

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Joyce Coil in the chair, and the following named Directors: Susan Lantz, Jim Brown, Jenny Leeper, David Williams, Doug Shaw and James Kenyon. Others in attendance were: Dr. Pattee, Superintendent, Douglas Nefzger, Director of Business Affairs, Adrian Talbot, Director of Human Resources, Dan Conrad, Director of Secondary Education and Pam Zeigler, Director of Elementary Education. Also in attendance: Sarah Eastman, Liz Kressig, Roger Kueter, Steve Bernard, Jim Krieg and Katy Resop.

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

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

Director Williams moved and Director Brown seconded the motion to approve the following items:

1. The agenda of the April 7, 2014, Board of Education agenda as presented
2. Approval of the March 24, 2014 Board of Education meeting minutes
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Jim Kenyon
4. Approval of open enrollment requests
5. Human Resource report
6. Approval of Agreements:
 - Wartburg College Field Experience and Student Teaching Agreement
 - Project Lead the Way (PLTW) Agreement
 - 2014-2015 Activity Sharing Agreement

Open Enrollment Report

April 7, 2014

Lauren Rogalla	3 rd Grade
Current resident district:	Cedar Falls
District requested:	Dike-New Hartford
Effective date:	2013-2014 – C
Olivia Rogalla	1 st Grade
Current resident district:	Cedar Falls
District requested:	Dike-New Hartford
Effective date:	2013-2014 – C
Wyatt Rogalla	PK
Current resident district:	Cedar Falls
District requested:	Dike-New Hartford
Effective date:	2013-2014 – C
Audrienne M Kennedy	4 th Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2013-2014 – C
Nehemiah D Kremer	3 rd Grade
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2013-2014 – C
De’Marrion U Oden	7 th Grade
Current resident district:	Grundy Center
District requested:	Cedar Falls
Effective date:	2013-2014
Hayden M Schwab	Kindergarten
Current resident district:	Waterloo
District requested:	Cedar Falls
Effective date:	2013-2014 –

OPEN ENROLLMENT REPORT

April 7, 2014

Konner Crew	11 th Grade
Current Resident District:	Cedar Falls – currently attends the High School
District Requested:	Waterloo
Effective Date:	2014-2015
Corbyn Cronan	8 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Hannah Cronan	6 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Miylei Cronan	1 st Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Payton Cronan	3 rd Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Tanner Cronan	7 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Abby K Glascock	4 th Grade
Current Resident District:	Waterloo – currently attends Janesville
District Requested:	Cedar Falls
Effective Date:	2014-2015
Mariane C Hogan-Garbes	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Aja R Jusufovic	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Tyler Peterson	9 th Grade
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Jace James Pint	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015
Detrone D Redd	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015

Hendrix D Schwab	Kindergarten
Current Resident District:	Waterloo
District Requested:	Cedar Falls
Effective Date:	2014-2015

Human Resources Report
April 7, 2014

***New Contracts - Recommended for Approval**
2014-15 School Year

Jason Wedgbury	Senior High	Principal	See below*	
Liza Soares	Peet Junior High	Special Education	MA Step 13	(\$53,872)**
Amy Denholm	Senior High	School Counselor	MA Step 16	(\$57,548)**

**Compensation to be established by the Superintendent, in consultation with the Director of Business Affairs and Director of Human Resources, with due consideration given to internal equity and external market comparability.*

**NOTE: Salary amounts are projections based on placement on the 2013-14 CFEA Total Salary Schedule; actual salary will be finalized once the 2014-15 schedule is determined through collective bargaining.

Coaching Contracts

Ryan Schultz	Senior High	Head Men's Varsity Basketball	2014-15
Emily Luensmann	Peet JH	Assistant Girls JH Track	\$1,838

Resignations - Recommended for Approval

John Black	EOSY	Senior High	Science
Janice Weber	EOSY	Hansen	Teacher/Librarian

Coach Resignations - Recommended for Approval

Renaë Beneke	Peet JH	8 th Grade Head Volleyball	EOSY 2013-14
Ryan Schultz	Senior High	Assistant Varsity Men's Basketball	EOSY 2013-14

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

Item No. 2 – Public Hearing to Adopt the Fiscal Year 2014-2015 Certified Budget

President Coil reported that she had in her possession an affidavit of publication showing the notice of time and place of the hearing for the 2014-2015 school year budget having been published in the Waterloo/Cedar Falls Courier on March 26, 2014. The Board will now hold a hearing on the proposed school budget summary for fiscal year 2014-2015. No public comments were offered. No written or oral objections were received. President Coil then declared the public hearing closed.

Item No. 3 – Public Hearing to Amend the 2013-2014 School Year Budget

President Coil reported that she had in her possession an affidavit of publication showing the notice of time and place of the hearing for the proposed school budget amendment for fiscal year 2013-2014 having been published in the Waterloo/Cedar Falls Courier on March 26, 2014. The Board will now hold a hearing on the proposed budget amendment for fiscal year 2013-2014. No public comments were offered. No written or oral objections were received. President Coil then declared the public hearing closed.

Item No. 4 – Approval of the Fiscal Year 2014-2015 Certified Budget

Director Brown moved and Director Lantz seconded the motion that the Cedar Falls Board of Education approve the 2014-2015 school year budget as follows:

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

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

Item No. 5 – Approval of Amendment to the Fiscal Year 2013-2014 School Year Budget

Mr. Nefzger reviewed the purpose of the 2013-2014 school year budget amendment from \$15,844,128 to \$16,077,200 due to the Series 2013 statewide sales tax debt bond sale in the first quarter of the 2013-2014 school year. This budget amendment does not increase taxation or additional revenue from any tax sources. Director Shaw moved and Director Leeper seconded the motion that the Cedar Falls Board of Education approve the proposed amendment to the 2013-2014 school year budget as presented. Directors voting in favor of the motion: Brown, Leeper, Coil, Kenyon, Williams, Lantz and Shaw. Those voting “no” none. Motion carried.

Item No. 6 – Public Comment

None

Item No. 7 – Secretary’s Monthly Financial Reports

Mr. Nefzger reviewed the monthly balances for March 2014 for the general fund, schoolhouse, student activity, and food service. President Shaw reported that the report would be filed subject to audit.

Item No. 8 – Communications

Steve Bernard, Roger Kueter and Jim Krieg from Cedar Falls Utilities were presented a certificate of appreciation by the Cedar Falls Board of Education for their long standing commitment to the Cedar Falls Community School District. Some of the items included in the commitment have been the installation of a fiber ring to connect all school buildings together at no cost to the District and the implementation of one gigabyte fiber connection for the school district to allow students and staff a faster access to the internet.

Proclamation from Cedar Falls Utilities: For your tremendous partnerships that benefit all students and staff of the Cedar Falls Community School District.

Andrew Stensland, student board member reported on the following:

- High School annual blood drive was held on April 4, 2014. The blood drive garnered 85 pints.
- Tiger Trot fund raising event is scheduled for April 19, 2014
- Updates on spring activities
- Updates on student use of Chromebooks
- Update on the recently opened high school coffee shop
- Reported that he was not selected as a student representative to sit on the State Board of Education

Item No. 9 – Approval of Early Graduation Requests

Mr. Conrad received early graduation requests from Madeline Hagarty and Sandeep Kantamneni to graduate at the end of the 2013-2014 school year. Ms. Hagarty is planning on enrolling in a post-secondary institution in the Des Moines metro area. Mr. Kantamneni is planning on attending the University of Iowa. Both students are juniors and will have completed all graduation requirements by the end of this semester. Director Kenyon moved and Director Brown seconded the motion to approve the early graduation requests for Madeline Hagarty and Sandeep Kantamneni. Directors voting in favor of the motion: Brown, Coil, Williams, Leeper, Kenyon, Shaw, and Lantz. Those voting “no” none. Motion carried.

Item No. 10 – Approval of 2014-2015 CFESP Contract

Dr. Talbot reviewed the tentative agreement reached between the Cedar Falls Community School District and Cedar Falls Educational Support Professionals. The tentative agreement would cover a two year period from July 1, 2014 to June 30, 2016. For year one economics include an increase of .80 cents per hour for current employees in year one, a starting wage base increase of .40 cents per hour for new employees and an additional .02 cents per hour added to each step of the longevity schedule. Language changes include any individual employed on or before June 30, 2014 who received district paid insurance coverage who is voluntary or involuntarily reduced to no less than 30 hours per week will continue on the group insurance plan.

Year two economics include an increase of .40 cent per hour for current employees and starting base wage will increase .20 cents per hour for new employees. Wage increases are based on projected insurance rate increases, payable by the district of 5% and an increase in IPERS contributions of 2%. If either or both of these factors increase by less than the amounts projected, the recommended wage rates will be increased accordingly. All insurance contributions will remain per the current contract.

The total average package settlement for the two year agreement is 4.96%. Director Brown moved and Director Lantz seconded the motion to approve the tentative two year agreement between Cedar Falls Community Schools and the Cedar Falls Educational Support Professionals (CFESP). Directors voting in favor of the motion: Brown, Coil, Williams, Leeper, Kenyon, Shaw, and Lantz. Those voting “no” none. Motion carried.

Item No. 11 – Approval of Hansen Elementary Furniture Bids

Mr. Nefzger reviewed furniture bids for the Hansen Elementary School project. The recommendation is to approve the bids for student desks and chairs from School Specialty at \$37,585.76, horseshoe tables and file cabinets from Storey Kenworthy in the amount of \$9,573.44 and ball chairs, folding chairs and folding chair caddy from VIPS in the amount of \$17,730.80. Director Lantz moved and Director Kenyon seconded the motion to approve the bids for Hansen Elementary furniture as presented. Directors voting in favor of the motion: Brown, Coil, Williams, Leeper, Kenyon, Shaw, and Lantz. Those voting “no” none. Motion carried.

Quantity	Description	School Specialty	Storey Kenworthy	VIPS
318	Triangle Collaboration Desk, student, solid metal book box	\$94.10	\$92.50	Mesh \$134.85
206	Stack chairs, student, 14"	\$18.78	\$23.12	\$34.64
106	Stack chairs, student, 16"	\$21.14	\$25.85	\$37.76
31	Stack chairs, student, 18"	\$23.49	\$28.23	\$38.49
14	Horseshoe Table, 60 x 66	\$200.50	\$193.75	\$203.41
41	File cabinet, four drawer, letter size, with lock	\$184.10	\$167.34	\$198.92
84	Zenergy Ball Chair, 17-1/2"	\$113.11	\$106.10	\$101.05
500	Folding Chair, premium steel	\$14.96	\$17.40	\$14.50
10	Hanging Chair Caddy	\$225.40	\$486.56	\$199.26

Item No. 12– Approval of Custodial Supply Proprietary Bids

Mr. Nefzger reviewed the custodial supply proprietary bid from Martin Brothers Distribution. Proprietary bids are for products that can only be purchased from that vendor due to the proprietary nature of the items. Director Lantz moved and Director Brown seconded the motion to approve the custodial proprietary supply bids from Martin Brothers Distributing in the amount of \$59,757.80 as presented: Directors voting in favor of the motion: Coil, Leeper, Lantz, Brown, Kenyon, Shaw, and Williams. Those voting “no” none. Motion carried.

Proprietary Items Supplied by Martin Brothers

Item No.	Quantity	Unit	Description	Unit Price	Total Price
1	10	Case	Hand Sanitizer - Instant Foam Refill Purell #5392-02 Only 2- 1.2L per case	\$54.82	\$548.20
2	70	Pail	IDP Wax Finish One Step 5 gallon pail	\$84.98	\$5,948.60
3	60	Case	Multi-Clean Century Maintenance Only (4) 2.0L/Case	\$54.85	\$3,291.00
4	40	Case	Multi-Clean 950 Bowl Cleaner Only (12) 32 oz/case	\$23.95	\$958.00
5	800	Case	Paper Towels Rolls - Georgia Pacific EnMotion #89460-22 Only 10" x 800'/Roll - Touchless - 6 Rolls/Case	\$48.29	\$38,632.00
6	500	Case	Toilet Tissue - 9" Jumbo Roll - 1000' roll - 2 ply Must be compatible w/Ft. James Jumbo Roll Dispenser #860321 8/1000' rolls/case Only	\$20.76	\$10,380.00

Total
\$59,757.80

Item No. 13 – Approval of Board Policy

Dr. Pattee reviewed the second and final reading of board policies. Director Leeper moved and Director Shaw seconded the motion to approve the second and final reading of board policies 204.4.1, 401.16, 502.1, 502.2, 902.2, and 902.4 as presented: Directors voting in favor of the motion: Williams, Coil, Brown, Kenyon, Shaw, Leeper and Lantz. Those voting “no” none. Motion carried.

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

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

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

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

Public Comment will:

- Be held at the beginning of the Board meeting, following roll call of members, and prior to the Consent Agenda.
- Be limited to three (3) minutes in length, per person.
- Be allowed for individuals who have contacted and received approval to speak, from the Board President and/or Superintendent by 4:00 p.m. the day of the Board meeting.
- Be allowed for interested citizens to present comments, suggestions or concerns, even if they are not on the agenda. However, an item must be included on the agenda before the board can officially act upon it. If not on the agenda, a community member will need to follow the regulations for an item to be placed on the agenda and contact the Board president and/or the Superintendent no later than Thursday prior to a regular meeting of the Board. Citizens are encouraged to communicate with Cedar Falls educators and school board members. If you have a concern, the best place to begin is with those directly involved and responsible, usually at the specific school: the teacher and/or principal. It is there that most problems can be quickly and productively resolved. If questions still remain, please contact the superintendent, or designee.
- Not be a dialogue, simply a time individuals can provide comments to the Board.

Policy Title: Nepotism Code No. 401.16

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

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

No employee will directly supervise a family member.

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

Introduction

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

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

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

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

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

Code of Iowa

Section 282.4 of the code provides:

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

Section 282.5 provides:

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

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

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

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I. Definition of School Discipline

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

II. Definition of Misconduct

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

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

- V. Truancy.
- W. Unauthorized access to computer hardware or software and the manipulation of electronically stored information.
- X. Violating academic integrity by actions such as cheating or plagiarism.
- Y. Bullying and taunting.

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

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

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

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

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

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

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

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

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

Sanctions regarding student's behavior while involved in activities/athletics shall be governed by Board Policy #503.4. The Superintendent shall develop rules and procedures to implement this discipline policy and shall report such procedures to the Board of Education of the school district.

V. Firearms

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

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

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

The term "destructive device" includes, but not limited to any explosive, incendiary, or poison gas, bomb or grenade. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

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

- A. Physical contact with the body of a student shall not be considered corporal punishment if it is reasonable and necessary under the circumstances, is not designed or intended to cause pain, and is not done with the intent to punish the student. Such contact is not prohibited.
- B. Factors determining whether the contact was reasonable and necessary are:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
 - For the protection of property as provided for in Iowa Code Section 704.4 or 704.5.
 - To remove a disruptive pupil from class, any area of school premises, or from school-sponsored activities off school premises.
 - To prevent a student from the self-infliction of harm.
 - To protect the safety of others.

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

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

VII. Procedures for Exclusion / Expulsion Cases

- A. When a student is suspended pending recommendation for exclusion or expulsion, the building principal shall immediately notify the director of elementary or secondary education and the superintendent of schools to review the alleged misconduct and all relevant matters. Following this review, a final determination of a recommendation for exclusion or expulsion to the Board of Education will be made by the director and the superintendent. The building principal shall hold a conference with the parents/guardians and the student to discuss the reasons for the suspension and proposed recommendation for exclusion or expulsion.
- B. If, after investigation and review, it is determined that exclusion or expulsion should be recommended to the Board of Education, the building principal, with assistance from the director of elementary or secondary education and legal counsel, shall prepare appropriate notice. The director of elementary or secondary education shall consult with the secretary of the Board of Education to arrange a time for the hearing. The notice of hearing on the recommended exclusion or expulsion shall state the reasons for the recommendation and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation. There shall be included a direct citation of the section of the discipline policy, Board policy, and/or state statute that has been violated. The notice shall state the time and place of the hearing.

- C. Notice of the recommendation to the board for exclusion/expulsion shall be served upon the parents/guardians by the Director of Elementary or Secondary Education. The notice shall be sent by registered mail to the last known local address of the parents/guardians.
- D. At the same time the notice and supporting documents are delivered to the student and his/her parents/guardians, copies shall be forwarded to the president of the Board of Education who shall call a meeting of the Board to hear the matter. Copies shall also be delivered to the superintendent, legal counsel, and the secretary of the Board of Education.

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

E. The Hearing:

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

F. The Decision:

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

VIII. Special Education

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

IX. Non-authorized Persons

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

- A. Non-authorized persons are:
 1. Students not assigned to that specific building.
 2. Any person not an employee of the Cedar Falls Community School District.
 3. An employee or volunteer not assigned duties at that building or premises.
- B. School administrators may enlist the aid of the police department to have removed any non-authorized persons.
- C. Procedures dealing with non-authorized persons should be reasonable, ~~and~~ non-discriminatory and non-arbitrary in their operation.

X. Actions for Assault and Threats to School Personnel

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

XI. Distribution of Discipline Policy and Administrative Rules and Procedures

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

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

I. Authorized Actions

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

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

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

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

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

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

II. Definitions

- A. Detention: Detention shall be the requirement that a student remain after school, or come to school early, or on Saturday for purposes of discipline.
- B. Removal from class: Removal from class is that period of time a student is sent from the classroom by the teacher to the office of the principal or designee for a period of time not to exceed one (1) day when the principal or designee reviews with the student and the classroom teacher the misconduct and determines the conditions for readmission to class, or further disciplinary proceedings.
- C. Denial of privileges and/or participation in extracurricular activities: Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the building principal or his/her designee.
- D. Probation: Probation is conditional attendance during a trial period imposed for conduct which violates the regulations or rules established by the board of directors, including misconduct as defined in the discipline policy, or in cases of conduct detrimental to the best interests of the school. Breach of the conditions of probation may result in more severe sanctions.
- E. In-school suspension: In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspension may be imposed by the principal or designee for violation of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension.
- F. Out-of-school Suspension: Suspension is that period of time a student is sent home from school by the principal. A student may be suspended from school for a period of not to exceed ten (10) consecutive school days for any infraction. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences. If suspension is contemplated beyond three days it must be discussed with the Assistant Superintendent for Human Resources.
- G. Removal from a specific class for up to the balance of the semester: Removal from a specific class for up to the balance of the semester is isolation of a student from a specified class while under proper supervision and occurs where the student's conduct does not warrant exclusion from other classes or expulsion from school.
- H. Exclusion: Exclusion is an act carried out only by the Board of Education by a majority vote that excludes a student from school for a determinate period of time. During the period of exclusion, the school district will provide the student with an alternative educational program.
- I. Expulsion: Expulsion is that act carried out only by the Board of Education by a majority vote that expels any student from school for a determinate period of time. During the period of expulsion, the school district will provide no educational program or services to the student.

III. Administrative Action

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

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

- B. Probation: The principal or designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and his/her parent(s)/guardian(s) and shall be placed in the student's supplementary record. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the discipline policy and these administrative rules and procedures. Administrative procedures in Section IV shall be followed.

- C. In-school suspension: The principal or designee may specify the imposition of an in-school suspension which shall be imposed for a period not to exceed 10 school days. In-school suspension may be imposed for infractions of school rules or policies (including the discipline policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of in-school suspension shall be given to the student and his/her parent(s)/guardian(s), and shall be placed in the student's supplementary record.
- D. Removal from a specific class for up to the balance of the semester with educational alternative (secondary students only): If the principal or designee determines that other sanctions for discipline have not and will not resolve a specific discipline problem in a class situation, and if the principal or designee, in consultation with the Director of Secondary Education, determines that exclusion or expulsion is not recommended, then the principal may remove the student from the specific class for up to the balance of the school semester and may specify coincidental with such removal some other supervised alternative for the student. Such removal shall be specified only after the principal has explored all available disciplinary alternatives and all other educational alternatives, including placement of the student in another class under the direction of another teacher, and only after a conference has been held with the student and his/her parent(s)/guardian(s). Notice of such removal from class for the balance of the semester shall be given in writing to the student, parent(s)/guardian(s), and the Director of Secondary Education.

When such removal is ordered, it shall be with the opportunity for proper administrative supervision during the time of such removal.

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

IV. Administrative Procedures

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

- A. A student should be told what he/she is accused of doing, orally or in writing, and be given an explanation of the evidence and the rules or policy allegedly violated. The principal or designee shall make an informal investigation, hearing all available accounts of the incident, and have discussion with the student. If written notice and explanation is not given, a written memorandum shall be prepared after the discussion, one copy to be placed in the student's file and the other to be mailed to the student's parent(s)/guardian(s).
- B. If the student denies the charges, he/she should be given an opportunity to explain his/her side of the story. There need be no delay between the time of the discussion and explanation to the student and the student's opportunity for response.

The principal or designee may, in his/her discretion, find it advisable to have the person(s) who observed and reported the misconduct present when the accusation and explanation is given; to allow the student to confront such person(s); or to hear the person(s) in behalf of the student. Such proceedings shall be informal. If the student makes a reasonable request that other persons be questioned, the principal or designee should attempt to talk to them if possible.

- C. If the student does not deny the charges, the principal shall explain the sanction to be imposed.
- D. Students whose presences pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the notice of hearing should follow as soon as practical, not later than three school days after immediate suspension. If the student is immediately removed from school, the principal or designee shall investigate the incident and decide, by the end of the school day, whether further disciplinary action is necessary. If an additional suspension is necessary beyond the end of the school day, the principal or designee shall give notice to the student and his/her parent(s)/guardian(s), describing what the student is accused of doing, an explanation of the evidence, the rule or policy allegedly violated, and the time when the student and his/her parent(s)/guardian(s) may have a hearing as heretofore provided.
- E. When a student is suspended pending exclusion or expulsion, the procedures for exclusion or expulsion in the discipline policy shall be followed. If after five school days, the principal determines not to recommend exclusion or expulsion, the principal, the student, and the student's parent(s)/guardian(s) shall make suitable arrangements for readmission.
- F. Nothing in this procedure shall be construed to prohibit informal settlement by the parent(s)/guardian(s) by agreement, or waiver of hearing or both.

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

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

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

VI. Truancy Procedure

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

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

VII. Procedures for Handling Student Alcohol or Controlled Substance Cases

- A. When it is determined that a student has been using, possessing, selling or delivering alcohol, tobacco, controlled substances, or controlled substance look-alikes on school premises or at school activities the student may be suspended by the building principal. The administrative procedures for suspension shall be applied in such case.

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

VIII. Referral of students with alcohol or substance abuse problems

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

Policy Title: Substance Use and Abuse Code No. 502.2

A safe and drug-free school environment is recognized by the Cedar Falls Board of Education as essential to prevent serious problems and threats to the academic, social, physical, and emotional welfare of all students. The Cedar Falls Community School District is committed to the establishment of policies and procedures which:

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

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

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

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

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

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

The board believes the substance abuse prevention program will include:

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

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

Policy Title: School Safety Code No. 902.2

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

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

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

1. The District has a Safe School Plan which follows a model recommended by the U.S. Department of Education emphasizing Preparedness, Prevention, Protection Response and Recovery to ensure student and staff safety before, during and after a crisis. The Safe School Plan is an all-hazards plan addressing the multiple risks faced by District staff, students, and facilities. The District's Safe School Plan uses the concepts and principles of the National Incident Management System (NIMS) including the Incident Command System (ICS) which provides a standardized approach for incident management. The community-based District Safety Committee will coordinate and oversee planning and implementation of the Safe School Plan. The administrator of each District facility shall be responsible for implementing the District Safe School Plan for their facility.
2. Emergency drills shall be conducted as delineated in the Safe School Plan.
 - a. *Fire Drills*: Not less than four fire drills are to be conducted during each school year with not less than two fire drills conducted between July 1 and December 31 and not less than two fire drills shall be conducted between January 1 and June 30 of each year.
 - b. *Tornado Drills*: Not less than four tornado drills are to be conducted during each school year with not less than two tornado drills conducted between July 1 and December 31 and not less than two tornado drills shall be conducted between January 1 and June 30 of each year.
 - c. *Dangerous Intruder Drills*: Not less than one dangerous intruder drill is to be conducted during each school year.
 - d. *Shelter in Place Drill*: Not less than one shelter in place drill is to be conducted during each school year.
 - e. *Off Site Evacuation Drills*: Not less than one off-site evacuation drill is to be conducted every other school year.
3. The Safety Patrol Program will be under the immediate supervision of the building principal at the elementary level. The function of the patrol is to facilitate pupil traffic on sidewalks and at school crossings.

4. A record shall be kept of all reportable accidents occurring during all school activities and investigations shall be conducted in depth on any unusual accidents, in accordance with all laws in effect.
5. Threats to the safety of persons in any District owned or operated facilities or grounds, shall be dealt with through procedures outlined in the District Safe School Plan implemented by the principal of the building, supervisor, or the principal's designee. Assistance may be requested from non-school sources, and the office of the superintendent of schools shall be notified of any substantive threat. Building searches or similar actions shall be determined and organized in accordance with the factors impacting the situation at hand.
6. School bus safety measures shall include classroom instruction as a part of the K-6 program, bus driver supervision, district requirements for conduct while riding buses (basic rules are cited in Board of Education Policy 603.2), and regular school bus evacuation drills. Such bus evacuation drills shall be conducted on each regular route at least one time during each semester.

Conduct detrimental to the safety of students riding district school buses shall result in removal of school bus privileges or other appropriate measures.

7. The District adopts, maintains, and revises procedures, plans and information concerning security procedures and emergency preparedness information for the protection of District employees, visitors to the District, students and other persons in the care, custody, or under the control of the District and for protection of property under the jurisdiction of the District, the disclosure of which could reasonably be expected to jeopardize such employees, visitors, persons, or property. The District shall keep information related to the security procedures, emergency preparedness, and vulnerability assessments confidential to the full extent permitted by law.

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

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

Policy Title: Tobacco-Free Environment Code No. 902.4

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

Item No.14 – Superintendent’s Report

Dr. Pattee reported on the following:

1. Commencement is May 28, 2014 and will be at the University of Northern Iowa McLeod Center.
2. Retirement reception for Cedar Falls retiring employees is scheduled for May 13, 2013 at 4:00 p.m. at Pheasant Ridge.
3. April 28th school board meeting will include informational reports on Preschool and Title I.
4. Distributed information and the following dates for the facility public forums.
 - Tuesday, April 15, 5:30 p.m. at Cedar Falls High School cafeteria, 1015 Division Street
 - Wednesday, April 16, 5:30 p.m. at North Cedar Elementary, 2419 Fern Avenue
 - Monday, April 21, 5:30 p.m. at Cedar Falls High School cafeteria, 1015 Division Street
 - Tuesday, April 22 at Western Home Communities – Windcove 5300 South Main Street
 - Tuesday, April 29 at NewAldaya - 7511 University Avenue
 - Monday, May 5, 5:30 p.m. at Cedar Falls High School cafeteria, 1015 Division Street
 - Tuesday, May 6 at Western Home Communities – Windridge 5311 Hyacinth Drive
 - Thursday, May 8, 5:30 p.m. at Lincoln Elementary, 321 West 8th Street
 - Tuesday, May 13, 10 a.m. at Cedar Falls Public Library, 524 Main Street
 - Wednesday, May 14, 6 p.m. at Cedar Falls High School cafeteria, 1015 Division Street

Item No. 15 – Questions, Comments, and Concerns

Director Leeper commented on her recent visit to Orchard Hill Elementary.

President Coil commented on her recent visit to North Cedar Elementary.

Board members will be attending the Holmes Junior High parent group meeting on April 8, 2014.

Director Lantz reminded the Board of the Cedar Falls Community Schools Foundation breakfast scheduled for May 8th, as well as commented on her attendance at the Legislative forum held on March 29th in Des Moines.

Item No. 16 – Adjournment

Director Lantz moved and Director Leeper seconded the motion to adjourn. Directors voting in favor of the motion: Brown, Williams, Kenyon, Coil, Shaw, Leeper, and Lantz. Those voting “no” none. Motion carried. The meeting was adjourned at 7:37 p.m.

Secretary

President