



2025-2026
Cedar Falls High School
Student Handbook

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The 2025-2026 Cedar Falls High School student handbook is considered a working document and changes, additions, and/or deletions may have occurred following the publishing of this document. It is the student's responsibility to familiarize themselves with the content of the student handbook. The updated Student Handbook will be maintained on the Cedar Falls High School [website](#).

CEDAR FALLS HIGH SCHOOL: MISSION

The mission of Cedar Falls High School is to provide a cooperative community where all students develop skills and attitudes to become **lifelong learners** and caring, responsible citizens.

We envision Cedar Falls High School to be a place where:

- Mutual respect is modeled.
- Our shared beliefs and actions create a safe, cooperative, and caring learning environment.
- Open and active communication builds a community of learners.
- Lifelong learning and adaptability skills are promoted.
- Technology enhances and advances learning.
- All work together to achieve the Vision and Mission of Cedar Falls High School.

EDUCATIONAL PROGRAM AND EMPLOYMENT NON DISCRIMINATION STATEMENT

It is the policy of the Cedar Falls Community School District not to illegally discriminate in either: its educational programs on the basis of race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, or disability; or its employment practices on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ethnic background, age, disability, or genetic information. There are grievance procedures for processing complaints of discrimination. Any student who believes the district's Equal Educational Opportunities for Student's Policy, Title IX, Title VI, The Americans with Disabilities Act (ADA), and Individuals with Disabilities in Education Act (IDEA) Section 504 have been violated shall notify the building Principal, supervisor, or the Associate Superintendent for Instruction and Learning. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Dept. of Education, Kansas City, MO or the Iowa Dept. of Education Des Moines IA. Inquiries by applicants and employees regarding compliance with Equal Employment Opportunity and Affirmative Action, including but not limited to complaints of discrimination, should contact Amber Younglut, Director of Human Resources, James L. Robinson Administrative Center - 1002 West First St. Cedar Falls, Iowa, 50613 - (319) 553-2428. 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 U.S. Dept. of Education.

CFHS DAILY SCHEDULE

Students are expected to not block traffic by congregating in the hallways before school and to allow for easy passage for all students and staff. Students are not to sit on the floor after 7:50 AM Adequate seating and breakfast is available each morning in the cafeteria before school begins.

Monday / Late Start Schedule		
8:55 - 9:20	Student Support / Detention With an individual teacher or administrative assigned	
8:40 - 9:20	Early Bird	
9:25 - 9:56	Period 1	
10:00-10:31	Period 2	
10:35-11:08	Period 3 (+3 minutes for announcements)	
11:12-11:42	Tiger Time	
11:46-1:10	4A	Lunch A: 11:46-12:16
	4B	Lunch B: 12:13-12:43
	4C	Lunch C: 12:40-1:10
1:14-1:45	Period 5	
1:49-2:20	Period 6	
2:24-2:55	Period 7	
3:00 - 3:50	Student Support / Detention Monday - Thursday in the Tiger's Den and/or with an individual teacher or administrative assigned Alternative Learning Time (ALT) Monday - Thursday in the assigned teacher's classroom	

Tuesday-Friday Schedule		
7:25-7:50	Student Support / Detention With an individual teacher or administrative assigned	
7:10-7:50	Early Bird	
7:55-8:41	Period 1	
8:45-9:31	Period 2	
9:35-10:22	Period 3 (+3 minutes for announcements)	
10:26-10:56	Tiger Time	
11:00-12:25	4A	Lunch A: 11:00-11:30
	4B	Lunch B: 11:28-11:58
	4C	Lunch C: 11:55-12:25
12:29-1:15	Period 5	
1:19-2:05	Period 6	
2:09-2:55	Period 7	
3:00 - 3:50	Student Support / Detention Monday - Thursday in room 801 and/or with an individual teacher or administrative assigned Alternative Learning Time (ALT) Monday - Thursday in the assigned teacher's classroom	

CFHS Alternative Schedules

AM Assembly (if it falls on a Monday)		AM Assembly (if it falls on Tues-Fri)		PM Assembly Schedule	
1st	9:25 - 9:50	1st	7:55 - 8:34	Period 1	7:55 - 8:41
2nd	9:54 - 10:19	2nd	8:38 - 9:17	Period 2	8:45 - 9:31
3rd	10:23 - 10:50 (+2 min for announcements)	3rd	9:21 - 10:02 (+1 min for announcements)	Period 3	9:35-10:23 (+3 minutes for announcements)
Tiger Time	10:55 - 11:45 Assembly	Tiger Time	10:06 - 10:56 Assembly	Tiger Time	10:27-10:57
Periods 4-7: Regular Monday Times		Periods 4-7: Regular Tuesday - Friday Times		Period 4	11:00 - 12:25
				Period 5	12:29 - 12:56
				Period 6	1:00 - 1:28
				Period 7	1:32 - 2:00
				Assembly	2:05 - 2:55

Half-day AM Schedule	
Period 1	7:55-8:19
Period 2	8:23-8:47
Period 3	8:51-9:18 (w/ announcements - 27 min)
Period 4	9:22-9:46
Period 5	9:50-10:14
Period 6	10:18-10:42
Period 7	10:46-11:10

CEDAR FALLS HIGH SCHOOL POLICIES

This CFHS Student Handbook is intended for our students and their parents to help understand the policies and procedures of Cedar Falls High School. We believe that effective communication between the school and home is extremely important for student success. When the school, parents, and students cooperate and share expectations, we believe students have the best opportunity to reach their full potential.

We welcome and encourage parents and/or guardians to visit our school and take an active role in our students and their education. All visitors are asked to check in at the main Administrative Offices with their ID using the Raptor visitor monitoring system to check individuals entering our school buildings.

The following information may be released to the public in regard to any individual student of the Cedar Falls Community School district as necessity or desirability arises:

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

Any student, parent, or guardian not wanting this information released to the public, must make their objection in writing to the Principal in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

ATTENDANCE POLICIES

We expect all students to attend school every day. The complete [CFHS Attendance Guidelines document](#) is also available in the Attendance Office. **Parents/guardians are requested to notify the school Attendance office of absence before school begins**

- Calls/emails should be made for each day of a student's absence. **P:** (319-553-2504) **E:** lynn.patterson@cfschools.org
- The school will also accept a note (physical or electronic) from the parent/guardian on the day following the absence.
- When it is known in advance that a student will be absent from school, arrangements should be made with the Attendance Office, the student's teachers, and their Associate Principal. This is not a guarantee that school work will be provided with the advanced notice or that the absences will be approved.

1. Reporting Absences

- **Regular Attendance Importance:** Regular attendance and punctuality are essential for academic success and personal development.
- **Parent Notification:** Parents should call the school office at 319-553-2500 between 7:00AM -3:00PM to report a student's absence. Calls should be made for each day of a student's absence. If no call is received, the school may contact the parent to confirm the absence.

2. Unexcused Absences and Interventions

*Days listed below are for unexcused (non-exempt) absences.

*Note: all communication below **must** be documented in PowerSchool.

- **8 Days:** A letter will be sent to parents documenting the attendance concerns. This communication should be documented in PowerSchool and a copy of this letter should be retained to provide to the county attorney if attendance does not improve.
- **12 Days:** An engagement meeting between parents and school personnel will be scheduled to discuss the attendance issues. An attendance plan will be established, which includes steps to improve attendance. The letter and attendance plan should be shared with the county attorney.
- **18 Days:** At this point, the student is considered "chronically absent," having missed 10% of the school year. The county attorney may follow up with the parent/guardian. All attendance letters and documentation need to be shared with the county attorney.
- **24 Days:** A second engagement meeting will be scheduled to review the attendance plan and discuss further steps. The letter and updated attendance plan should be shared with the county attorney.
 - **Required:** Weekly monitoring thereafter and a school official must contact participants at least once per week to discuss attendance and progress of the plan.
- **36 Days:** The student is considered "truant" by state definition, having missed 20% of the school year. The county attorney will be notified that the child is now officially truant. **The county attorney shall enforce truancy law.**
 - If a student is open enrolled, CFCSD may prohibit continued enrollment and deny future enrollment.

3. Excused Absences (Exempt by SF 2435)

Valid reasons for absences as confirmed by school administrators are:

1. Excusal by court
2. Attending religious services
3. Legitimate medical reason with documentation (school nurse can provide documentation)
4. Child sent home from school due to illness or injury by school nurse or designee
5. Serious illness, death, or funeral of a family member or close friend
6. Absences outlined in a student's IEP or 504 plan under the federal Rehabilitation Act
7. Emergencies calling for the services or presence of pupils at home
8. Medical or dental appointments (arrangements to be absent from school should be made in advance in the office and students will be excused 30 minutes prior and 30 minutes after scheduled appointments.)
 - **Medical Documentation:** Should include specific information, including dates for the absence, and be submitted to the school office.

Note: The following attendance codes automatically count students "present" due to having legitimate educational value:

1. School Sponsored Activity Participation - AE
2. Suspension, In-School - SI
3. College Visit - CV (Secondary)
4. Counselor's Office (Secondary) - CO
5. Nurse's Office (Secondary) - NO
6. Principal's Office (Secondary) - PO
7. School Agency (Secondary) - SA

8. School Related (Secondary) - SR

4. Attendance Records and Tardies

- **Record Keeping:** The school will maintain accurate records of all student attendance and tardies.
- **Excused Absence Determination:** The school administration will determine if an absence is excused based on the provided guidelines.
- **Parent Notification:** Parents may receive a letter detailing the number of excused absences and dates, so they are aware of the student's attendance status.

5. Elementary and Secondary Level Absences

- **Elementary Level:**
 - **Half-Day Absence:** A student arriving after 10:00 AM or leaving before 2:30 PM (12:30 PM on Wednesday) will be recorded as a ½ day absence.
 - **Tardiness:** Parents will be notified after eight (8) tardies. Continued tardiness may lead to further interventions.
- **Secondary Level:**
 - **Period-Based Absences:** Absences will be calculated based on periods missed, divided by seven. This ensures accurate tracking of partial-day absences.
 - **Tardiness:** Notifications of tardies will be at the discretion of the administrator

6. Health Office and Leaving During School Day

- **Illness During School:** Students who become ill during the school day must report to the School's Health office. They will be assessed, and if necessary, sent home.
- **Leaving the Building:** Students must check out at the Main/Attendance Office when leaving the building during the school day and check in again upon returning. Leaving without permission is considered unexcused.

7. Legal and Policy References

- **Iowa Law Requirements:** Students are required by Iowa law to attend school regularly until they reach the age of sixteen by September 15 of that year.
- **Chronic Absenteeism and Truancy:**
 - **Chronic Absenteeism:** Defined as missing 10% or more of school days for any reason, excused or unexcused.
 - **Truancy:** Truancy is defined as having unexcused absences on 20% or more of school days.
 - **Consequences for Truancy:** According to Iowa Code Section 299.6, violations can result in community service, fines, or imprisonment for parents or guardians who fail to ensure their child's attendance.
- **Board Policy 501.6:** Students must attend school unless excused by the building administrator. Unexcused absences can lead to disciplinary action.

- **Board Policy 501.3:** Parents must ensure their children, aged six to sixteen by September 15, attend school. Exceptions include graduation, religious services, private or nonpublic schooling, medically excused, and court excusals.

8. Contact Information

- **County Attorney Contact:**
 - Brian J Williams
 - Phone: 319-833-3001
 - Email: bwilliams@co.black-hawk.ia.us

9. Additional Resources

- **Iowa Code Chapter 299 Compulsory Education:** For more detailed information on compulsory education laws. You can access the full document ([Justia Law](#)).
- [Iowa Code Chapter 299: Compulsory Education](#)

*A parent/guardian has up to 48 hours to correct their child's attendance if the attendance has been taken.

Truancy Responses for Non-Compulsory Attendance (students over age sixteen by September 15th of the current school year)

Credit Earning Ability and Enrollment:

- Board Policy 501.6 states that repeated trancies may result in loss of credit and possible exclusion from school.
- Any course with 6 trancies or 12 total absences (excused + unexcused) per semester may result in the loss of course credit obtainment determined by the administration.
- If a student's course load drops below 5 courses due to attendance violations, the student will no longer remain eligible for enrollment at CFHS until the next semester.

Iowa Law:

- Pursuant to Iowa Code Reference 299.1B, and Administrative Code 761-615.23(2) juveniles under the age of 18 who have not completed their high school education and are not enrolled in school will have their license revoked by the Iowa Department of Transportation.

Truancy Responses for Compulsory Attendance (under age sixteen by September 15th of the current school year)

Credit Earning Ability:

- Any course with 6 trancies or 12 total absences (excused + unexcused) per semester may result in the loss of course credit obtainment determined by the administration. Due to Iowa's compulsory attendance law, the student will still be required to attend that class each day.
- Courses required for graduation will need to be repeated the following year. For example, a 10th grader who does not earn credit for English 10 will need to repeat the course with 10th graders as an 11th grader).

Iowa Law and Board Policy:

- Under Iowa law, Iowa Code 294.4, it is a criminal offense when parents or guardians do not ensure that their children attend school on a regular basis. Truant students may be reported to law enforcement officials.
- Board Policy 501.3 states that it is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the student may be referred to the county attorney.

Reporting Total Absences to Black Hawk County Attorney's Office (Unexcused)

- When a student within compulsory attendance age reaches eight (8) total days of unexcused absences in a semester, a letter may be sent home documenting attendance totals. A copy will be sent to the Black Hawk County Attorney's Office.
- When a student reaches twelve (12) days of unexcused absences in a semester, another letter may be sent home documenting attendance totals and requesting an Attendance Meeting. The school is required to send a copy to the Black Hawk County Attorney's Office so they may follow up with the parent/guardian.
- When a student reaches twenty (20) days of unexcused absences in a semester, the school is required to notify the County Attorney's Office so they may make determination on prosecution.

DETENTION POLICY FOR TARDINESS / TRUANCY

All students are expected to be on time for all their classes each day. The following policy establishes the minimum standards and expectations regarding attendance and tardiness to class.

- Each unexcused tardy to **1st-period class** will result in a **25-minute detention assigned by the Associate Principal**.
- Each unexcused tardy to **2nd - 7th periods** will result in a **25 minute detention assigned by and served with the student's individual teacher before/after school OR serve in the afternoon in room 801**. Teachers may develop more stringent standards and consequences as needed and will explain those to their class.
- Unexcused tardiness to a class of **more than 10 minutes** will result in an **unexcused absence** from that class. **Each unexcused absence (truancy) from a class will result in a 50 minute detention.**
- A student who leaves class during instruction time and takes longer than 10 minutes to return may be reported as truant and be assigned detention.
- On the first Monday of every month, student detentions will be reviewed monthly by the administration to determine if a student loses their release privileges. Reinstatement of the release will be approved by the administration.

Detentions may be served in the following ways:

- M-F: before school with an individual teacher for academic support (7:25 AM to 7:50 AM). The student must communicate with the attendance secretary AND the teacher that they are reporting to count the detention.
- M-F: after school in room 801 or with an individual teacher for academic support (3:00 PM to 3:50 PM) The student must communicate with the attendance secretary AND the teacher that they are reporting to count the detention
- On the days of faculty meetings, students are not able to serve detentions in the PM.
- Student requesting a meeting with their Associate Principal to create a plan to serve detentions that may include perfect attendance incentives or school campus volunteering determined by administration.

Detention expectations:

- Students are expected to sign in and bring homework to study or reading materials when serving, cell phones, talking, or watching non-educational videos are not permitted.
- If the student fails to complete the assigned detention they may be subject to additional consequences including assigned additional detention, in-school suspension, loss of release privileges, and/or participation in after-school events.

In order to be eligible for school events such as prom, homecoming, and commencement, students must be in good standing with the school and have all fines, fees, and detentions satisfied.

LEAVING SCHOOL DURING THE DAY

Once a student is at school, the approved ways to leave school without being counted unexcused are:

- 1) Check out through the **Nurse/Health Office** (Room 1307) Nurses, or the Health Assistant (319) 553-2627.
- 2) Check out through the **Attendance Office** (Located within the Activities Office Lynn Patterson (553-2500).

Students must ask for a yellow permission pass from the Attendance Office to leave the building. It is the student's responsibility to get the yellow pass sometime during the day before leaving the building. The Attendance Office does not deliver passes. The yellow permission pass should be signed and a time noted by the place of the appointment to verify the absence. If students are attending a medical appointment, they are encouraged to bring a signed note back to school from their doctor's office.

ABSENCES NEEDING PRIOR APPROVAL

When a student plans to be out of school for **more than two school days**, the following steps should be followed:

- 1) A parent or guardian must notify the Attendance Office in advance of the absence.
- 2) The Attendance Office will provide the student with a Prior Approval Form.
- 3) The Prior Approval Form must be taken to each teacher for notification. If a teacher determines that the student's classroom progress or attendance is unsatisfactory, or that the student's absence will unnecessarily disrupt planned class instructional activities, that teacher may designate that information on the Prior Approval Form. Efforts will be made to communicate this information to the student's parent or guardian.
- 4) Students or parents notifying their student's teachers without a prior approval form does not meet the Prior Approval requirements.
- 5) The Prior Approval Form must be returned to the Attendance Office before the absence. **Prior approvals will not be accepted on Semester test days. All students must attend semester test sessions as scheduled. Any exceptions must be approved by the high school principal.**

STUDENT ACTIVITY ATTENDANCE REQUIREMENTS

Students involved in school activities (i.e. athletics, cheerleading, drama, music, etc.) must attend school the **last three consecutive class periods** at the end of the day in order to practice or participate that day. School-related absences do not apply. Release periods do not count as consecutive class periods. Any exceptions must be approved by the Activities Director, Mr. Urbanek.

COOPERATIVE EDUCATION

Cooperative Education (CO-OP) students must notify the Attendance Office by 7:30 AM each day that they are absent from school. CO-OP Students must also notify their CO-OP Coordination teacher and employer.

STUDENT CONDUCT / DISCIPLINE

[Board Policy 502.1 - Student Discipline](#)

These policies and procedures have been developed to ensure a safe and positive learning environment for both students and staff. When disciplinary action is required, our objective is to educate students while focusing on self-discipline and ensuring responsible student behaviors for the future.

The administration reserves the right to administer the student conduct/discipline policy in a manner that will maintain an orderly and efficient operation of the school and its educational programs.

Consequences include:

Warnings: A student may be warned by a teacher, another staff member, or administrator that the activity they are involved in may not be appropriate and that similar behavior may result in further behavioral consequences.

Detentions / Restriction: Detention time may be assigned by teachers and/or administrators for violations of school rules. Detentions assigned by individual teachers must be served with that teacher or teacher team. Students may be assigned to the Alternative Learning Time (A.L.T.). Detention time may include completion of Alternative Learning Time or other assigned work. Detention time may be scheduled before school or after school. Failure to report for assigned detention time may result in assignment to the A.L.T., In-School, Out-of-School suspension, or referral to the Behavior Intervention Center.

Probationary Suspension: A probationary suspension is the most severe administrative warning that may be issued before a student is removed from class time. The student will not be excluded from class for a probationary suspension but repeated violations of student misconduct may result in suspension from school.

Suspensions: Suspensions (In-School, Out-of-School, or Behavior Intervention Center - BIC) may be assigned by an administrator and may include completion of Alternative Learning Time, or other assigned work. In-School suspension may be served in the Intervention Room (room 827). Efforts will be made to have all suspensions served In-School and/or the B.I.C. so as not to disrupt the educational process and to allow for more supervised and instructional disciplinary consequences. Suspensions may range from one class period to several days. Parents and teachers will be notified of a suspension.

Expulsion/Exclusion from School: The Cedar Falls Community Schools Board of Education may expel or exclude a student from school for a violation of school rules and policies approved by the Board of Education, and/or when the presence of that student is considered to be detrimental to the educational process (Board Policy 502.1)

STUDENT MISCONDUCT/BEHAVIOR

Student misconduct/behavior including, but not limited to infractions listed below, or as specified by the administration and/or included in this Student Handbook.

1. **Possession of weapons and other dangerous or illegal items** may result in disciplinary action including suspension with referral to the CF Police and/or possible recommendation for expulsion/exclusion. Students bringing a firearm to school shall be suspended, excluded, and/or expelled. Look-alike or toy weapons should not be brought to school and may be handled with similar consequences.
2. **Theft/Vandalism** may result in a suspension/expulsion/exclusion from school with possible referral to the CF Police and the student being held responsible for any cost of damages.
3. **Insubordination, Inappropriate Behavior, and/or Inappropriate Language** may result in either a verbal warning or detention time assigned and/or may lead to suspension from school, and/or possible recommendation for expulsion/exclusion from school.
4. **Bullying, Harassment, Hazing, or Initiations:** Harassment, bullying, and any physical, verbal, and/or social media abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district also has the authority to report students violating this policy to law enforcement officials. ([See Board Policy 504.5 \(Anti-Bullying/Harassment: Students\)](#))

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or Administration to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor, or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or written or what the harasser or bully did;
 - provide witnesses to the harassment or bullying;

- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes the conduct of a verbal, written, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Students may file an initial complaint of harassment by contacting either the building principals, (319-553-2500), or the Secondary Education Director, Eric Rosburg at 319.553.3000. See the Board Policies Handbook for the complete policy #504.4, #504.5.

6. **Controlled Substances:** Students who use, possess or distribute any kind of drugs, look-alike drugs or paraphernalia, or alcohol will be suspended from school pending investigation by the administration and/or CF Police and/or a conference with a parent. All students' prescribed medications must be kept in the Health Office (*see Health Office for further clarification*). This policy includes all school-sponsored activities whether on or off school grounds. Students convicted of using or distributing drugs or alcohol at school or school-related activities may be recommended for expulsion/exclusion to the Board of Education. Possession, use, purchase/sale/distribution, or being under the influence of beer, wine, alcohol, and/or of an unauthorized controlled substance may also be reported to the local law enforcement authorities.
7. **Tobacco Policy:** Students who smoke, chew, possess tobacco or look-alike tobacco products, or e-cigarettes ("vaping") on the school property including all school-sponsored activities whether on or off school grounds may be suspended. The distribution, dispensing, possession, and use of e-cigarettes, vapor products, and/or any other alternative tobacco/nicotine products are also prohibited, unless with physician authorization. The use, purchase/sale/distribution, or being in possession of cigarettes, tobacco/nicotine, or tobacco/nicotine products for those under the age of eighteen, may be reported to the local law enforcement authorities and may lead to prosecution by law enforcement.
8. **Dress/Accessory Code:** The CFHS staff believes that our dress code can help prepare our students to be successful in the "real world" of work after high school. We realize that attire acceptable outside the school setting may not be considered appropriate for the school building and as such should not be worn to school. Student attire may not unreasonably infringe on the rights of others to benefit from a productive educational environment. The major responsibility for appropriate dress, grooming, and accessories rests with the student and his/her parent/guardian. Students are expected to wear clothing appropriate for school and that does not produce disruption to the educational process or will be required to make changes to their attire. (See "[Dress Code At-a-Glance](#)")

Students not in compliance with our dress code policy will be alerted by a teacher, administrator, or other staff member and asked to correct the situation. Students will be expected to make the appropriate changes with missed classroom time to be made up. Repeat offenders may face additional consequences including detention time and/or suspension from school with parent notification. The administration may take further steps to ensure that no attire, grooming or adornment causes a disruption to the educational process.

- During the school day, CFHS students are expected to dress and groom themselves in a way that is neither offensive nor distracting to students and/or faculty. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Faculty members are permitted to specify a dress code for field or activity trips.
- Clothing must serve the purpose of privacy. Clothing must cover genitals, back, chest, abdomen/midriff, and bottom, for all students. No undergarments should be visible. Sleeveless shirts are acceptable. All shirts or tops must have a strap that covers at least one shoulder. Shoes or sandals must be worn at all times. CFHS staff will have discretion in determining if the dress code is violated.
- The following clothing, or other apparel or body markings, may not be worn: clothing, or other apparel or body markings which promotes illegal use by minors such as alcohol, tobacco, or drugs; clothing that displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, reference to subversion or other messages which are interpreted as being inappropriate or offensive.
- In addition, clothing that calls undue attention to anatomical details may not be worn. Examples include but are not limited to see-through or revealing shirts, skirts or shorts, midriff-baring tops, tube tops, backless tops, open mesh clothing without acceptable clothing underneath, sagging pants, or clothing with holes in inappropriate places which show undergarments.
- Chains are not allowed (a pocketbook chain will be permitted provided the chain is not more than twelve inches long or greater than a quarter of an inch in diameter). No spiked or dangerous-looking jewelry may be worn. Students may wear hats, beanies, and religious headwear if needed. The hoods on hoodies are not allowed to be worn within the school building or at school events. Headphones are permissible based on staff discretion. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

9. Student Use of Personal Electronic Devices Policy: 503.9

To support in-person learning and social development, students may not use personal electronic devices during instructional time, defined as bell-to-bell classroom instruction. This includes cell phones, earbuds, smartwatches, and similar devices. All personal devices must be turned off or silenced, stored out of sight, and not physically on the student during class.

District devices will be provided as needed for instruction. If a parent or guardian needs to reach a student during class, they should contact the school office.

Smartwatches may be worn, but misuse of smartwatches will be considered a violation of the policy. These devices must not be used for communication or display alerts during instructional time.

Exceptions are made for students with an IEP, Section 504 plan, or Individual Health Plan (IHP). Parents may request an exception through building administration if there is a legitimate mental or physical health reason tied to the student's MTSS plan. Appeals may be made to the superintendent or designee.

Improper use of personal devices may result in disciplinary action, up to and including suspension or expulsion.

In accordance with Policy 902.2, in an emergency, parents are asked to contact the school office to communicate with their student(s).

10. Enforcement of Personal Electronic Device Policy

All district staff are empowered to enforce the policy on personal electronic devices. During instructional time, devices must be silenced or off, not visible, and not on the student's body. Devices should be stored in backpacks or in a designated location. Staff may set additional classroom-specific procedures. If a student is seen using a device during class, administration will be notified, and the device will be secured in the front office until the end of the day. The district is not responsible for lost, stolen, or damaged devices. On a first violation, the student may retrieve the device at day's end, and parents will be notified. For further violations, the device will only be returned to a parent/guardian after a meeting to develop a plan for future compliance. Refusal to hand over a device may result in the student being sent home, and repeated violations may lead to additional disciplinary action.

11. Electronic devices are not allowed in class without teacher permission.

The goal of this rule is to promote the responsible use of cell phones and similar electronic devices in an appropriate manner while maintaining a productive learning environment. An electronic device includes iPads, laptops, cell phones, and electronic planners, and any wireless devices that can send and receive data or information. Any use of devices in the classroom must be approved by the classroom teacher and/or included as part of a student's documented plan.

- Cell phone use in the classroom is NOT permitted. Cell phones are not permitted to be on a student's body (i.e. pocket) while in the classroom. Cell phones will remain in student backpacks, lockers, or handed into the teacher. If there is a circumstance where cell phones are permitted in the classroom, it must be related to instructional purposes only and explicitly approved by the teacher. Otherwise, cell phones must be on silent, in your school bag, and not on the body.
- Cell Phone use is not allowed in locker rooms, restrooms, assigned study halls, or the learning lab.

Students on release are allowed to use the phones in designated areas only, including the cafeteria and outside the building.

If a phone is confiscated, staff will take every reasonable precaution with the phone. If damage or loss occurs, the school cannot be held responsible. Ultimately, if the student is concerned with the safety of the phone, he/she should leave it at home or assume the potential risk of damage or loss.

Consequences of Electronic Device Misuse:

Teacher completes a Cell Phone Policy Violation Form to refer the student to administration. The student's associate principal will arrange for a 3-week cell phone check-in plan. The student will turn their phone into the main office each morning at 9:15 AM Mondays for pick up after 2:55 PM, and 7:45 AM on Tuesdays through Fridays for pick up after 2:55 PM.

10. Public Displays of Affection: It will be a violation of conduct for students to demonstrate overt displays of affection at school or at school activities. This includes but is not limited to embracing, kissing, or other physical contacts inappropriate for school.

ACADEMIC DISHONESTY

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as your own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to:

- looking at another student's answers, or using a "cheat sheet" during a test; or, providing other students with the means to copy answers;
- downloading material from another source and representing it as your own without citing sources or crediting the author;
- copying in any form another person's work (ie: computer program, software file, online site, homework, etc.) and representing it as your own;
- submitting work received through purchase, copy, or transfer as your own;
- copying text in any form from a source, without proper citation, and submitting as your own;
- falsifying, or attempting to alter, course grades, test grades, rank in class, grade point average, credits earned, or other confidential information about yourself or others;
- acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means.

Students determined to have been academically dishonest are subject to disciplinary action and alternative learning activities. Depending on the severity of the offense and the number of offenses, offenders may be subject to loss of credit for a project or test, loss of class credit, suspension, and/or Exclusion/Expulsion from school.

DISABLING PRODUCTS

Any student who possesses and/or discharges a “stink” bomb, Mace, pepper spray, any noxious substance, or other disabling products on or adjacent to school property or at a school event will be subject to disciplinary actions.

Possession or use of these devices or substances is reckless conduct which:

- a. can cause fear, mass alarm, disturbance, disruption, and bodily injury;
- b. endanger the health and safety of students and staff by exposing them to debilitating odors which these devices and substances can emit;
- c. may cause the evacuation of any area of the school, thereby imposing additional risks while emergency measures are used to exit the school.

Any student who possesses, uses, or threatens to use these devices or substances, or acts in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent commits gross misconduct. Disciplinary action may include any or all of the following, depending upon the nature and severity of the disabling products and the circumstances of their possession and/or use or threat to use:

- Detention / Restrictions and/or Suspension;
- Loss of privileges;
- Restitution;
- Exclusion from any school event, athletic contest, or activity program;
- Athletic/Activity "[Good Conduct](#)" review;
- Exclusion or Expulsion from school.

LOCKERS

Student lockers are available for student storage and are designed for temporary use. Students may be assigned a locker, if requested. The locker is school property and may be inspected from time to time in the school’s best interest. Report any locker problems to the Associate Principal’s office.

Locker Searches **OFFICIAL NOTICE ** School officials may periodically inspect school lockers without any further prior notice. Law Enforcement Officials with drug-detecting animals may be used to assist in the locker inspection process.

Student search standard – see Iowa Code §808A.2(1) and [School Board Policy 502.6](#)

“A school official may search individual students and individual protected student areas if both of the following apply:

- (a) The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- (b) The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and sex of the student and the nature of the infraction.”

SEARCH and SEIZURE

[Board Policy 502.6](#): School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been or is being violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facilities.

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

STUDENT VISITORS

All visitors to the building must register in the attendance office prior to going to other parts of the building. Also, *No student visitors may attend school the week before or after vacations, during other school districts' in-service days, or during the last week of each nine-week grading period.* The building principal must approve each request for student visitors a minimum of one weekday before the visitor arrives.

The Cedar Falls Community School District uses the RAPTOR identification system to check in building guests. The Raptor system will read any visitor's Driver's license or another legal form of identification (such as a passport, military ID, etc.) checking the State sex offender database to see if there is a match. Assuming there is no match, the Raptor system will print off a sticker badge with the visitor's information. The visitor must wear the visitor Raptor ID picture and name tag provided in the Principal's office during their visit. Visitors must also check out with the office when leaving.

RELEASE PRIVILEGES / AGREEMENT

Juniors in good standing may apply for release from either 1st, 4th or 7th period study hall assignments.

Seniors in good standing may apply for release from their study hall assignment any period.

Parents may remove their student's Release Privilege agreement at any time.

Between the hours of 7:55 AM and 2:55 PM all students are assigned to a class or study hall and as such are expected to remain in the school building.

Only Juniors and Seniors may apply for a Release Privilege from study hall as follows:

Juniors and Seniors must have passed a minimum of 10 credit classes the previous school year. All students must carry a minimum of six academic classes plus Physical Education - Junior and Senior students may be exempt from the Physical Education requirement through an approved activity exemption. The activity exemption may be used for one or both semesters. Fall activities may be used for a first-semester exemption while winter and spring activities may be used for a second-semester exemption.

Student Agreement:

All students with release privileges are expected to abide by the school rules and regulations and the attendance policies of Cedar Falls High School, to maintain satisfactory work within each classroom, to be respectful, responsible, and not harassing toward others in their actions and comments. To be eligible for Junior / Senior release students are expected to maintain exemplary Attendance [no unexcused absences, tardiness, or outstanding detentions], Academic progress [no D's or F's at grading period], and Behavior. Students must also have a release form on file, properly signed by their parent/guardian and themselves.

Warning:

Any **outstanding detention time** may result in loss of the Jr./Sr. Release Privileges, and placement in an Assigned Study Hall. One Unexcused Absence = two 25 minute detentions, One tardy to 1st-period class = one 25 minute detention. Any student receiving a **D or F grade** in the class at the end of each grading period may lose their release privileges and be placed in a Study Hall for more structured study time. Any **unpaid fines or fees**, including parking tickets, may result in immediate loss of student release.

Students with Release privileges agree to the following to maintain the privilege of release from study hall.

1. Be out of the halls promptly during release time and not loiter on the campus and/or adjacent streets. If at school during release time, report to and follow the rules of the quiet study areas; (Bicentennial Hall, Learning Stairs,, Tiger's Den area, Library).
2. Leave the building quickly and quietly at the assigned time without being reminded. Do not disturb other classes or neighborhood residents. Violation of any school policy, reckless driving, loitering, or other disruptions may result in immediate suspension of Release privileges.
3. Carry at all times their current Cedar Falls High School Student I.D. and be prepared to show this to any staff member.
4. Understand that skipping class, tardiness or excessive absences are reasons for the suspension of release privileges. Students may lose their release if they have outstanding detention time.
5. Any unpaid fines and/or fees including parking tickets may result in loss of release.
6. Understand that falsifying notes/phone calls from home are reasons for immediate revocation of release privileges.

7. Understand that during release time, tardiness back to the building will not be permitted for any reason, (transportation breakdowns, no gas, traffic tickets, dead batteries, etc.). These are all hazards of accepting release privileges and may not be excused.

8. Understand that the school will not be responsible to employers because of lost privileges resulting from violations of this agreement.

Violation of any of the terms of this agreement may result in loss of release privileges and assignment to a Study Hall.

ASSIGNED STUDY HALL

If a student receives a D or F in class after any grade reporting period, the student may be assigned to an Assigned Study Hall to allow for more structured study and academic assistance.

Each period, several Study Halls and other intervention opportunities are offered to students so they have the opportunity to confer with and receive assistance from a variety of instructors in core academic areas. Assigned Study Halls are offered in classrooms throughout the building.

Students assigned to a Study Hall will follow these minimum rules:

Check-out privileges to other quiet study areas will only be permitted with teacher permission or unless directed by an administrator. Students need to report to the Study Hall at the beginning of the period to take attendance. All students are to return to the Study Hall supervisor at the end of the period for attendance verification purposes or the student may be counted unexcused and lose future check-out privileges.

QUIET STUDY AREAS

The Library / Media Center are typically available to students from 7:25 AM to 3:25 PM for quiet study. Students are not to congregate in the hallways during their release period and should go to one of these quiet study areas if they remain on campus.

HEALTH OFFICE

The Health Office is in Room 1307AA. The Health Office hours are posted. *All student medications must be kept in the Health office unless prior approval has been given for the student to carry their medication. Self-administration of medications is only approved for inhalers, insulin, and epi-pens when written consent from parent/s and physicians is provided. These forms are available on the Cedar Falls School website, under Health and Safety/Medical Forms. Whenever possible, students should check in with their teacher before coming to the health office.* If a student does not feel well and the Health office staff is not available, the student may report to the Attendance Office in the front Auditorium Lobby.

1. Students will not be excused ill if they are in the restroom or do not report to the Nurse or the Attendance Office.

2. Students leaving for medical appointments, etc., must check out through the Attendance Office. A medical appointment (yellow) slip will be issued.

Students will not be excused to leave the building until either the Nurse, Health Assistant, or Attendance secretary give their permission and written or verbal communication has been made with the parent or guardian.

CHANGE OF ADDRESS OR PHONE

All changes of address or telephone numbers during the school year must be reported immediately to the main office.

POWERSCHOOL

PowerSchool is our tool for parents and students to access instant, online, timely, and secure student information: class schedule, assignments, attendance, course registrations, report cards, and fines and fees.

PowerSchool is a means to further promote educational excellence by enhancing our program of communication with parents and students. Please see the school website for further information and links to PowerSchool. The portal may be accessed through the district website at www.cfschools.org

GRADING

Standards-Based Grading (SBG) Timeline

Secondary Schools in the CFCSD have established a timeline to transition to a standards-based approach to grading that will be implemented by the 2025-2026 school year. Additional resources for this work can be found at the following [link](#). The following Assessment and Grading Guidelines have been established for this work. A more detailed explanation related to each of these guidelines can be found on the Learning Based Grading website.

1. Gradebook entries clearly communicate what students know and can do toward an essential skill or concept, and do not reflect behavior.
2. Multiple pieces of evidence are used to assess individual students.
3. Extra credit and bonus points are not given.
4. Individual practice/homework will not be calculated in determining a final grade.
5. Reassessment and revision within the learning process will be allowed for all students to reach the desired level of proficiency.

PowerSchool: All staff members will be trained in its use through ongoing professional development provided by building-level BTIL teams. It is best practice for teachers to keep their grade books updated as frequently as possible for both students and parents. Schedules have been established to ensure that teachers have grade books updated to accommodate the progress reports. Mid-term grade deficiency notices are communicated electronically and are also available online. Nine-week grade reports are available during parent-teacher conferences, and semester grades are communicated electronically and/or mailed at the end of each semester.

GRADUATION REQUIREMENTS

1. All students must be enrolled in and attend a minimum of 6 academic classes which meet daily and Lifetime Wellness or Phys. Ed. which meets every other day for both semesters. Students are recommended to carry 6 academic classes that meet daily. Seniors and juniors may also apply for a PE exemption for participation in an approved activity or full academic schedule. (Please see guidelines below). Sophomores are required to take Lifetime Wellness both semesters and successfully complete Health for one semester. School board policy does not allow Cedar Falls High School to enroll and maintain regular education students with fewer than the minimum number of academic classes for grades 10-12.
2. **Schedule adjustments may be made for academic reasons only.** Parent permission **will be required** but does not guarantee a schedule adjustment. Please see the schedule adjustment guidelines below.
3. Any subject dropped after the 35th day or 7th week of the semester may be recorded as an F.
4. Students are required to earn 45 credits in grades 9 through 12 to meet graduation requirements.
5. Mid Year Graduation - Any Senior who plans to graduate at the end of their 1st semester must meet with their counselor and turn in the appropriate paperwork by the October 1st deadline of their senior year. The Administration and Counseling Department strongly encourage students to attend school for the normal eight semesters.
6. Students should consult with their counselor or review the current **Educational Planning Handbook** if they have any questions. The **Educational Planning Handbook** can also be accessed on the Cedar Falls High School website under HS Course Handbook

ACADEMIC RECOGNITION

Grade Point Average (GPA) is calculated using the weights assigned to the grades below:

College Prep/Core	A 4.0	B 3.0	C 2.0	D 1.0	F 0
Advanced Placement	A 5.0	B 4.0	C 3.0	D 2.0	F 0

Students who have a “B” average (3.0) with no grade of F or incomplete for the 9 weeks may be published in the local newspapers.

SCHOOL COUNSELING SERVICES

School counseling services are available to assist students with personal concerns, academic issues, and college and career exploration. Appointments may be scheduled before or after school, during Tiger Time, and during Study Hall or release times. If you have an emergency or something that is urgent, see your counselor immediately. Students are assigned to a specific counselor by alphabet but are free to visit with any of the counselors.

SCHOOL COUNSELOR ASSIGNMENTS

Erin Gardner: A-F

Jacob Mueller: M-R

Chris Wood: G-L

Carrie Dieken (Dept. Chair): S-Z

GUIDELINES FOR SCHEDULE ADJUSTMENTS

The staff at Cedar Falls High School believes all students can learn and need to be in challenging and rigorous classes. Students are responsible for determining and accepting the course of study for which they register. They must plan very deliberately, always keeping in mind high school requirements, individual interests, and post-high school plans.

Schedule adjustments are made for academic reasons only. Parent permission **will be required** but does not guarantee a schedule adjustment.

Adjustments are limited and will be based only on the following reasons:

1. Teacher recommendation and/or request because of inappropriate level
2. Failure in-class credits needed for graduation
3. Failure in class is a prerequisite
4. Transfer students
5. PSEO students
6. Computer error
7. Class schedule that fails to meet minimum load requirements

Adjustments will NOT be made for the following reasons:

1. Students wanting to gain release during certain periods
2. Teacher changes
3. Classes are full-including PE
4. To accommodate job schedules

Requests for reasons other than those listed above are limited to extenuating circumstances and must have administrative approval.

Schedule adjustments will be made one day before school starts and the first three days of the first semester. Second-semester adjustments must be made by the end of the first week of December.. Schedule Adjustment forms are available in the school counseling office and on the school website.

GUIDELINES FOR DROPPING A CLASS

Any student who makes a request to drop a course must have the appropriate paperwork filled out with signatures indicating prior approval from his/her teacher **and** parent/guardian. Students are required to carry a minimum of six academic classes plus Lifetime Wellness or PE. Students may drop a class until the 7th week of the semester without a penalty if they still have six full classes on their schedule. After the 7th week, a student dropping a course may receive a grade of “F” for the semester. The deadline for dropping an extra class is **October 9th** for the first semester and **February 19th** for the second semester.

GUIDELINES FOR PE EXEMPTIONS

Students may only exempt from PE participating in an approved school activity that they were a member of during the previous school year. Please review current [document](#) for further details.

All students (9-12) who do not qualify for an exemption as described below will be required to successfully complete a physical education / Lifetime wellness class each semester meeting every other day during the school year. Junior and Senior students with a full academic schedule may be exempt from the Physical Education requirement.

In accordance with the Cedar Falls Community School District policy, students may exempt from physical education under the following conditions:

SOPHOMORES (Sophomores may not exempt from PE for activity participation.)

- Religious exemption (the student's parent/guardian must file a written statement with the principal that the course conflicts with the student's religious beliefs).

JUNIORS and SENIORS - PE Exemptions

Junior and Senior students with a full academic schedule may be exempt from the Physical Education requirement.

- Activity exemption may be used for one or both semesters. Fall activities may be used for a first-semester exemption while winter and spring activities may be used for a second-semester exemption. Most Iowa High School Athletic Association-sponsored events are included along with some additional selected activities (see below). The exemption form must be on file with the parent/s signature. NOTE: Students must complete the entire activity season in good standing in order to receive a full exemption or the student will be placed in a P.E. class immediately.
- Religious exemption (the student's parent/guardian must file a written statement with the principal that the course conflicts with the student's religious beliefs).
- Mid-year graduates must complete fall semester P.E. requirements.

1st Semester Exemptions		2nd Semester Exemptions	
Football	Marching Band	Basketball	Track
Cross Country	Dance*	Men's Swimming	Men's Tennis Varsity Only
Volleyball	Cheerleading*	Soccer	Women's Varsity Golf
Women's Swimming	Women's Rugby	Wrestling	Dance*
Men's Varsity Golf	Women's Tennis Varsity Only	Cheerleading*	Men's Rugby

* Women's Dance Team and Cheerleading Exemption cannot be used for both semesters

ACTIVITY TICKETS

Activity passes are sold at the beginning of each school year for all Athletic, Music, and some Drama events. **Cost: \$55.00.**

Students will sign up through Bound and receive a QR code which will be scanned at the door for events.

State-sponsored tournaments or special fundraising events are exempt from the use of the activity pass.

HOT LUNCH IN SCHOOL CAFETERIA

A complete hot lunch program is provided daily for students. An extensive nutritional and affordable menu and the ala-carte line are available. The following policies are to be followed:

1. Lunch cards: Each student is provided with a plastic I.D. charge card to be scanned during lunch for purchasing meals. Students may deposit any amount in their account at any time. Only checks made out to Cedar Falls High School will be accepted. Lost cards charge: \$6.00 and will be distributed in the Administration Office.
2. Students are to remain in the cafeteria during lunch shifts. Please clean up after yourself to keep our school neat and orderly.
3. Students are responsible for the eating area around their table and must return their trays, plates, milk containers, and other items to the proper disposal areas.
4. Students are to remain seated when not getting food or returning items to the waste receptacles.

STUDENT PARKING

The student parking lot will be first come, first served. There will be a designated teacher parking area on the west side of the building and identified visitor parking.

The school district assumes no responsibility for student vehicles. Reckless driving, improper parking, noisy vehicles, or littering may result in the school filing complaints with the Cedar Falls Police, plus \$25.00 fines and/or the loss of release or driving privileges. Students parked in the **staff parking lots** or observed parking in areas designated as Service Vehicles Only Areas or Visitors Parking will be assessed a **\$25.00** fine to be placed in the Campus Beautification Fund. Improperly parked vehicles, including those parked in yellow “No Parking” areas as well as yellow lines and/or curbs, may also be assessed a \$25.00 fine. There is a \$100 fine for anyone illegally parking in a Handicap Parking space. The purpose of the parking lot is to have a location to park vehicles during the student’s time at school and school functions. The student parking lot may only be used for the purpose of arrival and departure to/from the school building. The student parking lot is not an area designated for eating or socializing. Students may not remain in their vehicles for any other purpose (i.e. eating, socializing). Loss of driving, parking, and/or Release privileges may occur if found not in compliance with student parking lot policies. The parking lot is part of school property in which adherence to all school policies applies. Tobacco, alcohol, and other illegal substances are not allowed on the premises. Law enforcement will become involved if any illegal substances are found in a vehicle or if a student is caught using illegal substances.

DAILY ANNOUNCEMENTS

Daily announcements are read almost every school day during the 3rd hour and will be posted on bulletin boards around the building and posted on the school website. These bulletins will announce scheduled school events as well as activities and special information provided by individual teachers or departments. It is the student’s responsibility to know what is in the school announcements/bulletin each day. Students are expected to be quiet and attentive as the announcements are being read.

MESSAGES TO STUDENTS

To minimize classroom interruptions, **we accept phone messages only from a student’s parent or guardian.** In cases where it is essential for a parent or guardian to contact his or her student during the school day, we will call the student to the office by the intercom at the end of the class period to pick up a message. We appreciate parental cooperation and understanding in this matter.

TELEPHONE USE

The telephone outside the attendance office may be used to verify absences through parents, verify doctor appointments, or contact parents.

BUS PASSES

Bus passes must be carried at all times. Bus passes are obtained monthly in the main office from the school bookkeeper, Mrs. Steffy. You may purchase either a one-way or two-way pass, sold for the current month. If you forget your bus pass, you may also get a temporary bus pass in the main office.

STUDENT I.D./ SCHOOL LUNCH /LIBRARY CARDS

A picture identification card will be issued to all students at the beginning of each school year. **Each student must carry their I.D. every day for identification purposes as well as for school lunch and book check-out in the Library. The student I.D. is also carried to display Junior and Senior release privileges.** Students who lose their I.D. card must purchase a duplicate I.D. in the office for \$6.00. If you forget your I.D., you may purchase a single-day release pass at the Bookkeeper's desk for \$1.00. Single-day lunch credit may also be requested with the office bookkeeper.

LOST AND FOUND ARTICLES

If a student believes the personal property has been lost on school grounds, he or she should report the loss to the main office. A lost and found collection area is maintained in the activities office.

EMERGENCY DRILLS

A sign/poster displaying the Fire Alarm Exit, Dangerous Intruder, and Tornado Alert Shelter plans is posted in each classroom. When the Fire Alarm (continuous horn) sounds, all students must leave the building as safely and rapidly as possible by the route identified on the room poster, stopping beyond 100 feet from each building exit. The Tornado Alert / Severe Weather Alert "Take Shelter" message may be conveyed via the intercom. Specific instructions are posted in each classroom for the designated area of evacuation and cover. A severe weather alert may be signaled by a general announcement over the intercom for all students and staff to take cover in the appropriately assigned areas. We may also practice the Run-Hide-Fight, Shelter in Place, Lock Down, and Off-Site Evacuation drills.

STUDENT COMPUTER USE POLICY

Cedar Falls High School expects all students to act responsibly and ethically when using the school's computers. Using computers at CFHS is a privilege. The school reserves the right to restrict students' use of them if circumstances warrant.

Students must agree that they will:

1. Treat all computers and computer equipment with care and respect.
2. Not change or modify any aspects of the computer hardware or software that will alter how the system appears or operates, including accessing control panels or other computer settings and changing anything on the desktop, hard drive, or network.
3. Will not load any software or utilities onto the school's computers without a teacher's permission.
4. Will not copy any programs, accessories, or features from the computer hard drive.
5. Will not save to the computer's hard drive without the teacher's permission.
6. Will not bring or consume food, drink, or food around the computer or computer work area.
7. Will report immediately to a teacher any changes or modifications that are found on computer hardware or software.

Students who disobey any of the previous computer use rules will be prohibited from using the school's computers for a period of time-based on the seriousness of the infraction.

The library subscribes to a number of web-based research tools, many of which are available from home as well as from school. Access these databases from the library's web page on the school website.

TEXTBOOKS

Textbooks for our 4 core areas --English, Math, Science, & Social Studies-- are checked out through the library.

Students are expected to return the textbooks to the library within 1 week of the end of the semester. If the books are not returned 1 week after the last day of the semester, students will be assessed a fine of \$1 a day. After 30 days, students may be charged the price of the book.

Textbooks need to be returned in a timely manner so they can be checked out to students who will be enrolled in the class the following semester. After one week, the school may need to purchase new textbooks to replace those that are not returned so that each current student has a book. It is important that books be returned as soon as the student is no longer enrolled in the class.

For additional information please contact the library at 319-553-2500

Policy Title: *Selection of Learning Resources* Code No. **603.3**

Statement of Policy

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

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

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

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

General Selection Criteria

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

- educational significance;

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

high degree of potential appeal to users;

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

Specific Selection Criteria

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

Procedure for Reconsideration of Resources

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

resources.

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

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A standing Reconsideration Committee shall be formed in each building by the second week of each school year. The purpose of the committee shall be to review any complaint received during the school year, learn all the circumstances related to the acquisition and use of the challenged resource, review the guidelines listed in the selection policy, decide whether the policy has been followed correctly, and then recommend action regarding future use of the resource. The committee at secondary buildings shall consist of: the building principal, a teacher librarian, a teacher, a parent or community member, a student, and the chair of the Secondary Library-Media Department. The committee at elementary buildings shall consist of: the building principal, a media specialist, a teacher, a parent or community member, and the elementary library media department. Any staff member responsible for the selection or the providing of the challenged material will not be included on the committee. If necessary, the principal will appoint a temporary replacement.

When Complaints are Received from Parents or other Community Members about Learning Resources 1. All staff members shall report complaints to the building principal orally or in written form. 2. The building principal or a designated representative shall contact the complainant to discuss the

objection and attempt to resolve it informally by explaining the philosophy and goals of the school district, building, course, and/or library media center.

3. If the complaint is not resolved informally, the building principal shall provide the complainant with "The Learning Resources Selection Policy," including the form "Statement of Concern About Learning Resources," which must be filled out completely and returned to the building principal within ten working days, before the complaint will be given consideration.
4. If the completed form is not returned within the time period, the issue shall be considered closed. If the form is returned, the reasons for selection of the resource shall be restated by the appropriate staff and turned into the building principal.
5. Resources shall not be removed from use, or access restricted within the district, pending a final decision. However, access to the resources can be denied to the student(s) of the complainant(s), if requested.
6. Within 20 working days upon receipt of a completed "Statement of Concern About Learning Resources" form:

- a. The principal shall notify the superintendent, appropriate director of education, and the building's Reconsideration Committee that a complaint has been received.
- b. Each member of the Reconsideration Committee must read, view, or listen to the learning resource in question in its entirety.

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- c. After both the staff member responsible for selecting the learning resource and the complainant have met with the Reconsideration Committee, the committee will discuss the resource and make a decision.
- d. The building principal shall send written notification of the action taken to all involved parties as well as to the appropriate director of education and the superintendent.
- e. Any person not satisfied with the decision of the committee may file a request to appeal the decision to the Board of Education. Within ten working days of the receipt of the written notification, the complainant or user may file an appeal in the superintendent's office for a school board hearing. It shall be the superintendent's responsibility to schedule and expedite the hearing.
- f. Each Board member must read, view or listen to the learning resource in question in its entirety within 30 days of when the complaint was presented to them. At a following designated board meeting, the complainant and a representative of the Reconsideration Committee will be allowed to present information to the board pertaining to the complaint. The board will then deliberate action to be taken, with a decision being announced no later than the following board meeting. The superintendent or designee will provide written notification of the board's decision to all participating parties within ten working days of the board's decision.
- g. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

Date of Adoption: January 28, 1974

Dates of Revision: April 9, 1979
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March 10, 2003
May 11, 2009
May 13, 2013
August 13, 2018
August 14, 2023

STATEMENT OF CONCERN ABOUT LEARNING RESOURCES

The Board of Education delegates the responsibility for distribution of this form to building principals. The completed form must be returned to the principal who issued it within ten (10) working days.

SCHOOL: _____ PRINCIPAL: _____

DATE ISSUED: _____ DATE RETURNED: _____

NAME OF COMPLAINANT: _____

ADDRESS: _____

PHONE NUMBER: HOME _____ WORK _____

DESCRIBE YOUR CONCERNS ABOUT THE LEARNING RESOURCE

TYPE OF RESOURCE: _____

TITLE/NAME: _____

AUTHOR/PRODUCER: _____

WHAT BROUGHT THIS RESOURCE TO YOUR ATTENTION:

PLEASE COMMENT ON THE RESOURCE AS A WHOLE, AS WELL AS BEING SPECIFIC ON THOSE MATTERS THAT CONCERN YOU. (USE THE OTHER SIDE IF NEEDED)

OPTIONAL: WHAT RESOURCE(S) DO YOU SUGGEST TO PROVIDE ADDITIONAL INFORMATION ON THE TOPIC COVERED BY THE RESOURCE?

SIGNATURE OF THE COMPLAINANT: _____

DATE: _____

A signed form signifies that the learning resource has been read, viewed, or listened to in its entirety by the complainant.

CEDAR FALLS SCHOOL BOARD

Equal Educational Opportunities for Students (Board Policy Code No. 500)

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, sex, marital status, socio-economic status, national origin, religion, sexual orientation, or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Nondiscrimination

No student in the school district shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in district programs on the basis of race, color, creed, sex, religion, marital status, national origin, disability, sexual orientation, or socio-economic status. The district prohibits unlawful discrimination against students, including discriminatory harassment on the basis of any 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 academic performance or affects educational opportunities.

Sexual Harassment

It is the policy of the school district to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy. "Sexual harassment" shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; (ii) submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or (iii) such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include, but is not limited to the following: requests or pressure for sexual activity; unwelcome touching; other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature; repeated remarks to or about a person with sexual or demeaning implications.

Complaint Procedure

Any person alleging a violation of this policy may make a report or file a formal complaint by contacting one of the District's designated Coordinators:

Coordinator: Students

Mr. Eric Rosburg, Executive Director of Secondary Educations , Cedar Falls Community School District
1002 West First Street Cedar Falls, IA 50613 Cedar Falls, IA 50613 Phone: 319-553-3000 Email: eric.rosburg@cfschools.org

Coordinator: Staff

Mrs. Amber Youngblut, Executive Director of Human Resources , Cedar Falls Community School District
1002 West First Street Phone: 319-553-3000 Email: amber.youngblut@cfschools.org

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination including, but not limited to, letters, emails, tapes, signs, and pictures. The complainant shall receive assistance in completing the complaint form as needed.

The coordinator shall designate an investigator to promptly and reasonably investigate the complaint, who shall generally be the building administrator or designee. In the event the investigator is the alleged perpetrator, or otherwise has a conflict of interest, an alternate investigator shall be designated. The investigator shall commence an investigation and proceed to completion no later than 30 days following receipt of the complaint. If the investigator needs more time to process the complaint, he/she shall notify the parties and keep them apprised of the status of the investigation. Both the complainant and the alleged perpetrator will be given an opportunity to be interviewed or give a statement. Witnesses may also be interviewed. District employees, students and volunteers shall fully and fairly cooperate in the investigation. The investigation shall be confidential to the extent consistent with the District's legal obligations and the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

The investigator shall prepare a written report of findings and conclusions, which shall be submitted to the coordinator. If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If, after investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. Other corrective actions may be taken as appropriate.

No person shall retaliate against a student or other person because the student or other 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. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment/service.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Iowa Department of Education, and/or the Iowa Civil Rights Commission. This inquiry or complaint to the federal or state office may be submitted instead of, or in addition to, an inquiry or complaint at the local level.

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 discrimination involves an allegation of sexual or other harassment toward a student, the matter will also be processed in accordance with Code No. 504.4 regarding abuse of students and/or Code No. 504.5.1 regarding anti-bullying/harassment, as applicable.

Title IX: Discrimination and Harassment Based on Sex Prohibited

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 Coordinators:

Coordinator: Students

Mr. Eric Rosburg, Executive Director of Secondary Education, Cedar Falls Community School District
1002 West First Street Cedar Falls, IA 50613 Cedar Falls, IA 50613 Phone: 319-553-3000 Email: eric.rosburg@cfschools.org

Coordinator: Staff

Mrs. Amber Youngblut, Executive Director of Human Resources , Cedar Falls Community School District
1002 West First Street Phone: 319-553-3000 Email: amber.youngblut@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 believes they have been retaliated against in violation of this Policy should immediately contact a District Coordinator.

Parent, Guardian, and Community Concerns

General steps may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards. Guidance may be found on the Iowa Department of Education [Parent, Guardian, and Community Concerns](#) webpage.

Multicultural & Gender Fair Equity Education Opportunity (Board Policy Code No. 602.3)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, or disability.

The educational program is free of discrimination and provides equal opportunity for the students. Multicultural (MC) approaches to the educational program are defined as those which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. Educational programs are to consider the contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.

Inquiries regarding compliance with equal educational opportunity shall be directed to the Director of Secondary Education by writing to the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, IA, or telephoning at 319-553-3000.

Student Wellness (Board Policy Code No. 507.3)

While maintaining learning through the support and promotion of good nutrition and physical activities, the Cedar Falls Community Schools contribute to the basic health status of students. Improved health optimizes student performance potential. The District provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

All foods available on school grounds and at school-sponsored activities during the instructional day shall meet or exceed the school district nutrition standards and be in compliance with state and federal law. Food should be served with consideration toward nutritional integrity, variety of appeal, taste, safety, and packaging to ensure high-quality meals.

The District Safety Committee will conduct periodic assessments to determine the scope of policy compliance and the extent of progress made toward the student wellness goals. As part of this assessment, the Committee will review current trends in nutrition and physical policies and practices and the provisions that support an environment of healthy eating and physical activity.

District Targeted Wellness Goals:

A. Nutrition Education and Promotion: Emphasizes caloric balance between food intake and physical activity.

B. Physical Activity: Students in grades K-5 will have thirty (30) minutes of physical activity per day. This requirement can be met through a combination of physical education, recess, classroom, and other activities. Students in grades 6-12 shall have at least one hundred twenty (120) minutes of physical activity per week. This goal can be met with a combination of PE, school, and non-school sponsored athletics, and other activities.

C. Other School-based Activities that Promote Student Wellness: Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.

D. District food service department, in conjunction with the Wellness Committee, will establish, at a minimum, the following wellness goals:

a. Establish a student food committee

b. Promote fruits, vegetables, whole grain products, low fat, and fat-free dairy products

c. Identify required state and federal changes in a la carte, vending, and fundraising activities and ensure compliance

d. Work towards increasing participation in breakfast and lunch

e. Provide professional development for all food service personnel as necessary

f. Notify the community of wellness goal activities through the District's website

E. Nutrition Guidelines for all Foods Available during the School Day: The school district nutrition standards shall be in compliance with state and federal law*.

*For the purpose of this policy, the school day is defined as the first bell to the last bell, Monday through Friday, when students are regularly scheduled for classes.

Physical and Sexual Abuse of Students by Employees (Board Policy Code No. 504.4)

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 that 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.

Anti-Bullying / Harassment: Students (Board Policy Code No. 504.5)

Students may file an initial complaint of harassment by contacting either the building principals, 319-553-2500, or the Secondary Education Director (319-553-3000).

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, 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, 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 electronically on the District website at 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" shall be construed to mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that 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

Integrated Pest Management

An Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds is used at the Cedar Falls Community School District. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning; maintenance and turf care activities. We routinely monitor the school building and grounds to detect any pests that are present. Chemicals (pesticides) are closely controlled and used only when necessary to eliminate a pest problem. Precautions are taken and label directions are followed to prevent unintended exposures. The school will try to use the least toxic products when possible. Pest sightings are to be reported to our Supervisor of Buildings and Grounds who then evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. These techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. A copy of our district IPM program is available in the Principal’s office.

Conduct Code for Extracurricular Activities (Board Policy Code No. 503.4)

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

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

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

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

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

Length of Suspension:

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

This number of events/games missed shall be determined by multiplying the total number of events in each activity for a period by 20% or 40% for a second offense. In the case of a fractional number, the total events that a student shall be withheld from will be determined by rounding to the nearest whole number. A student will be suspended for a minimum of one extracurricular event. If there is not a sufficient number for contests or performances remaining in the scheduled season to fulfill the terms of a suspension, or if the student is not currently participating in an extracurricular activity, the suspension

balance will be carried over to the tournament series and/or to the next season in which the student participates. A season is defined as commencing with the first day of practice, concluding with the last contest or performance. The penalty shall be immediate. To resume eligibility, it is mandatory that the student obtain and follow the recommendations of the school-approved evaluation procedures.

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

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

Appeal Procedure

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

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

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

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

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

DEFINITIONS

What is passing?

Passing means any grade that is other than “F”.

What about incompletes or withdrawals?

If students withdraw from a class during the first 35 school days of a semester, they will not be ineligible. If they withdraw from a class after 35 days of a semester, they would receive an “F” for that class and therefore be ineligible.

What is a grading period?

A “grading period” is the period of time at the end of which a student receives a final grade and course credit is awarded for passing grades. At Cedar Falls High School, that occurs at the end of each semester.

What is credit coursework or a credit subject?

If the student’s transcript includes a letter grade (other than “F” or “W”) for the subject or course, this is credit coursework. At Cedar Falls High School almost all classes are for credit coursework. (This would also include classes in which you do not receive full credit.)

For further information, please refer to the Iowa Girls High School Athletic Union. (www.ighsau.org)

<u>Academic Eligibility Rules – IHSAA/IGHSAU</u>
A student must receive credit in at least 4 subjects at all times. (CFHS students are required to be enrolled in at least five full-credit classes.)
Pass all classes you receive credit for and make adequate progress toward graduation to remain eligible. If not passing all classes at the end of a semester, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students. If a student is not passing all classes at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for 30 calendar days for that sport but has eligibility in the fall.
Schools must check grades at the end of each grading period that a student received credit for a class. (At CFHS, that will be the end of each semester.)
The requirement that member schools report interventions on the Comprehensive School Improvement Plan.
A “student with a disability” and an IEP are judged based on progress made toward IEP goals.
The ability to use summer school or other means to make up failing grades for eligibility purposes is not allowed. The rule also requires all original failing grades to be reported to any school to which the student transfers.