other applicable law.

\_\_\_\_\_  
Signature of Exposed Employee or Legal Representative

\_\_\_\_\_  
Date

Name and Relationship of Legal Representative (if any): \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOL DISTRICT**

**BLOODBORNE PATHOGENS  
SOURCE INDIVIDUAL  
CONSENT, AUTHORIZATION FOR DISCLOSURE, AND RELEASE**

I, \_\_\_\_\_ (“Source Individual”), the undersigned, was involved in an Exposure Incident as described in Cedar Falls Community School District Policy/Regulation No. 402.9, on \_\_\_\_\_, 20\_\_\_\_. My blood or other potentially infectious material provided the source of this exposure. Exposed employees include the following person(s): \_\_\_\_\_

I understand that the Cedar Falls Community School District is required by law to attempt to obtain consent for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV) infectivity testing each time an employee is exposed to the blood or other potentially infectious material of any individual. I further understand that an employee(s) of the Cedar Falls Community School District has been exposed to my blood or other potentially infectious material and that testing for HIV, HBV, and HCV infectivity is requested to be conducted as soon as feasible. I recognize that the test to detect whether I have HIV antibodies is not completely reliable, and follow-up tests may be required.

In addition, I understand that the results of these tests may be made available to the exposed employee(s), and medical personnel responsible for the care and treatment of the exposed employee(s), for the medical benefit of the exposed employee(s) and to others in accordance with applicable law (including the Cedar Falls Community School District). I further understand that I may revoke my authorization to disclose the test results at any time in writing, except to the extent that the Cedar Falls Community School District has taken action in reliance thereon. I recognize that such information may be potentially subject to redisclosure by the recipients.

Based on the above understandings, I hereby voluntarily consent to testing for HIV, HBV, and HCV in connection with the Exposure Incident. I also hereby authorize the disclosure of the results of these tests, specifically including the HIV test, to the recipients described above, which authorization shall expire upon the conclusion of the evaluation and follow-up procedures in connection with the Exposure Incident. I release the Cedar Falls Community School District from any and all liability in connection with such testing and/or disclosure.

I have read this Bloodborne Pathogens Source Individual Consent, Authorization for Disclosure, and Release form, I understand its terms, and I have freely and voluntarily signed this document.

\_\_\_\_\_  
Signature of Source Individual or Legal Representative

\_\_\_\_\_  
Date

Name and Relationship of Legal Representative (if any): \_\_\_\_\_

I have reviewed this Bloodborne Pathogens Source Individual Consent, Authorization for Disclosure, and Release form, and refuse my consent for testing and authorization for disclosure of test results. I understand that by refusing to do so, those employees who were exposed to my blood or other potentially infectious material will have limited information to determine their potential for contracting the diseases described in this form.

\_\_\_\_\_  
Signature of Source Individual or Legal Representative

\_\_\_\_\_  
Date

Name and Relationship of Legal Representative (if any): \_\_\_\_\_

## **Equal Employment Opportunity/Affirmative Action (401.2)**

Created: 9/8/2008

Last Revised: 09/28/2020

Last Reviewed: 07/11/2022

### **Selection for Employment and Assignments**

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment, and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

### **Employment Conditions**

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

### **Complaints of Discrimination**

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report (including a finding that the complaint was founded, unfounded, or inconclusive) will be forwarded to the complainant and to the alleged perpetrator.

### **Compliance Officer**

The executive director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the executive director of human resources is the alleged perpetrator, the associate superintendent for teaching and learning shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities.

### **Confidentiality**

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

### **No Retaliation**

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.



## **Corrective Action**

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

## **Notice**

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents, and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

## **Title IX: Discrimination and Harassment Based on Sex Prohibited**

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: Discrimination and Harassment Based on Sex Prohibited. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at [www.cfschools.org/about-us/TitleIX](http://www.cfschools.org/about-us/TitleIX)

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

## **Notification of Arrest, Criminal Charges, Child or Dependent Adult Abuse Complaints (401.18)**

Created: 06/08/2015    Revised: 08/08/2016    Last Reviewed: 07/11/2022

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees are arrested, have any criminal charges filed against them, receive a disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resources Department. Notification of the Human Resources Department should occur within five business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate District vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees will be responsible for the payment of a fine, penalty, or ticket incurred while operating a District vehicle. Other employees need not report such traffic tickets.

Employees must notify the Human Resources Department of any child or dependent adult abuse complaints filed against them. Employees must notify the Human Resources Department regarding the findings in any complaint against them alleging child or dependent adult abuse. The Human Resources Department should be notified of any complaints and findings within five business days of notification to employee.

Information relating to arrests, criminal charges and abuse complaints shall be treated as confidential and shall be maintained as part of the employee's personnel file.

Employees who do not notify the District as required by this policy may be subject to disciplinary action up to and including termination.

## **Harassment (401.3)**

Created: 8/13/2007    Last Revised: 09/28/2020    Last Reviewed: 07/11/2022

### **Purpose**

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic

background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment.

### **Sexual Harassment**

*General* – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

*Definition* – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

### **Harassment Complaint Procedures**

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report "including a finding that the complaint was founded, unfounded, or inconclusive" will be forwarded to the complainant and to the alleged perpetrator.

### **Compliance Officer**

The executive director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the executive director of

human resources is the alleged perpetrator, the associate superintendent shall be the alternate compliance officer.

### **Confidentiality**

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

### **No Retaliation**

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

### **Corrective Actions**

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

### **Notification**

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

### **Staff Development**

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

## **Title IX: Discrimination and Harassment Based on Sex Prohibited**

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at [www.cfschools.org/about-us/TitleIX](http://www.cfschools.org/about-us/TitleIX)

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

## **Drug and Alcohol-Free Workplace (402.12.1)**

Created: 06/11/1990      Last Revised: 08/08/2016      Last Reviewed: 07/11/2022

### **General**

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance in the workplace, or during work time 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, but is not limited to, 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 or designee shall give a copy of this policy to each employee engaged in the performance of federal grants. The superintendent or designee shall also notify the granting agency within 10 days after receiving notice of a conviction.

### **Programs**

The superintendent or designee 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.

### **Drug and Alcohol Policy and Testing Program for Non CDL Positions (402.12.3)**

Created: 02/09/2010 Last Revised: 08/08/2016 Last Reviewed: 07/11/2022

### **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: the use, sale, offering for sale, distribution, manufacturing, or possession of illegal drugs, controlled substances, imitation controlled substances or counterfeit controlled substances in the workplace;

- (1) any improper use of “legal” or physician-prescribed drugs in the workplace,
- (2) the use, sale, offering for sale, or possession of alcoholic liquor (beer, wine, or alcohol) in the workplace, and
- (3) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs in the workplace.

## **Application**

The portion 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.

## **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.

## **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).

## **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.

## **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 or 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.

## **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 eight 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.

## **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 six tests in the first 12 months following the employee's return to duty.

## **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/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/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.

## **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.

## **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.

## **Employee Requested Testing**

### 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, 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 of Education 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.

## **Responsibility for Personal Property (402.18)**

Created: 09/22/2008 Last Revised: : 08/08/2016 Last Reviewed: 07/11/2022

The District shall not be responsible for any lost, damaged, or stolen items of employee personal property brought onto school property or into school vehicles, nor shall the District be responsible for replacing, repairing or recovering such items.

## **Workplace Inspections (403.6)**

Created: 10/13/2008 Last Revised: 08/08/2016 Last Reviewed: 07/11/2022

Employees may be assigned desks, workspaces, lockers, or other storage areas, computers and electronic communications devices in connection with the performance of their job duties. These desks, workspaces, lockers, storage areas, computers and electronic communications devices are District property. The District retains the right to inspect these areas and devices including accessing, inspecting and reading anything stored in or on them at any time and for any reason, without notice, including checking for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in desks, workspaces, lockers, storage areas, computers and electronic communications devices or in any materials or data therein, including any personal property or information stored in such spaces or on such devices.

The District assumes no responsibility or liability for any items of employee personal property which are placed in or on desks, workspaces, lockers, storage areas, computers and electronic communications devices. Employees are not to store hazardous materials, weapons, controlled substances not validly prescribed for the employee, or alcoholic beverages on District property, except that a small container of spray commonly used for self-defense may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if the District conducts an inspection or examination under the terms of this policy, there will be at least two individuals present at the time of the inspection or examination. Similarly, except in cases of emergency, if it is reasonably believed that an employee has a prohibited item inside a personal belonging the employee will first be asked to open the personal belonging before the inspection proceeds.

## **Electronic Communication Systems (403.7.1)**

Created: April 9, 2001 Last Revised: 08/08/2016 Last Reviewed: 07/11/2022

### **No Privacy Expectation**

All of the District's automated and technology systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.

## **Computers Owned by the District**

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer. All software must be installed by the information technology department. Individual employees shall not download software, including screen savers. All software installed on District computers must be installed in the District's software inventory. The information technology department will catalog software and file all licensing agreements.
- Passwords need to be kept secure in a discreet location.

## **E-mail Usage Policy**

Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Unauthorized use of another user's name/account to access e-mail or the Internet is prohibited.

## **Internet Usage**

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. Employees are expected to access only educationally appropriate sites. The District has the ability and reserves the right to review records of use of the Internet.

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

## **Inappropriate Uses of Internet and/or E-mail**

The District prohibits the inappropriate uses of the Internet (including e-mail), including, but not limited to, the following:

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that improperly disparage the products or services of other entities.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.

- Creating, storing, accessing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server or gain unauthorized access to another's systems or materials.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
  - Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access and other use of the District's information technology systems may be monitored at any time, without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

### **Employee Use of Social Media (403.7.2)**

Created: 10/14/2013    Last Reviewed: 08/08/2016    Last Reviewed: 07/11/2022

The Cedar Falls Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including text, audio, video, images, podcasts, social networking websites including, but not limited to Facebook, Twitter, Instagram and similar sites now or in the future, and personal web pages or blogs, and electronic messaging, are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

### **District / Professional Use of Social Media**

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties shall be honest about his or her identity, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- An employee must identify himself or herself and position held with the District. Never create an alias or be anonymous.
- The "cfschools.org" address attached to an employee's name and/or email implies that he/she is acting on behalf of the District and, as such, employees are expected to conduct themselves in a professional manner.

- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District's system is subject to being monitored or inspected at any time.
- Employees must comply with District policy on *Use of Information Resources*.
- Absent parent permission, staff members may not share, send, or post pictures, text messages, e-mails or other material that personally identifies District students. Employees may not use images of students, e-mails, or other personally-identifiable student information for personal gain, profit, or any other non-school related purpose.
- Staff members shall not submit or post confidential information about the District, its students, alumni, or employees; one must assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- By their very nature, social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, staff must set and maintain social networking privacy settings at the most restrictive level.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if a post was deleted; staff must assume that a message or image which is posted or communicated can never be completely deleted.

### **Personal Use of Social Media**

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees when that speech in certain circumstances, such as the personal use of social media, interferes with the employee's ability to perform his or her duties or affects the District's ability to efficiently provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If an employee is participating on a social networking website, web page, and/or blog for personal use, the employee may identify himself or herself as an employee of the District. However, the employee must state that he/she is expressing personal opinions, not those of the District.
- If identifying oneself as a District employee, remember that one's actions will reflect not only on you, but also on the District.
- Staff shall never pretend to be someone else and submit or post information concerning the District.
- Staff shall not use the District's school logos or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website, or other personal web page to any District website or material.
- If submitting or posting information or comments that are not related to the District, a staff member's activities may still result in professional repercussions. Such actions include, but are

not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.

- While an individual does not have control of what others may submit or post on social networking websites; staff members must be aware that conduct in one's private life may affect one's professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to your status with the District.
- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any social networking website. This includes becoming "friends" on such sites. Employees should refrain from engaging in social interaction with current students enrolled in the District through personal pages on social networking websites and other personal web pages or electronic messaging.
  - Employees may use professional web pages that are created through the District and used solely for school-related purposes. Notify parents of intentions to use this media to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships must be followed.
- Staff members shall not provide personal contact information to students currently enrolled in the District. Only provide an official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, participating on any personal social media, regardless of whether such participation is through District or personal equipment shall be limited to professional purposes.

## **Disciplinary Action**

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he/she should consult his or her supervisor.

## **Transporting Students (403.13)**

Created: 10/13/2008    Last Revised: 08/08/2016    Last Reviewed: 07/11/2022

Generally, transportation of students for school purposes shall be in a school bus owned by the District and driven by a District school bus driver. In some cases, it may be more economical or efficient for the District to allow other employees or volunteers of the District to transport students in their personal motor vehicles or in a school district motor vehicle other than a school bus. Students may be transported in such vehicles by school employees or volunteers to activity events in which they are participants, or to their homes in case of illness or other emergency situations. In such situations, the employee or volunteer must have a valid Iowa driver's license and automobile liability insurance as required by law, and the vehicle should be in good operating condition and meet all applicable safety requirements.

School district employees or volunteers who transport students for school purposes in their personal motor vehicles or in school district motor vehicles must have the permission of the superintendent or designee. Where practicable, written permission of the parents/guardians of students who will be transported in such vehicles by school employees or volunteers will be obtained.

The District will advise parents/guardians and students in advance if transportation will not be provided by the District for a particular activity. If transportation will not be provided by the District, then the responsibility and

corresponding liability for any transportation to and from the activity shall rest solely with the students and their parents/guardians.

## **Substitutes (404.1)**

Created: 06/1965

Last Revised: 08/08/2016

Last Reviewed: 07/11/2022

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

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

## **Employee Health: Injury at Work (402.10)**

Created: 9/22/2008 Last Revised: 08/08/2022

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

It is the responsibility of the employee injured on the job to report the injury to the Superintendent or designee as soon as reasonably practicable. The employee, or a person on behalf of the employee, shall file an accident report with the District within 24 hours of the occurrence. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

## **Student Discipline (502.1)**

Created: 08/13/2007

Last Revised: 08/14/2023

### **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.

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

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

### **II. Definition of Misconduct**

Students will be disciplined for conduct which disrupts or interferes with an educational program, which disrupts the orderly and efficient operation of the school or school activity, which disrupts the rights of other students to obtain their education or participate, 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.

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**Physical and Sexual Abuse of Students by Employees (504.4)**

Created: 7/10/1989      Last Revised: 07/08/2019      Last Reviewed: 07/10/2023

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

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

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

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

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**Anti-Bullying/Harassment: Students (504.5.1)**

Created: 08/13/2007 Last Revised: 09/28/2020 Last Reviewed: 07/10/2023

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

The Board of Education prohibits harassment, bullying, hazing, or any other victimization of a student based on any of the following actual or perceived traits or characteristics of a student, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. (Pursuant to Code No. 500.0) The District also prohibits unlawful discrimination against its students, including discriminatory harassment on the basis of race, color, creed, sex, marital status, religion, national origin, disability, sexual orientation, gender identity, socio-economic status, or any other protected class identified in state or federal civil rights laws, which has the purpose or effect of creating an intimidating, hostile, or offensive education environment, unreasonably interferes with a student's academic performance, or affects a student's educational opportunities. Pursuant to Code 504.5.2 *Discrimination and Harassment Based on Sex Prohibited* the District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at [www.cfschools.org/about-us/TitleIX](http://www.cfschools.org/about-us/TitleIX)

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.)

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures including, but not limited to, suspension, exclusion, and expulsion. If, after an investigation, an employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including, but not limited to, termination of employment. If, after an investigation, a volunteer is found to be in violation of this policy, the volunteer shall be disciplined by appropriate measures including, but not limited to, exclusion from school grounds. All

reports of bullying/harassment will be documented and reported to the Iowa Department of Education as required by law.

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

- Places the person in reasonable fear of harm to the person or property
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic or work performance, or
- Has the effect of substantially interfering with the person's ability to participate in, provide or benefit from the services, activities, or privileges provided by a school

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

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

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

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

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

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

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

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

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

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

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

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

### **Discrimination and Harassment Based on Sex Prohibited (504.5.2)**

Adopted 08/10/2020 Last Reviewed: 07/10/2023

In accordance with Title IX of the Education Amendments Act of 1972, the Cedar Falls Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Equity Coordinators:

Equity Coordinator: Students  
Ms. Tara Estep, Executive Director of  
Enrichment and Special Programs  
Cedar Falls Community School District  
1002 West First Street  
Cedar Falls, IA 50613  
Phone: 319-553-3000  
Email: [tara.estep@cfschools.org](mailto:tara.estep@cfschools.org)

Equity Coordinator: Staff  
Dr. Adrian Talbot, Executive Director of Human  
Resources  
Cedar Falls Community School District  
1002 West First Street  
Cedar Falls, IA 50613  
Phone: 319-553-3000  
Email: [Adrian.talbot@cfschools.org](mailto:Adrian.talbot@cfschools.org)

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact a District Equity Coordinator.

## **Student Illness or Injury at School (507.2)**

Created: 01/27/2003 Last Revised: 08/14/2023

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 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 health care providers 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.

## **Emergency Plans and Drills (507.5)**

Created: 09/28/2009 Last Revised: 06/12/2017 Last Reviewed: 07/10/2023

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other emergencies are conducted each school year. Fire and tornado drills are conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1. Other emergency drills such as lock down, shelter in place, and off-site evacuation shall be conducted periodically.

Each attendance center will maintain a copy of the Cedar Falls Community School District Safe Schools Plan. The Plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

## **Electronic Technology Acceptable Use by Students (605.4)**

Created: 02/26/1996 Last Revised: 08/13/2018

In making decisions regarding access to the school district computers, computer network, the Internet, and other information resources, the Cedar Falls Community School District (CFCSD) considers the educational mission, goals, and objectives of the district. The ability to collaborate, communicate, think critically, and be creative online and in person is now fundamental to the preparation of citizens and future employees. Access to the school district computers, computer network, the Internet, and other information resources allows student access to unlimited amounts of materials, libraries, databases, bulletin boards, and other resources while exchanging creative ideas and images with people around the world. The CFCSD expects that faculty will appropriately use digital tools and resources throughout the curriculum and will provide guidance and instruction to students in their use.

All CFCSD students will receive an electronic account that includes access to email and online file storage. Students in lower elementary classes may be provided access through a classroom account. This account should primarily be used for educational purpose. As with all interactions on the Internet, students are expected to use these tools in a safe, legal, and ethical manner. CFCSD also



provides student wireless access in all buildings. CFCS D will not be responsible for any damage or loss of any student personal device. These are the expectations for this use of the CFCS D network with personal devices:

1. All students will use their own secure wireless login to access the network.
2. All student or non-CFCS D devices attached to the CFCS D network will have up to date security software that includes anti-virus and anti-malware programs.
3. Students who bring their own devices onto CFCS D property and use a non-CFCS D network to access the Internet is still bound by this policy.

Below is a list on unacceptable and unsafe behaviors for students. This list is not intended to be inclusive of all misuses.

1. Students will not access, review, upload, download, store, print, post, or distribute pornographic, obscene, sexually explicit material or that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption while on school property or while using school resources.
2. Students will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination while on school property or while using school resources without an approved educational/instructional purpose.
3. Students will not knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks while on school property or while using school resources.
4. Students will not engage in any illegal act or violate any local, state, or federal statute or law while on school property or while using school resources.
5. Students will not vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means will not tamper with, modify, or change the CFCS D Network software, hardware, or wiring.
6. Students will not take any action to violate the CFCS D Network's security, and will not disrupt the use of the system by other users nor gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct consent of that person.
7. Students will not post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user privately without permission of the person who sent the message.
8. Students will not violate copyright laws, usage licensing agreements, or another person's property without the author's prior approval or proper citation, including, but not limited to the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet or other information resources.
9. Students will not use the CFCS D Network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the CFCS D Network to offer or provide goods, services, or product advertisement.

Students will not use the CFCSO Network to purchase goods or services for personal use without authorization from the appropriate school district official.

CFCSO will provide ongoing age-appropriate instruction for students regarding Digital Citizenship. This curriculum will be designed to promote the district's commitment to:

- Respect and protect yourself
- Respect and protect others
- Respect and protect intellectual property

As a public organization, CFCSO is subject to open records laws for both student and staff email and network accounts. These accounts carry no expectation of privacy. Parents have the right at any time to investigate or review the contents of their child's accounts. Parents also have the right to request the termination of their child's individual account at any time. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.

The CFCSO defines intellectual property rights as a general term that covers copyright, registered designs and trademarks. Information users need to understand that authors resort to legal action when their works are infringed.

Plagiarism is the presentation of the thoughts, ideas, or words of another without crediting the sources. It is a form of academic dishonesty and may be grounds for disciplinary action. Students are expected to cite all sources they use. Copyright is a legal issue governed by federal law. Copyright extends to all forms of intellectual property, including print resources, web pages, database articles, images, and other works found on the Internet. The ability to legally use another's work depends on the following justifications: (1) the work is in the public domain; (2) the researcher has received permission from the copyright holder; or (3) the researcher asserts a right for fair use. Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. Fair use is determined on a case-by-case basis. Individuals are expected to make educated, good faith decisions in determining whether fair use applies in a given situation.

Students who violate one or more of the unacceptable uses will be subject to disciplinary action based upon the school's discipline policy. This may include structured/non-independent use of technology while on school property, suspension, reparation for damages, expulsion, and/or referral to local law enforcement.

The Cedar Falls Community School District has a filtering system in place that will monitor and log Internet activity as well as block unacceptable websites as reviewed by faculty, and/or administration. Although the Cedar Falls Community School District is taking reasonable measures to ensure students do not acquire objectionable material, the Cedar Falls Community School District cannot guarantee that a student will not be able to access objectionable material on the Internet. If a student accidentally accesses unacceptable materials or an unacceptable Internet site, the student should immediately report the accidental access to an appropriate school district official.

The proper use of the Internet and other information resources, and the educational value to be gained from proper use of the Internet and other information resources, is the combined responsibility of students, parents and employees of the school district.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate. An age-appropriate interpretation of this policy will be made available for students and families.